**Iowa State University Meat Science Club Constitution**

Written: 05/27/2021

Last Revised: 06/01/2021

**Article I - Name**
The name of this organization shall be Iowa State University Meat Science Club.

**Article II - Purpose & Goals**
The purpose of Meat Science Club is to provide a group where students interested in culinary arts, science, and food production can meet, interact and build community. The meetings are designed to fill a number of functions including: providing a way for students and staff to get to know one another, to become acquainted with the program, to develop professional skills and acquaintances, and learn more about the opportunities in the food industry and related fields. The Meat Science Club will abide by Iowa State University rules and regulations along with State and Federal laws.

**Article III Statement of Compliance**

Meat Science Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.  Meat Science Club agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.

**Article IV Non-Discrimination Statement**

“Iowa State University and Meat Science Club 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”

**Article V - Membership**Membership shall be open to all registered students at Iowa State University. Non-registered students, including the faculty advisor may not vote. To obtained active membership, club dues are required. Due requirements are described in the Bylaws.

**Section 1-Executive Committee**. The Executive Committee is comprised of the elected student officers and the faculty advisor. Elected officers of the Meat Science Club include President, Vice-President, Treasurer, Social Chair, and Faculty Advisor.

**Section 2-Eligibility**. The officers of this organization must meet the following requirements:

(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 addition, at least six hours (half-time credits) must have been taken during the semester of election.

(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.

(c)Students are not eligible to run for any office in which the term of office extends beyond their planned graduation date. Officers may not be on temporary enrollment and must not be on conduct probation.

(d) Are an active member of the club and intend on being an active member of the club throughout their term.

**Section 3-Term of Office**. Officers are elected during the second to last meeting of the fall semester and serve a one-year term. Officers begin their term of office immediately after being elected.

**Section 4-Vacancies**. If a position becomes open during the academic year, the Executive Committee may choose to hold a special election, or it may choose to leave the office vacant until the regular elections. If the office is left vacant, the duties of the office will be shared among current members of the Executive Committee.

**Section 5-Duties**. The specific duties of each office are described in the Bylaws.

**Section 6-Removal from Office**. Officers may be removed from office for failure to perform their duties. Procedures for removal from office are described in the Bylaws.

**Article VI: Risk Management:**

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to Meat Science Club, [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable). The social chair will be responsible for Risk Management responsibilities.

**Article VII - Elections**

Officer elections will be held during the second to last meeting of the fall semester and officer transitions will occur following election. Elections will be by secret written ballot, unless otherwise specified. Election procedures are described in the Bylaws. Information regarding officer duties must be presented at a regular meeting at least one month prior to the election.

**Article VI - Meetings**

Meetings vary in content and include both social events and more formal sessions. Meeting times also vary with the date and times set by the Executive Committee. Meetings are advertised through e-mail postings to all Meat Science Club members. In addition, occasional reminders will be sent out to other AN S and FSHN students regarding meetings. Meetings are generally scheduled once per month on the first Thursday of the month with about 5 scheduled each semester.

**Article VII - 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 and the Student Activities Center). All funds must be deposited within 48 hours of collection. If the amount to be deposited is over $100, it must be deposited within 24 hours. The Adviser to this organization must approve and sign expenditure before payment. Members can be reimbursed for club-related purchases as long as the total for reimbursement is greater than $25.

 **Article VIII - Amendments & Ratification**Amendments to the Constitution may be proposed by any active member of the Meat Science Club. The steps in the amendment process are as follows:
1. Amendments and ratifications must be introduced in writing to the Executive Committee. With the Executive Committee’s approval, the proposed changes will be introduced after the second club meeting of the semester. The proposed amendments and ratifications will also be distributed electronically via e-mail after the meeting to allow club members to consider the changes and make comments.

2. The proposed amendments and ratifications of the Constitution will be voted on at the club meeting following the proposal to the club. The changes shall be passed by simple majority of active members present at the meeting, unless otherwise specified.

3.If a member is unable to attend the club meeting, the member can inform a member of the Executive Committee with their decision via a written document (paper or electronic). The written document will be tallied in with the other votes at the club meeting.

4. Amended or ratified constitutions will be submitted to the Student Activities Center within 10 days for final approval.

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Meat Science Club President Date

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Meat Science Club Adviser Date

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Assistant Director of Student Activities Date

**Iowa State University Meat Science Club Bylaws**

Written: 05/27/21

Last Revised: 05/27/21

**Article I - General Bylaws
Section 1 - Dues**

Dues will be $15.00 per semester. All money will be collected at meetings and given to the treasurer only.

To be an active member, dues need to be paid by the third club meeting of the semester. If an individual becomes interested in the club after the third meeting of the semester, exceptions can be made by the Executive Committee on a case by case basis.

