IMMUNOBIOLOGY GRADUATE STUDENT ORGANIZATION CONSTITUTION

ARTICLE 1. NAME

1.1 The name of the Organization shall be known as "The Immunobiology Graduate Student Organization at Iowa State University" or abbreviated as "IGSO".

ARTICLE 2. CONTACT INFORMATION

2.1 The official contact information of IGSO shall be

Immunobiology Graduate Student Organization

2018 Molecular Biology Building

Iowa State University, Ames Iowa 50011

Phone: (515) 294-7252

Fax: (515) 294-6790

ARTICLE 3. OBJECTIVES

3.1  To organize activities that benefit member graduate students.

3.2  To represent the interest of IGSO members in all matters during their stay at Iowa State University (ISU).

3.3 To foster an environment of friendship, camaraderie, and cooperation among IGSO members and between IGSO members and faculty, staff, and other organizations at ISU.

3.4 In fulfilling objectives above IGSO will abide by established ISU policies, local ordinances and regulations, State and Federal Laws. IGSO agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

ARTICLE 4. MEMBERSHIP

4.1 Membership shall be open to all registered students, in good standing,at ISU and members of the ISU community. Anyone who has paid dues is an IGSO member.

4.2 Iowa State University and IGSO 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, gender identity, or status as a U.S Veteran

4.3 Types of membership

A)  Student members (must be registered students, in good standing, at ISU)

B)  Faculty members

C) Non-Student members

D) Advisor(s)

4.4 All members are encouraged to participate in all IGSO activities.

4.5  Only student members are allowed to vote.

4.6  All members, excluding the Advisor(s), shall pay dues as specified in ARTICLE 10.5.

4.7 Membership may be revoked for failing to fulfill membership requirements and/or if actions are deemed inappropriate by the membership by a 1/2 of the Executive Board vote and a 3/4 general membership majority vote.

ARTICLE 5. EXECUTIVE BOARD AND APPOINTED POSITIONS

5.1 The Executive Board shall be comprised of the President, Vice- President, Secretary, and Treasurer.

5.2 The Executive Board and members filling Appointed Positions shall serve for the period of one academic year and may be re-elected or re-appointed for following years.

5.3 Duties and general responsibilities of the executive board members:

5.3.1 President

A) To represent IGSO and its members in all external matters.

B)  To preside over all IGSO meetings.

C)  To coordinate and ensure the smooth functioning of the activities of IGSO.

D)  To solicit and secure funds for IGSO.

E)  To attend Interdepartmental Immunobiology faculty meetings.

F)  To organize activities that will realize the objectives of IGSO as mentioned in ARTICLE 3.

G) To form subcommittees as necessary to ensure smooth functioning of activities (i.e. fundraising, outreach, education, social, etc.).

5.3.2 Vice-President

A)  To assist the President in all the functions as in paragraph 5.3.1.

B)  To act on behalf of the President in his/her absence.

C)  To renew the registration of the IGSO with the Student Activities Center.

D) To foster and maintain relationships between IGSO and other associations/organizations.

5.3.3 Secretary

A)  To assist the Vice-President.

B)  To keep a current list of members.

C)  To convene all meetings of IGSO and the Executive Board.

D)  To maintain all correspondence of IGSO.

E)  To disseminate, via email and the IGSO website, minutes of the IGSO meetings.

F) To ensure that IGSO meets the requirements of the Student Activities Center.

G) To keep a copy of the constitution on hand for the membership reference.

H)  To post and email announcements of IGSO events and activities.

I)  To maintain all records of IGSO.

5.3.4 Treasurer

A) To maintain all financial accounts and related correspondence of IGSO.

B)  To sign all financial accounts and transactions.

C)  To submit a financial statement to the meetings and/or upon request of the President.

D)  To insure that IGSO fulfills all the requirements of ISU pertaining to financial matters and liaises with the Campus Organization Accounting auditors on all financial matters.

E) To insure all expenditures are countable.

