## Design Council Constitution 2023-2024

# Article I – Name

The name of the organization is to be Design Council.

# Article II - Purpose

The purpose of the Design Council is to organize events and represent all disciplines and departments within the College of Design. The Design Council’s goals are to collaborate events with design clubs belonging to the College of Design, present and create opportunities for the students in the College of Design to learn more about their major and career aspirations, advocate and seek representation for themselves and their peers, and to create an atmosphere of unity within the College of Design community. The Design Council should value the representation and union of the departments within the College of Design and its students.

# Article III - Statement of Compliance

The Design Council abides by and supports established Iowa State University policies and state and Federal Laws and follows local ordinances and regulations. The Design Council agrees to annually complete President’s and Treasurer’s Training.

# Article IV - Non-Discrimination Statement

The Design Council will not discriminate based on 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.

# Article V - Membership

Any student with an academic interest in the College of Design may become a member. That may be those majoring or minoring in a degree under the umbrella of the College of Design. They must be in good academic standing according to Iowa State University guidelines. Members who fail to uphold an environment consistent with the club’s non-discrimination statement or who fail to maintain a safe and academic environment are subject to expulsion from the club. Expulsion and banning from the club will be done by its officers, with a majority vote being the determining factor.

### College of Design Student Organization Membership

Clubs may participate as entities in the Design Council, but must qualify first as

* Recognized by Iowa State University Student Engagement as a campus organization or a student organization.
* A majority of members are Iowa State Students in the College of Design.

Newly formed clubs are responsible for reaching out to the Design Council.

# Article VI – Officers

Officers must major in any of the departments of the College of Design, and all future majors created under the College of Design. Exceptions to these requirements must meet with the current Design Council executive team for membership approval.

President

* Must complete President’s training
* Preside over executive (cabinet) and general meetings
* Maintain communication with the organization’s adviser and other officers
* Organize cabinet and leadership positions with a spring semester election
* Lead cabinet meetings and approve events
* Submit and/or approve events through event authorization when necessary
* Represent the organization on campus
* Update official club documents when appropriate
* Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
* Be an acting officer of risk management for the club if there is no vice president.
  + Help minimize potential risks for club activities
  + Recommends risk management policies or procedures
  + Submit documentation to ISU’s Risk Management Office
  + Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Vice President

* Responsible for attending all executive meetings (cabinet) and general meetings
* Leading meetings if the President is unavailable
* Additionally, if the President is unable to fulfill the duties of the club and must step aside before the next round of elections; you will execute the responsibilities of the position of the President
* Contact with other executive members must be maintained
* Exemplify leadership qualities and professionalism for other members to follow
* Be an acting officer of risk management for the club if there is no vice president.
  + Help minimize potential risks for club activities
  + Recommends risk management policies or procedures
  + Submit documentation to ISU’s Risk Management Office
  + Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Treasurer

* Make purchases
* Keep track of all receipts and transfers
* Approve events through the Event Authorization forms
* Verify purchases ahead of time with advisor
* Treasurer’s training

Secretary

* Send out emails regarding future general meetings, philanthropy, and/or social events
* Adding/removing members from the listserv when necessary
* Keeping track of attendance points and meeting notes
* Updates the student organization website with events

Social Chair

* Manage social media profiles and post events on the page when needed
* Responsible for the creation of posters and other marketing materials
* Assist in planning and preparing meetings

Student Government Representatives

* Represent the interests of Design Council and student body in the College of Design
* Keep the council informed about important decisions and matters happening in Student Government

### Club Representatives

Each club recognized by the Design Council will have the opportunity to represent their organization at cabinet meetings. They will be responsible to present information between their own entity and Design Council. There may be 1-2 representatives. They will be responsible for introducing the club in general Design Council meetings and activities.

### Committee Chairs

Alongside the executive cabinet will be positions for students to represent the Design Council and College of Design student body through the various faculty committees of the College of Design and Iowa State University. These committee positions can be filled by those in the cabinet or by any other member of the club. Those interested in participating must apply at the beginning of the semester and depending on interest will be put to an election. This will be determined by the sitting president of the club. The representatives on these committees will update members of the club in full group, executive cabinet meetings, or recent committee proceedings. They will take input from the club and act as a liaison for the interests of the students. The available committee positions are as follows:

#### AAC (Academic Affairs Council)

* Determine course descriptions and course naming.
* Act as the liaison for international programs.

#### Student Affairs

* Organize lectures and exhibitions.

Operations

* Act as a liaison for the Faculty Development Council.
* Primarily made up of Graduate students at the College of Design.
* Act as a voting member of grants and proposals on behalf of the council.
* Act as the liaison for Innovation and Entrepreneurship (INE).

Faculty Development

* Faculty Based Meetings

### Elections

The executive team officers will be elected annually during the spring semester, optimally in April. The sitting President will organize the event and proceedings. Nominated or self-nominated members of the Design Council, including current execs, will present their qualifications to the position in a formal meeting open to all club members in a format of the sitting president’s choosing. After all nominees have presented, the members, not including the nominees, will anonymously vote on the new elective team. In the case of a tie, a revote of the council will repeat until the tie is broken. Club and Student Council representatives will not be voted on.

### Impeachment/Removal of Officers

Impeachment of an officer may be considered if the council believes that officer has failed to fulfill their duties, has committed wrongdoings against another council member, or otherwise broken conduct which affects the integrity of the organization. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with impeachment proceedings, 2/3rds of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer is allowed one presentation of up to 5 minutes to defend their position. The officer has the option to not present a defense but must still be present during the impeachment voting process if they wish to retain their seat. A secret ballot will be held after the presentation. An officer can be impeached by a simple majority vote of council members including the executive team.

### Replacement of Officers

To fill an officer vacancy, a special election will be held within two weeks of the previous officer’s leave, or once a replacement officer has been nominated. The special election will follow the same procedures as general elections.

### General Officer Requirements

The officers of this organization must meet the following requirement:

1. 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.
2. 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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) and (2).

# Article VII - Advisor

All recognized student organizations at Iowa State University must provide a general statement about the duties and method of selection of the club’s advisor. Discuss advisor duties, terms of service, method of election, selection or appointment, impeachment, and replacement of advisors here.

Advisor Duties - The Advisor of this organization shall authorize event forms, approve purchases, invoices, and other expenses, and attend a meeting with the President and relevant executive members regarding upcoming events the Design Council is holding at least once a month.

Method of Election/Selection of Advisor(s) - Nomination and recommendation from passing advisor to potential future advisors. There may also be nominations from the council for potential advisors that are faculty members of the College of Design. The acceptance of an advisor will be ruled by majority vote of the executive members.

Advisor(s) Term of Service - The Advisor of this organization shall serve an indefinite term length at their leisure.

Impeachment/Removal of Advisors - Impeachment proceedings for the Advisor shall follow the same format as Officer impeachment proceedings.

Replacement of Advisors – replacement proceedings for the Advisor shall follow the same format as Officer replacement proceedings.

# Article VIII - Finances

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.

There will be no dues for the Design Council until discussed otherwise by the current executive team.

The treasurer is expected to be responsible for all P-Card transactions, allocations, receipts, and organizing any fundraising opportunities as needed. The Design Council shall not exceed 70% of the current council balance.

In the case of a balance of $0.00 in the Design Council bank account, the executive team will determine the desired balance before spending monies for future events.

# Article IX - Amendments and Ratification

A proposal to amend this constitution may be extended to Officers by any voting member of the organization. Proposals should be presented to the general membership at least one week before the vote. A constitution may be amended with a 2/3 vote of executive members. The amended constitution will be submitted within 10 days to Student Engagement for approval.