**Section 2 - Finances**

The Executive Committee is authorized to spend club funds on standard activities including: club meetings, other club activities (i.e. club trip), and helping members of the club attend professional conferences. The Meat Science Club budget will be proposed and voted on the semester before the budget will be in effect. If unseen purchases are required after the budget is approved, the Executive Committee will discuss and pass those purchases by a simple majority vote. The Executive Committee will notify the club of these purchases at the next club meeting.

The Meat Science Club has the privilege to be issued two purchasing cards (p-cards) through Campus Organization Accounting. The cards can be issued to any two Executive Committee members, as voted on by the club. It is the responsibility of those two executive officers, Treasurer, and Faculty Advisor to attend the training session and abide by all p-card policies and regulations. At the end of the two executive officers’ term, their p-card needs to be turned into Campus Organization Accounting to be deactivated.

**Section 3 - Motions**

The procedures for approving motions shall be as follows:

1.Motions shall not be made until after the third club meeting of the semester.

2. All motions shall first be presented to the Executive Committee. If the Executive Committee approves the motion, an e-mail notifying all club members that voting will occur at the next club meeting.

3. Active members present at the specified club meeting will be able to vote. The motion shall pass by simple majority rules, unless otherwise specified.

4. If a member is unable to attend the club meeting, the member can inform an Executive Committee member of their decision via a written document (paper or electronic). The written document will be tallied in with the other votes at the club meeting.

5. In the case of a more pressing motion, an emergency vote will be organized by the Executive Committee. The motion shall pass by a simple majority of Executive Committee members.

**Section 4 - Bylaws**

New bylaws and amendments to current bylaws may be proposed by any active member of Meat Science Club. The procedure for action is as specified for motions in Section 3.

**Section 5 – Active Member Credit Policy**

This policy is to reward MSC active members for dedicating their time to the club. Within the Meat Science Club, the Vice President will keep track of money available t a member using a points system. The availability of these funds is outlined below.

1. 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.
2. 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.
3. 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 2 (or $10.00) \*

 Driver 3

 Moderator 3

 Group Leader 7

Each point will be worth a different amount of money, which is dependent on the number 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.

* 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. The Treasurer will provide electronic monthly statements which will include all hours dedicated and current balance for all active members. It is the responsibility of all participating club members to confirm that monthly statements are correct.
2. 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 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. 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. Club activities which would not qualify for club credit are social events, time served on a committee, and Executive Committee meetings
3. 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.
4. 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 may be 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.

**Article II - Duties and Responsibilities of the Executive Committee
Section 1 - Elected Offices**

The elected officers of Meat Science Club include president, vice-president, treasurer, social chair, and faculty advisor.

**Section 2 - Attendance Requirement**

Attendance at all club and executive meetings is required of all officers. If circumstances prohibit an officer's attendance, then that absence will be excused. One unexcused absence is allowed per semester.

**Section 3 - General Duties of All Members of the Executive** **Committee**
1. Officers represent the club membership. They should be positive role models displaying enthusiasm, dependability, and dedication.
2. All officers are expected to assist other executive members when needed.
3. Due to the yearly change of officers, newly elected officers need to be trained and prepared for the transition of leadership. Current officers should thoroughly explain all duties to the new officers.

4. All officers must maintain notebooks and/or USB flash drive containing relevant information concerning their respective offices. These notebooks and/or USB flash drive must be passed along so that new officers are comfortable with their duties and responsibilities.

**Section 4 - President**

The president has primary responsibility for the operations of the club. The president calls to order all meetings and is generally responsible for scheduling club events. The duties of the president include:
a. Establish times and locations for meetings
b. Arrange for facilities for meetings and programs
c. Determine an agenda prior to the meeting

d. Confirm with faculty advisor(s) and treasurer that accounts have been paid
e. Preside over all meetings, announce the agenda, introducing speakers, and make sure that all members have the opportunity to participate
f. Lead members in defining and pursuing the goals and objectives of the club and keep a list of objectives with origin dates and projected deadlines
g. Delegate responsibilities
h. Maintain good communication between the executive officers

i. Update constitution with new changes made over the presiding year

j. Order apparel and submit logo for Trademark approval when needed

k. Maintain club email list

l. Respond to emails from external interest groups and presenters

m. Update Club Attendance Spreadsheet after each meeting

n. Send out reminder emails to volunteers about events and volunteer opportunities.

