**CONSTITUTION AND BY-LAWS**

**OF THE**

**MEAT SCIENCE CLUB OF IOWA STATE UNIVERSITY**

***ARTICLE 1 - NAME***

 The name of this organization shall be the Meat Science Club

***ARTICLE 2 - INTENT AND PURPOSE***

The purpose of this organization is to stimulate interest, promote academic excellence and promote professional development in Meat Science. In doing so, the Meat Science Club will abide by Iowa State University rules and regulations, state and federal laws.

***ARTICLE 3 - MEMBERSHIP***

The membership of the organization shall consist of students interested in the field of Meat Science at Iowa State University. The Meat Science Club is open to registered students at Iowa State University and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

***ARTICLE 4 - OFFICERS***

**Section 1** - The officers of the association shall be the President, Vice-President and Vice-President Finance (Treasurer). New officers are to be nominated and elected by majority vote. The following requirements must be met for consideration as an officer of the Meat Science Club:

Officers must (a) 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. (b) 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.(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

 **- Duties of the officers:**

President - The president shall oversee all activities of the club, serve as chair of the Executive Committee and act as the liaison between the Meat Science Club and the faculty and the University. The president shall also organize meeting and short course duties.

Vice-President - The vice-president shall assist the president in overseeing all committee activities. The vice-president shall preside over meetings in the absence of the president. The vice-president shall also record the minutes of the meetings, coordinate tours, and keep track of the point system.

Treasurer – The treasurer shall be responsible for all bookkeeping activities of the club, including receipt and disbursement of funds as directed by the established point system. The treasurer shall also be responsible for maintaining an accurate record of the current, paid membership and shall maintain, in conjunction with the vice-president, a record of the money available for members to use for meat science related activities and professional development.

**Section 2** - **Advisers**

Duties: (1) maintaining communication and meet with officer(s) regularly, (2) awareness and approval of financial expenditures and (3) ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

Dates of Election/Appointment and Method: The term for the adviser will be one full year (from July 1st to June 30th). The adviser will be selected by the officers and then voted on by the general membership. A majority vote is needed for an adviser to be selected.

**Section 3** - Officers shall be elected at the date set by the membership (usually at the end of the fiscal year, June 30th), with elections once per year.

**Section 4** - The officers shall form an Executive Committee whose duty shall be to direct the activities of the association with the aid and counsel of whatever committees they see fit to appoint.

**Section 5** **-** Removal of Officers or Adviser

Officers or advisers may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

**Section 6 -** Replacement of Officer or Adviser

If an officer or adviser is removed the replacement procedure is the same as the election procedure described in Section 1 of Article 4. It shall take place at the first meeting following the removal of the previous officer/adviser.

***ARTICLE 5 - MEETINGS***

 **Section 1** - The membership shall meet on dates set by the Executive Committee.

**Section 2** - Special meetings may be called by the Executive Committee and will be called upon request of a simple majority of the membership.

***ARTICLE 6 - AMENDMENTS***

**Section 1** - This constitution may be amended by a majority vote of the membership.

**Section 2** - Amendment shall become effective immediately.

***ARTICLE 7 -*** ***MEAT SCIENCE GROUP GUIDELINES***

1. Dues for each member will be $15.00 per fiscal year (July 1 - June 30) and received at the beginning of the fiscal year (July 1).
2. Each member will receive up to $50 for student membership in professional organizations during the fiscal year (i.e. AMSA, IFT, Iowa IFT). Disbursement will be dependent on the amount of funds in the Meat Science Club account. If a student exceeds the $50, the difference will be deducted from the money in the student’s personal account funded through the money he or she has earned through the point system.
3. Individual accounts: Within the Meat Science Club account, the Vice President will keep track of money available to a member using a points system outlined in the constitution. The availability and use of these funds is outlined below.
4. To receive funds from the Meat Science Club, a member must have participated in fund raising activities (i.e. short courses, tours, etc.). A point system approved by the majority of the Meat Science Club will be used to disburse travel funds. Disbursement will be dependent on the amount of funds available to an individual member as well as the funds in the Meat Science Club account. A negative balance in the member’s individual account will not be allowed. Each member prior to requesting a reimbursement must contact the Vice-President to determine their balance.
5. A yearly budget will be formed based on expected operating income and expenses. The executive committee should use the budget to determine the operating cost as a percentage per income source. As an example, if the club received $1000 from a short course and the operating cost was set at 53%, $530 would go to the general club account and $470 would go to members’ accounts based on points earned during the particular short course.
6. The club will provide a set amount of money, dependent on the points earned throughout the year at short courses, to any member planning to attend a professional activity. Use of the money will be from appropriate expenses (i.e. transportation, lodging, meals, etc.). The club will not pay for extraordinary or extravagant expenses. Money from other sources (i.e. GSS, Graduate College, Alumni Achievement, companies, etc.) should be considered by an individual. The point system for short courses are as follows:

