

IMMUNOBIOLOGY GRADUATE STUDENT ORGANIZATION CONSTITUTION

ARTICLE 1. NAME

- 1.1. The name of the Organization shall be known as "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
2014 Molecular Biology Building
Iowa State University, Ames Iowa 50011
Phone: (515) 294-5122
Email: charris@iastate.edu
ATTN: IGSO

ARTICLE 3. OBJECTIVES

- 3.1. To create an environment for those interested in immunology to collaborate, socialize, and exchange ideas
- 3.2. To represent the interests of IGSO members in all matters during their time at Iowa State University
- 3.3. To organize professional and social activities that benefit IGSO members
- 3.4. To foster an environment of friendship, camaraderie, and cooperation among IGSO members, faculty, staff, and other organizations at Iowa State University
- 3.5. STATEMENT OF COMPLIANCE

In fulfilling objectives above IGSO will abide by established Iowa State University 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.
- 4.2. To be an official IGSO member, one must pay dues

- 4.2.1. Official membership benefits include partial membership to the American Association of Immunologists (AAI) (see ARTICLE 9.5.5), IGSO sponsored events, a right to vote when necessary, and eligibility to be elected to an officer position.
- 4.3. ***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.***
- 4.4. 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)
- 4.5. All members are encouraged to participate in all IGSO activities.
- 4.6. Only due-paying members are allowed to vote.
- 4.7. All student members, excluding the Advisor(s), shall pay dues as specified in ARTICLE 9.5.
- 4.8. Membership 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 members.
 - B. Removal will be determined by a minimum vote of ½ of the Officer team followed by a minimum vote of 2/3 by general membership.

ARTICLE 5. OFFICER TEAM AND APPOINTED POSITIONS

- 5.1. The Officer Team shall be comprised of the President, Vice- President, Secretary, and Treasurer.
- 5.2. The Officer Team 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 Officer Team 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 at their discretion
- F. To organize activities that will achieve the objectives of IGSO as mentioned in ARTICLE 3
- G. To serve as the Risk Management Officer
- H. To ensure that IGSO meets the requirements of the Student Activities Center
 - a. Complete President Training and sign Compliance form annually

5.3.2. Vice-President

- A. To assist the President in all the functions as in ARTICLE 5.3.1.
- B. To act on behalf of the President in their absence
- C. To foster and maintain relationships between IGSO and other associations/organizations
- D. To run subcommittees as necessary to ensure smooth functioning of activities (i.e. fundraising, outreach, education, social, etc.) and report back to the President as necessary

5.3.3. Secretary

- A. To assist the Officer Team
- B. To keep a current list of members
- C. To maintain all correspondence of IGSO

- D. To report, via email, minutes of the IGSO meetings
- E. To email announcements of upcoming IGSO events and activities
- F. To maintain all records of IGSO
- G. To keep a copy of the constitution on hand for membership reference

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 work with the Campus Organization Accounting auditors on all financial matters
- E. To ensure all expenditures are countable
- F. To complete Treasurer, p-card training, and sign the Compliance form annually

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. Risk Management Officer

- A. To help minimize potential risks for club activities
- B. To recommend risk management policies or procedures to IGSO
- C. To submit documentation to ISU's Risk Management Office

- D. To ensure that Iowa State University policies are followed at all the organization's events
 - E. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)
 - F. 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 Officer Team.
- 5.5. The positions of President and Treasurer cannot be held simultaneously by a single member.
- 5.6. Impeachment/Removal of an Officer
- A. Members of the Officer Team or members filling appointed positions may be removed from office by a minimum vote of $\frac{1}{2}$ of the Officer Team vote and a $\frac{2}{3}$ general membership majority vote.
 - B. 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 office or if they commit any act which may injure IGSO's reputation.
 - C. If an officer or adviser is removed, the replacement procedure is the same as the election procedure described in ARTICLE 7.
 - D. 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)

- 6.1. An advisor is nominated by the Officer Team.
- 6.2. In accordance with the university requirement, IGSO shall have an Advisor(s) who is a member of the faculty or staff of Iowa State University.
- 6.3. The members shall by simple majority vote, elect or terminate the appointment of an Advisor(s) as needed.
- 6.4. The President shall seek the consent of individuals to be nominated for the role of Advisor(s).
- 6.5. 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 Officer Team members on organizing events, financial management and institutional polices, and be present at annual elections of Officer Team members.

- 6.6. 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.
- 6.7. The Advisor(s) shall serve for the period of one academic year and may be re-elected or re-appointed for following years.
- 6.8. The Advisor must sign the Compliance form, signature form, p-card applications, and any other necessary documents to maintain IGSO in good standing as an Iowa State University student organization.
- 6.9. An advisor is replaced according to ARTICLES 5.6. and 6.1-6.4.