**Section 5 - Vice-President**

The vice-president assists the president in all club functions. Duties of the vice-president include

a. In absence of president, or at request of president, perform president's duties
b. Keep in close contact with president and faculty advisor(s)
c. Assist chairs of committees

d. Coordinate and plan fundraising activities

e. Assign meeting themes

f. Coordinate meat lab tours

g. Monitor and update the club point system

h. Maintain meeting attendance sheets

**Section 6 - Secretary**

The secretary is generally responsible for all club records and correspondence. The duties include:
a. Record minutes during each meeting
b. Distribute copies of minutes to all members via email

c. Have a saved hard copy of all club meeting and exec meeting minutes on USB flash drive
d. Keep a list of active members
e. Collect Summary Reports from officers after an event has been held
f. Initiate prompt correspondence (including writing thank you notes to presenters)

g. Maintaining the club webpage and Facebook page

h. Responsible for collecting all pictures taken at club events

**Section 7 - Treasurer**

The treasurer is generally responsible for all financial transactions of the club. The duties include:
a. Turn in treasurer's notebook and permanent-bound accounting book to the Student Activities Center when required
b. Maintain the treasurer's notebook, which should contain all forms and materials for operating the club in financial situations, past and current budgets, and any other notes or materials found to be helpful in carrying on the duties of treasurer
c. Maintain the permanent-bound accounting book containing the records of all financial transactions, including income (donations, fund-raisers, etc.) and expenditures (orders for supplies or certificates, payment of bills, etc.)
d. Obtain a 'Change of Information Organization Form' from the Student Activities Center, update any changes on the form, and return it before the deadline set
e. Attend one treasurers' orientation class taught by a Campus Organizations representative(s) before the deadline set
f. Verify information concerning funds, deposits, and accounts
g. Change signature on all financial accounts from predecessor to self

h. Compile a budget each semester to be voted on by club members and determine if extra funds are necessary
i. Pay all bills promptly
j. Keep all financial records up to date and readily available for review by advisor(s), executive members, and membership
k. Keep all financial records in a secure location
l. Report to club members at each executive and general meeting on club finances

m. Make P-card purchases as needed

n. Collect dues and other money necessary for club activities

**Section 8 - Social Chai**r

The social chair is generally responsible for organizing club activities above and beyond regularly scheduled meetings. These events can include inviting speakers, organizing trips to restaurants and corporations, and social activities. The social chair will also be responsible for handling Risk Management for club events.

**Section 9 - Faculty Advisor**

The Meat Science Club is a departmental club. The faculty advisor serves as a liaison between the club and the faculty and staff in the department, college, and university. They participate in Executive Committee deliberations when needed and provide information, support, guidance, and advice to the student officers. The faculty advisor does not have veto power over actions of the Executive Committee except when they judge the actions to be contrary to university policy.
a. The faculty advisor is selected by the club as a whole and must be re-approved yearly during officer elections

b. The faculty advisor serves as the contact point for new majors and also serves as a resource concerning the most current university rules and regulations involving students and student activities.

**Article III - Removal from Office**
An elected officer is automatically removed from office if the officer's cumulative grade point average falls below 2.0 or if the officer is placed on conduct probation by the university. An officer may be removed from office for failure to carry out the duties of the office, including attendance at meetings. If an officer fails to perform the duties of the office or more than one unexcused absence occurs, then the Executive Committee may discuss removal of the officer at the next meeting of the Executive Committee. The officer must be informed, in writing, of the possible removal from office and must be given a chance to respond. If there is no response or if the Executive Committee judges the response to be unacceptable, the Executive Committee may remove the person from office by a 2/3 majority vote on a secret ballot. Persons removed from office remain members of the club.

**Article IV - Election Procedures**
Annual election of officers shall be scheduled midterm during a regular Meat Science Club general business meeting during the Fall term (election meeting).

**Section 1 - Nominations**

The nomination meeting will occur one general business meeting prior to the Election Meeting, ONLY those members who are present may be nominated. The nominees will be asked to accept or decline the nomination. Self-nominations ONLY may be emailed to the President up to 2 weeks before the election meeting.

**Section 2 - Voting**

Only active dues paying members may participate in elections. It is the duty of the Treasurer to determine if member is eligible to vote.

Voting will be done via secret ballot. Members will write the name of the candidate they wish to vote for on the paper. Ballots will be counted for each office, one at a time, beginning with the office of President. After ballots are counted for that office, the winner is announced and the process continues through the remaining positions.

**Section 3 - The Hare System of Vote Counting**

Election Meeting:

All nominees shall have a brief opportunity to express interest in the Executive position they have been nominated for prior to the vote. All nominated members must leave the meeting while each nominee is presenting and while ballots are being counted.

Nominations shall be called, and election held for one office at a time, beginning with the office of the President. Candidates not elected to one office shall be eligible for nomination to succeeding offices, ONLY if the nominee is present.

A majority of all votes cast shall be necessary for election. If there are three or more candidates for one office, and no candidate receives a majority vote on the first ballot, the candidate receiving the least votes shall be eliminated, and balloting shall continue in the same manner for the remaining candidates until one shall have received a majority. Tie votes for any office shall be resolved by lot, by the President.

**Section 4 - Election Results**

As soon as the written ballots are completed, 2 members of the Executive Committee will count the votes. The faculty advisor will observe the counting to ensure no errors are made. The officers-elect will be announced during the meeting. If an officer is unable to stay in office, the election process will be repeated for that position.

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Meat Science Club President Date

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Meat Science Club Adviser Date

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Assistant Director of Student Activities Date