5.4 Appointed Positions

5.4.1 Graduate Student Senate Representative.

A) To report all important business discussed at the Graduate and Professional Student Senate (GPSS) meetings which may affect IGSO as a campus organization and to provide a copy of the report to the secretary.

B) To represent IGSO at GPSS meetings

5.4.2 Executive Board Consultant.

A) To assist the Executive Board with his or her past knowledge of general IGSO operations.

5.4.3 Risk Management Officer

1. To help minimize potential risks for club activities
2. To recommend risk management policies or procedures to IGSO
3. To submit documentation to ISU’s Risk Management Office
4. To ensure that Iowa State University policies are followed at all of the organization’s events
5. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)
6. The President will serve as Rick Management Officer. The President reserves the right to delegate the duties of this position to another member of the Executive Board.

5.5 The positions of President and Treasurer cannot be held simultaneously by a single member.

5.6 Members of the Executive board or members filling Appointed Positions may be removed from office by 1/2 of the Executive Board vote and a 3/4 general membership majority vote. An officer or adviser may be removed from office if they do not complete their duties/responsibilities (as outlined in the constitution), are abusing the privilege of their officer or if they commit any act which may injure IGSO’s reputation. If an officer or adviser is removed, the replacement procedure is the same as the election procedure described in ARTICLE 7. The officer replacement procedure shall take place at the first meeting following the removal of the previous officer/adviser.

ARTICLE 6. THE ORGANIZATION ADVISOR(S)

6.0 An advisor is selected by the executive board.

6.1 In accordance with the university requirement IGSO shall have an Advisor(s) who is a member of the faculty or staff of ISU.

6.2 The members shall by simple majority vote, elect or terminate the appointment of an Advisor(s) as needed.

6.3 The President shall seek the consent of individuals to be nominated for the role of Advisor(s).

6.4 The role of the Advisor(s) shall be to provide continuity within IGSO and be familiar with the IGSO constitution, offer guidance (as needed) to Executive Board members on organizing events, financial management and institutional polices, be present at elections of Executive Board members.

6.5 The Advisor(s) and the President shall jointly see to the details of the functions of the Advisor(s) and to establish a working understanding between the Advisor(s) and IGSO.

6.6 The Advisor(s) shall serve for the period of one academic year and may be re-elected or re-appointed for following years.

6.7 An advisor is replaced according to article 6.0.

ARTICLE 7. ELECTIONS

7.1 Elections for the Executive board shall be concluded at an election meeting by the end of the spring academic semester.

7.2 All members of the Executive Board must be elected at an election meeting.

7.3 The President and Vice President must attend election meetings unless positions are vacant. In the event both positions are vacant the most senior Executive Board member shall preside. If there is not a clear senior member then rights to preside shall be decided by rock, paper, scissors (2 out of 3 wins).

7.4 An Advisor must be present to moderate the election and to validate the results.

7.5  All voting shall be secret ballot.

7.6  Nominations

7.6.1 Student members as well as student non-members may be nominated. Nominations will be accepted from two weeks prior to elections to immediately prior to voting.

7.6.2 Nominated individuals will be asked to confirm their willingness to participate as a candidate in the elections and as a member of the Organization.

7.6.3 To be considered eligible for nomination for election to the executive board candidates must meet the following requirements:

A) Have a minimum 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 and Graduate students, the minimum GPA is 3.00. In order for this provision to be met, at least 6 hours (half-time credits) must have been taken for the semester under consideration.

B) Be in good standing with the university and enrolled: at least half time (6 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 (4 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.

C) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (A) or (B).

7.7 Election Procedure

7.7.1 The President will be elected first, followed by the Vice- President, Secretary and the Treasurer. Individuals may run for multiple positions.

7.7.2 All positions in the Executive Board must be filled either by election or appointment before the end of the fall academic semester.

7.7.3 The Executive Board positions shall be elected by popular vote. Half of the membership plus one person will constitute a quorum for elections. If quorum is not reached at the spring election meeting, another meeting will be called until quorum is reached.