ARTICLE 7. ELECTIONS

- 7.1. Elections for the Officer Team shall be held at an election meeting some time between April 15 and May 15 before the conclusion of the spring academic semester.
 - 7.1.1. If elections cannot be held by the conclusion of the academic school year, they must be completed prior to the start of the next academic school year.
- 7.2. All members of the Officer Team must be elected at an election meeting.
- 7.3. The President and Vice President must attend election meetings unless the positions are vacant. In the event both positions are vacant the most senior officer member shall preside. If there is not a clear senior member then rights to preside shall be decided by the Advisor(s).
- 7.4. An Advisor must be present to moderate the election and to validate the results.
- 7.5. All voting shall be secret ballot.
 - 7.5.1. If election meetings are held during an online meeting (i.e. Zoom or Webex) votes shall be submitted to the advisor(s) in a private message.
- 7.6. Nominations
 - 7.6.1. Any due-paying member can be nominated for the Officer Team. Nominations will be accepted from two weeks prior to elections to immediately prior to voting. Any due paying member can make a nomination.
 - 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 Officer Team 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. 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. Member must pay dues and must actively participate in at minimum 1/3 of meetings during an academic year.
- D. A member will be ineligible to hold an Officer Team position if the student fails to maintain the requirements as described in 7.6.3.

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 Officer Team must be filled either by election or appointment before the start of the fall academic semester.

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

7.7.4. Only dues paying members are allowed to vote.

7.7.5. The following format shall be used for balloting:

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

- B. Each member voting shall write the name of the candidate for the Officer Team position and submit it to the Advisor(s).

7.7.5.B.1. If elections are to be held virtually voting will be done according to section 7.5

- C. The Advisor(s) shall announce the results of the election of each Officer Team 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 Officer Team. If more than one individual is interested in this position, the IGSO membership shall elect one by majority vote.

7.9. In the event any position on the Officer Team 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 three categories of meetings

- A. General Meetings

- B. Special Meetings

- C. Social Meetings

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

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

8.4. The minutes of the previous meeting will be available for review as will the current club balance.

8.5. Meetings will include a report from the GPSS senator.

- 8.6. Voting on matters arising shall be based on a simple majority of the members present unless otherwise specified in the Constitution.
 - 8.6.1. Any matter that requires a majority vote shall be formally proposed and seconded.
- 8.7. General meetings shall be held at least once a month during the academic year (excluding January).
 - 8.7.1. Meetings will be held in-person, online, or hybrid as the Officer Team deems necessary or in accordance with Iowa State University policies.
 - 8.7.2. The Secretary or President will host the online meeting.
 - 8.7.3. General meetings are the only ones required to follow parliamentary procedure and Robert's Rules of Order format.
- 8.8. Special meetings shall be convened when urgent matters are needed to be discussed.
- 8.9. Social events will be organized by the officer team and voted on by membership, but attendance is not required.
 - 8.9.1 Social events that do include professional development and/or outreach are eligible to be funded by IGSO.

ARTICLE 9. FINANCES

- 9.1. Treasurer shall oversee and be responsible for all financial transactions.
- 9.2. All funds 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).
- 9.3. All funds must be deposited in the appropriate IGSO account within two business days after collection.
- 9.4. Any funds shall be spent in accordance with p-card training.
- 9.5. The Treasurer and an Advisor(s) must approve and sign each expenditure before payment.
- 9.6. At the start of the Fall academic year the treasurer shall account for any p-cards associated with the organization (i.e. ensuring former officers have returned their p-cards).

9.5. DUES:

- 9.5.1. The IGSO Officer Team will determine cost of dues paid by each member at the beginning of each semester.
- 9.5.2. The cost of dues shall not exceed \$50 USD and shall be presented at the first general meeting.
- 9.5.3. Dues must be paid by the end of the fall semester to maintain membership.
- 9.5.4. Dues will be paid by cash, check, or use of the ISU marketplace.
- 9.5.5. Paying dues provides the benefit of partial payment of membership to the American Association of Immunologists (AAI) by IGSO. The portion of AAI dues paid by IGSO will be determined by the Officer Team.
 - A. Members who wish to have a portion of the AAI membership paid by IGSO will pay the portion of AAI membership not covered by IGSO to IGSO. This will be done in compliance with p-card training.
 - B. AAI membership will be paid in full by a p-card carrying member of the Officer Team. This will be done in compliance with p-card training.

- 9.6. 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 Immunobiology graduate students.

ARTICLE 10. AMENDMENTS TO THE CONSTITUTION

- 10.1. All amendments to the Constitution can only be made in the general meeting.
 - 10.1.1. All amendments to the Constitution must be submitted to the Secretary no later than one week before a meeting.
 - 10.1.2. 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.
 - 10.1.3. All amendments must be formally proposed and seconded.
 - 10.1.4. All amendments shall be discussed before putting to a vote.

10.2. Amendment to an amendment:

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

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

10.3. All amendments to the Constitution must have at least 2/3-member majority vote.

10.4. Changes to the Constitution must be submitted to the Student Activities Center within 10 days, from the meeting in which the change is discussed, for approval.

ARTICLE 11. MISCELLANEOUS

11.1. All voting must be done in the 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 described in ARTICLE 4.