 **Event Points**

 Tour $10.00 (2)

 Driver 3

 Moderator 3

 Group Leader 7

Each point will be worth a different amount of money, which is dependent on the amount of short courses held each year. The projected income from short courses should be determined at the beginning of the fiscal year (July 1). From this projected income, yearly expenditures should be determined and deducted from the projected income. This will establish a certain percentage that will be available for that year for student travel per each short course. This is outlined in Article 7, Section 4.

Non-Short Course (FFA, Honors Class, etc.) tours will be worth a flat rate of $10.00 per tour. Disbursement will be dependent on the amount of funds in the Meat Science Club account.

1. Money acquired through the Meat Science Club must be used for:
	* + 1. Membership to professional organizations (i.e. IFT, AMSA, etc.).
			2. Meat Science professional activities (i.e. RMC, IFT, ASAS, etc.) not reimbursed by the member’s current employer if the member is already graduated.
			3. Educational development through purchase of reference books, textbooks, journals, etc.
			4. Miscellaneous research items can be purchased but will require a majority approval (of members present at official meeting) from the club prior to reimbursement.
			5. An honorarium of up to $350 per semester dollars may be given from the member’s individual account to go towards his/her tuition and/or fees.
			6. Graduation related fees and expenses that include but not limited to graduation application fees, binding fees and others.

Disbursement will be dependent on the amount of funds in the Meat Science Club account. A written justification of why the purchase benefits the member’s meat science education must accompany the purchase request for items III and IV. All receipts and the packing slip(s) or box label(s) received after the items are purchased or shipment arrives to the person must accompany the purchase request for items III and IV. Allocation of club member’s account funds will require the MAJORITY APPROVAL (vote) of the Meat Science Club prior to reimbursement for items III and IV.

1. After a graduate student has officially left Iowa State University (graduated or not graduated), he or she will have 30 calendar days to submit a written proposal describing how they plan to use the money acquired through the Meat Science Club. Money must be used in accordance with Article 7, Section 6. The guidelines for the proposal are:
* The money must be used within one year.
* The written proposal shall include expected dates for the expenditure(s), and a line item for each of the proposed expenditures.
* The proposal will be submitted to the club for a majority vote at the next meeting.
* Once the proposal has been approved, the member will be notified.

Any unclaimed (either after 30 calendar days without a proposal or one year with a proposal) money will be used to fund the proposed budget for the next fiscal year. At the end of a fiscal year, any excess funds remaining in the budget will be dealt with according to procedures outlined elsewhere in the constitution. In the rare event of expired accounts funding an entire budget, any excess will be applied to the next fiscal year and will not count towards the balance limit of the club.

1. Transferring of funds between member’s individual accounts is not permitted.
2. Throughout the fiscal year, members will use any funds to cover outstanding expenses and to use the funds in some other appropriate manner (i.e. equipment, supplies, books). Any club-related expenses such as the travel or paper for printing should either be approved in the yearly budget or onetime expenses should be approved by majority vote.
3. A $5,000 club balance will be maintained in the general account to cover operating expenses (i.e. short course transportation). At the beginning of each fiscal year (July 1st), the executive committee will review the previous year’s expenses to determine if the balance should be updated to cover operating expenses for the next year. Members’ personal accounts are not included in the $5,000 balance. (i.e. A $15,000 balance with $14,000 being accounted for as available to members does not qualify). Any balance in excess of $5,000 maybe given back to the membership in the form of two travel awards totaling up to $1,000/year. Club advisors will be responsible for selecting potential candidates for travel awards after being informed by the executive committee a surplus exists. Priority for scholarships should be given to international travel and members presenting at conferences. Members must request consideration for the travel awards through the executive committee. Each year the executive committee reserves the right to suspend any disbursements based on future club funding, at which point any disbursement of money (up to $1000) can be applied to the next fiscal year’s budget.
4. A social chairperson may be nominated and elected to serve a term that lasts the duration of a fiscal year (usually July 1st to June 30th). The duties of the social chairperson will be to organize club activities that promote fellowship between all members of the meat science club, as well as meat science faculty and staff.
5. These guidelines can be revised or eliminated at any time by a majority vote of the membership.
6. 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 Adviser to this organization must approve and sign each expenditure before payment.