7.7.4 The following format shall be used for balloting:

A) The Advisor(s) shall display the names of those contending candidates for the various Executive Board positions during the election. Each candidate will be allowed up to five minutes to speak on their behalf prior to voting.

B) Each member voter shall write the name of the candidate for the Executive Board position and submit it to the Advisor(s).

C) The Advisor(s) shall announce the results of the election of each Executive Board position, immediately after counting the votes. If the newly elected individual is running for other positions they will be removed as a candidate for the other positions if there are multiple candidates running for those positions.

D) All members have the right to verify the results of the election.

E) In the event of a tie, a run-off election between candidates receiving the most votes will be held.

7.8 The Graduate Student Senate Representative shall be appointed by the newly elected Executive Board. If more than one individual is interested in this position, the IGSO membership shall elect one by majority vote.

7.9 The Executive Board Consultant will have served on a past Executive Board. This person shall be appointed by the Executive Board. If more than one individual is interested in this position, the IGSO membership shall elect one by popular vote.

7.10 In the event any position on the Executive board is vacated, positions shall be filled via a special election at the next meeting following the items 7.3 through 7.7. 

ARTICLE 8. ORGANIZATION MEETINGS

8.1 There shall be two categories of meetings

A) General Meetings

B) Special Meetings

8.1.1 The Secretary shall notify all members of the date of all meetings at least one week in advance.

8.1.2 All members and invited guests are eligible to participate in all discussions during the meetings.

8.1.3 The minutes of the previous meeting will be available for review.

8.1.4 Voting on matters arising shall be based on a simple majority of the members present unless otherwise specified in the Constitution.

8.2  General meetings shall be held at least 3 times per semester.

8.3  Special meetings shall be convened when urgent matters are needed to be discussed.

ARTICLE 9. AMENDMENTS TO THE CONSTITUTION

9.1 All amendments to the Constitution can only be made in the general meeting.

9.1.1 All amendments to the Constitution must be submitted to the Secretary not later than one week before a meeting.

9.1.2 All amendments must be formally proposed and second.

9.1.3 All amendments to the Constitution not submitted 1 week before a meeting, upon being seconded, shall be tabled until the next meeting to allow for discussion and notification of membership.

9.1.4 All amendments shall be discussed before putting to a vote.

9.2 Amendment to an amendment.

9.2.1 An amendment to an amendment must be discussed and put to a vote before discussing and/or voting on the first amendment.

9.2.2 A vote must be taken on the first amendment before considering the second amendment.

9.3 All amendments to the Constitution must have at least 2/3 member majority.

9.4 Changes to the Constitution must be submitted to the Student Activities Center within 10 days for approval.

ARTICLE 10. FINANCES

10.1 The Treasurer shall oversee and be responsible for all financial transactions.

10.2 All monies belonging to IGSO shall be deposited and disbursed through a bank account established for IGSO at Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office).

10.3 All funds must be deposited in the appropriate IGSO account within two business days after collection.

10.4 The Treasurer and an Advisor(s) must approve and sign each expenditure before payment.

10.5 Dues:

10.5.1 IGSO may establish dues at the beginning of each semester that must be paid by all members.

10.5.2 The amount of dues shall not exceed $50 USD and shall be determined by September 1st by the Executive Board and presented to the general membership for a majority vote.

10.5.3 Dues must be paid by October 1st of each year to maintain membership.

10.6 In the event of the dissolution of IGSO any remaining funds shall be given to the Interdepartmental Immunobiology Graduate Program with the stipulation that they be used to benefit their graduate students.

ARTICLE 11. MISCELLANEOUS

11.1 All voting must be done in presence of the current President or Vice-President.

11.2 Except for the provisions of this Constitution, all procedural matters and standing orders shall follow normal parliamentary practice.

11.3 This Constitution shall be binding to all members as prescribed in the Article 4.