

Constitution of Fulbright Students and Scholars Organization

Article I – Name

The name of this organization shall be Fulbright Students and Scholars Organization (FSSO) at Iowa State University.

Article II – Purpose

The purpose of Fulbright Students and Scholars Organization is to serve as an umbrella body for all students and scholars of the Fulbright Association at Iowa State University.

The goals of this organization are to support Fulbright students and scholars, promote cultural exchange, and strengthen global engagement. To achieve these goals, Fulbright Students and Scholars Organization will:

- Create support structures and mentorship for students and scholars during their studies/programs;
- Raise awareness, interest, and opportunities for current, former, and prospective Fulbrighters at Iowa State University and within the Fulbright Program worldwide;
- Promote and attract prospective Fulbrighters to Iowa State University;
- Create linkages with other Fulbright student and scholar groups from various universities worldwide.

Article III – Statement of Compliance

Fulbright Students and Scholars Organization abides by and supports established Iowa State University policies, state and federal laws, and follows local ordinances and regulations. Fulbright Students and Scholars Organization agrees to annually complete President's and Treasurer's Training.

Article IV – Non-Discrimination Statement

Iowa State University and Fulbright Students and Scholars Organization do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, or status as a U.S. veteran.

Article V – Membership

Section 1: Requirements

Membership is open to all registered students in good standing at Iowa State University.

However, voting membership is restricted to current and alumni Fulbrighters who are currently enrolled as students at Iowa State University. All current Fulbrighters are automatically members of the organization. These members control and direct the affairs of the organization.

Non-voting membership is open to all other alumni Fulbrighters, spouses/partners, faculty, and other interested persons within the university and non-university community. These non-voting members may freely participate in the activities of the organization.

Section 2: Removal

- a) Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- b) The removal process may be initiated by any member of the organization.
 - A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.
 - Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
- c) Membership may be revoked by a majority vote of club membership present at the voting meeting.
- d) Voting will be conducted by secret ballot at a general meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
- e) The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
- f) The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
- g) The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commence. The member in question will be informed of the results and be allowed access to the ballots if requested.
- h) The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The Advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- i) The member in question may request reinstatement 365 days after removal.
 - The member must submit a written request for reinstatement to officers.
 - Officers must reach a unanimous vote through a show of hands to reinstate the member.

Article VI – Officers

Section 1: Officer Positions and Duties

- a) **President**
 - Facilitate officer meetings and general meetings.
 - Oversee the activities of the officers and general membership.
 - Represent the organization on campus and at Fulbright events.
 - Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.
 - Maintain a record of membership in the student organization database.
 - Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) submit documentation to ISU's Risk Management Office, and (d) ensure that proper waivers and background checks are on file with Risk Management for events.
 - Maintain contact with the Advisor regarding organization activities and concerns.
 - Schedule meetings/events with appropriate University offices.
 - Complete all trainings as required by Iowa State University policy.

b) Vice President

- Preside over meetings in the absence of the President.
- Coordinate with the President to assist with presidential duties as needed.

c) Secretary

- Maintain an accurate record of all organization meetings in the form of general meeting minutes and actionable items reports.
- Maintain membership directory.
- Notify members of meetings, times, assigned tasks, etc.
- Correspond, when necessary, with university administration and other recognized organizations.

d) Treasurer

- Maintain an accurate record of organization transactions.
- Develop the organization budget and present it to membership for a 3/4 majority vote.
- Co-sign organization checks and vouchers along with the Advisor.
- Arrange fundraising opportunities for the organization.
- Solicit additional funding if needed from the Student Government Association in association with the President.
- Maintain the club's budget and work with officers to determine spending allowances.
- Work with the Advisor to approve each expenditure before payment.
- Complete all trainings as required by Iowa State University policy.

e) Public Relations Officer

- Coordinate organization promotion, outreach, public communication activities, and publicity of events.
- Coordinate media and Fulbright promotional materials (also on Fulbright websites) to ensure maximum publicity for the organization.
- Maintain communication with Fulbright in association with the President.

f) Advisor

- Maintain communication and meet with officers regularly.
- Maintain awareness of and approve financial expenditures.
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

Section 2: Elections

- a) Elections will occur annually during the last meeting in **April**.
- b) Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week prior to the general membership vote.
- c) Voting will occur at a general meeting. The date of the meeting will be announced at least one month in advance through an email to all members.
- d) At the voting meeting, each candidate will have 2 minutes to speak in front of the general membership.
- e) Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members present at the meeting.

- In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
 - In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest-voted candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
- f) The term of office for all officer positions shall be one year, beginning in August and ending in May.

Section 3: Impeachment/Removal

- a) Officers can be removed from their position by a vote of club membership.
- b) Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c) Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
- The officers will hold a special meeting with the Advisor to deliberate.
 - The officers (excluding the officer in question) and Advisor must have a majority vote of approval to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- d) Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
- Voting will be conducted by secret ballot at a general meeting.
 - The vote will be announced at least one week prior to the meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
- e) The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f) The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commence. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- g) The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The Advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

Section 4: Officer Replacement

- a) In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- b) Special elections must follow the same format as annual elections, outlined in Article VI, Section 2.
- c) If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

Section 5: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- a) 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.
- b) 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.
- c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
- d) Any student member fulfilling the above requirements is eligible for nomination, self-nomination, or re-election. If a vacancy should arise at any time between annual elections, by-elections will be held to fill the vacancy within one month after such vacancy has arisen.
- e) The officers of the organization shall constitute the Executive Committee, which shall meet as necessary in addition to regular meetings of the organization. The Executive Committee may appoint any such ad-hoc committees as deemed necessary. At least ½ of the officers should be current Fulbright grantees. Officers will serve for one academic year, i.e., from **August** to **May**.

Article VII – Advisor

Section 1: Duties

The duties of the Advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section 2: Method of Selection

- a) Advisor candidates shall be verbally nominated by officers at a predetermined officer meeting.
- b) A candidate may be elected through a majority vote of officers.
 - Officers will vote through a show of hands.
 - All officers must be present for a vote to occur.
- c) Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- d) If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure.

Section 4: Impeachment/Removal

- a) The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
 - Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
- b) The Advisor must be notified and given the reason for removal at least one week prior to voting.
- c) The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occur.

- d) The Advisor will be notified of the decision via email.

Section 5: Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII, Section 2.

Article VIII – Finances

- a) 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.
- b) Upon disbandment of Fulbright Students and Scholars Organization, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers. Should the organization dissolve, all assets shall be donated to the library at Iowa State University.
- c) No dues are assessed for membership.

Article IX – Amendments and Ratification

- a) The amendment process may be initiated by any club member.
 - Requests for amendment must be submitted in writing to the club officers.
 - The officers must have a majority vote of approval to move the amendment to a general membership vote.
 - Officers will vote through a show of hands.
- b) The proposed amendment must be presented to the general membership at least one week before the vote.
- c) The constitution may be amended by a majority vote of club membership present at the meeting.
 - Voting will take place at a club meeting.
 - Voting will be conducted by a show of hands.
- d) Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- e) In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur:
 - Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
 - Notification of these changes must be communicated at the next full organizational meeting.