

Iowa State University
Hixson Student Board

Constitution

The **Hixson Student Board** will abide by Iowa State University rules and regulations, state and federal laws.

Article I: Name

The name of this organization shall be Iowa State University Hixson Student Board.

Article II: Purpose

The Hixson Student Board is a student organization which works with the Hixson Program administration in order to:

1. Help the Hixson program adapt to meet Hixson students' current and future needs through giving input to Hixson administration.
2. Provide programming for Hixson students. Specific programming needs will be decided by each year's executive committee.

Article III: Statement of Compliance

Hixson Student Board agrees to annually complete President's training, Treasurer's Training, and Advisor's Training (if required).

Article IV: Non-Discrimination Statement

Iowa State University and Hixson Student Board do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.

Article V: Membership

Section One: Eligibility

1. Membership includes all students who are registered at Iowa State University and are recipients of the Christina Hixson Opportunity Award Scholarship members of the ISU Hixson program.
2. Only students who are in the Hixson Program and able to fulfill their duties for the duration of the elected term are eligible for office.
3. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/ appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
4. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the

spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

5. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1–4)

Section Two: Application and Elections

1. Hixson Student Board applications will be due at the end of the 9th week (Friday before spring break) of the spring semester. Board members will be selected using the slide voting method which is defined in Article V. Applicants will be invited to the meeting which the voting will take place and will have an opportunity to explain their candidacy. The next year board members will be notified of their positions no later than five weeks before the end of the semester. Any current board members who wish to hold a position on next year's board must re-apply.
2. First-Year Class Representative applications will be made available the second week of the fall semester and will be due at the end of the third week. The candidates will be interviewed during the fourth week by the President, Vice President, and Advisor. If any two other board members would like to assist with the interview they may. Interviewers will fill out an interview notes sheet which will be attached to the application. Following the interviews the board will vote. Offers should be made to the First-Year Class Representatives by the fifth week.

Section Three: Elected Members

1. Newly elected members are required to shadow the person they will be replacing for at least two weeks. Shadowing is defined as: attending meetings and other Hixson Student Board required events, as well as learning the specific duties of the position for which they've been elected.
2. Elected terms last for one calendar (1) year starting at the end of the spring semester.

Section Four: Vacant Positions

1. Positions become vacant when a member resigns or is no longer fulfilling their duties. Duties are defined as such in Article IV. A member who is not fulfilling their duties will have their case brought up before the board and voted on before losing their position.
2. Officers and advisors may be removed by a 2/3 majority vote during impeachment proceedings and are allowed to attend the proceeding.
3. To fill a vacant position an applicant will be voted on by the board. Preference will be given to residing student board members and committee members.

Article VI: Risk Management

The role of the risk management officer, also serving as the vice president, is: [a] to recommend risk management policies or procedures to Hixson Student Board, [b] to submit documentation to ISU's Risk Management Office and [c] to ensure that Risk Mgt. procedures are implemented at all of the orgs. events.

Article VII: Structure

Section One: Executive Members

1. The executive committee shall consist of a program advisor and eleven selected positions: President, Vice President, Secretary, Treasurer, Programming Co- Chairs, Fundraising Chair, Programming Chair, Publicity Chair, First-Year Class Representatives, Webmaster, and Intramural Chair.
 1. **Advisor:** Advise the student Board and approve any financial transactions. The advisor serves his or her term as appointed by the Hixson Program Staff. The Hixson Program's full time staff member always fills the advisor position—there should never be a vacancy.
 2. **President:** Organize agendas, run meetings and attend weekly meetings with the Hixson Student Board Advisor. The President and/or the Vice President will report to Hixson staff. The President must have been a past executive board member.
 3. **Vice President:** Run meetings in the absence of the president. The President and/or the Vice President will report to Hixson staff. In special circumstances, plan and organize events or activities. The Vice President will serve as the Risk Management Officer and will oversee all risk management responsibilities. Duties of the Risk Management Officer are to recommend risk management policies to Hixson Student Board, to submit documentation of ISU's Risk Management Office, and ensure that Hixson Student Board's Risk Management Policy is implemented at all events. The Vice President must have been a past executive board member.
 4. **Treasurer/Secretary:** Work with the executive members and the advisors to assemble an overall budget and present it to the Hixson program, keep record of HXSB funds, deposit all moneys received for the organization, and assist in budgeting for each event. Keep and make public the minutes of HXSB meetings, maintain a secretary's log and organize mailings as directed by HXSB.
 5. **Programming Chairs** (No more than 2): Plan and organize HXSB programs, organize events, coordinate with other board members to help other chairs when needed, encourage attendance and participation at HXSB programs, and coordinate with the publicity chair.
 6. **Fundraising Chair:** Organize and manage board fundraising efforts, including communication between board and company, event registration and set-up, recruitment of a sufficient labor force, and post-event communication regarding funds raised. Actively plans and tracks annual budget in collaboration with board President and Treasurer.
 7. **Community Service Chair:** Actively seeks community service opportunities for board and organizes logistics of event execution, including member recruitment, any necessary transportation, and any other necessities.
 8. **Publicity:** Publicize HXSB meetings, social events and other activities, write up a blurb for each event to be added to the Hixson newsletter, and submitting budgets to the treasurer. Update and maintain the HXSB social media online presence. Provide photographs to be used in publicity and on the website. Keep and update list of executive board and email addresses.
 9. **Intramural Chair:** Plan and organize athletic/intramural events for Hixson students, including prizes as needed, and submitting budgets to the treasurer
 10. **First-Year Class Representatives** (2): There will be two students who represent the freshmen class. They will report to HXSB on freshmen Hixson news and report back to the freshmen class with news and events. Encourage attendance and participation at HXSB programs.
2. Duties required by all executive members include, but are not limited to the following:
 1. Have one or fewer unexcused absences to Hixson Student Board meetings. If a member is going to miss a meeting they must inform the President or Vice President and the

Secretary a minimum of (24) twenty-four hours prior to the meeting. In the case of an emergency this can be bypassed.

2. Attend all required Hixson Student Board events.
3. Be familiar with the Constitution.

Article VIII: Voting

1. Standard voting will be done during a designated schedule meeting of the student board. 80% of the HXSB must be present in order to vote. A vote will pass by a (2/3) two thirds vote.
2. Slide Voting will be used when electing the next year's board members and the order in which the positions will be voted on is President, Vice President, Programming Chairs, Fundraising Chair, Community Service Chair, Publicity Chair, Treasurer/Secretary, Intramural Chair, and Webmaster. All applicants who have listed the position being voted on as a preference and have not been elected to a position will be a candidate. All candidates must leave the room and the executive board members who are left will vote until a candidate receives at least a 50% majority, except when multiple candidates are to be selected a simple majority will suffice. At the conclusion of the vote, proceed to vote on the next position. Any student who was not selected for the position will slide down into the other positions for which they listed as a preference.

Article IX: Finances

Section One: Financial Statement

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

Hixson Student Board will remain completely independent of Hixson Program funding through continuous fundraising efforts managed by the Fundraising Chair. An annual budget will be created by the Treasurer and Fundraising Chair, outlining anticipated expenses matched with the necessary amount of fundraising efforts based on the previous year's expenses and revenues. Estimated expenses and revenues will be updated to correct amounts upon incurrence to determine any necessary changes in fundraising activities.

Section Two: Dues

There are no dues to be paid in order to be a member in this organization.

Article X: Amendments and Ratifications

1. This Constitution supersedes all previous constitutions of the Iowa State Hixson Program Student Board.
2. Amendments to this constitution must be presented and discussed during a meeting of the student board. Amendments may only be passed through voting.
3. This Constitution must be re-ratified every year.

Article XI: Issues Not Addressed

Any issue not addressed by this constitution shall be discussed and voted on by the student board according to the voting policy.