Iowa State University Education Association Constitution

*Revised September 13, 2012*

**Preamble:**

It will be the purpose of the ISUEA to help pre-service teachers succeed and prepare them for their future careers.

* We strive to inform our members about the current education issues at a national and state level.
* We strive to give our members diverse experiences within the club, classroom, and community.
* Promote interest among young adults who are interested in education careers.
* Provide members with opportunities for developing personal growth and professional competence.
* Provide opportunities for participating in cooperative work on the problems of the profession and the community.
* Provide professional membership on the local, state, and national levels during the preparation period for a career in education.
* Strive for higher standards of preparation.

**Article 1 - Name**

**Section 1** The name of this organization will be Iowa State University Education Association (ISUEA) Also known as the Iowa State University ISEA chapter.

**Section 2** The Iowa State University Education Association (ISUEA) chapter is one of the student chapters of the Iowa State Education Association. . The Iowa State Education Association is a state branch of the National Education Association (NEA).

**Article 2 - Membership**

**Section 1** Membership in this organization is open to all currently enrolled ISU students on a non-discriminatory basis. Membership shall be open to all registered students at Iowa State University.  Iowa State University and ISUEA do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran. Members are usually preparing for a career in elementary, secondary, or early childhood education. Students can come to any and all meetings that they wish to attend, as long as they are dues-paying members. Students can stop attending meetings at any time. Non-students (including faculty, staff, students at other institutions, and community members) may participate in the activities of an organization and will be known as “community affiliates” without the ability to vote or hold office.

**Section 2** Students must become dues-paying members through the National Education Association and will thus have voting privileges and can run in officer elections and conference elections. Once students are dues-paying members through the NEA, then students will pay the local dues of $5 once per school year. NEA benefits include up to $1 million in professional liability coverage (insurance), discounts and credit card opportunities, publications, and the opportunity to participate in professional workshops and conferences. The cost of membership (as of 2010) is $39 a year and the membership year runs from September 1 to August 31. During their first year of teaching and regular NEA membership, previous dues- paying ISUEA members are eligible to receive a rebate of $20.00 for each year they were a dues- paying ISUEA member (up to 4 years). In addition to being a dues-paying ISUEA member, each member can be affiliated with the State and National Student Program. A person shall not be admitted to or continue dues-paying membership in a student chapter of the Iowa State Education Association who possesses a teaching contract or who receives payment for teaching duties rendered-with the exception of graduate students receiving graduate teaching assistantships.

**Section 3**  ISUEA abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

**Article 3 – Non-Discrimination:**

**Section 1** “Iowa State University (and name of organization) 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 4 – Officers**

**Section 1** The officers of this organization will consist of 4 officers: President, Vice-President, Secretary, and Treasurer. This organization will also consist of a leadership team.

ISUEA agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required)

President:

* Shall be the chief executive officer of the association
* Shall represent the association as spokesperson on matters of policy or assign responsibility for such representations
* Shall prepare the agenda and preside at all meetings of the association
* Shall serve as ex-officio member on all committees

Vice-President:

* Shall preside in the absence of the President
* Shall perform other duties as delegated by the President and/or the leadership team

Treasurer:

* Shall be responsible for the safekeeping and accounting of all funds
* Shall sign all checks drawn on the bank account of the association

Secretary:

* Shall keep accurate records and files of the proceedings of meetings

Risk Management Chair:

- To recommend risk management policies to ISUEA

- To submit documentation to ISU’s Risk Management Office

- To ensure that ISUEA’s Risk Management Policy is implemented at all chapter events

- To ensure that all positions are completing their duties required

The officer holders will collectively be called the Executive Committee.

**Section 2** 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 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.
  + Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**Article 5 - Election of Officers**

**Section 1** Election of officers will be held the last whole group meeting of each semester when there is someone running to be elected. A letter of interest must be in by September 30th for the fall semester and January 30th for the spring semester. Members interested in running must be dues-paying ISUEA members and voters must be dues-paying ISUEA members. All officer positions will be held to a one-year term beginning in May and ending in April. The member with the largest number of votes will win the election. If a run-off election needs to occur, elections will occur again until a winner is decided. All elections will be conducted using an open nomination. All officer positions will be held to a one-year term or a minimum of one semester depending on semester of student teaching. An officer may be removed by a 2/3-majority vote of club members.

**Section 2** Impeachment or removal of an officer will be brought to the attention of the leadership committee via written notice as to whom the group would like to be removed and the reasons for removal. Impeachment can occur if actions of the officers do not meet the requirements outlined in the constitution and if an officers behavior is not professional (vulgar language, not showing up to events, etc.). Officers 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. A replacement will be elected using the regular election process held at the immediate whole group meeting.

**Article 6 - Meetings**

**Section 1** There will be an official planning meeting held at the beginning of each semester. Subsequent meetings will be scheduled during these meetings.

**Section 2** Meetings will be conducted using Robert’s Rule.

**Article 7 - Advisors**

**Section 1** There shall be a minimum of 1-faculty/staff advisors who will be ex officio members with no voting privileges.

**Section 2** Method of selecting advisor: officers will ask professors who they believe are a good fit for the club to serve as an advisor, in addition to the professor being supportive of the union.

**Section 3** Duties or responsibilities of advisor: attend a few ISUEA meetings a year and be open to students asking for advising assistance.

**Section 4** Method for removing an advisor: Any member of ISUEA may make a verbal notice to the Leadership committee as to why he or she feels it necessary to remove the present advisor. The Leadership Committee will review the notice and then bring it forth as a voting matter to the whole group at the next immediate whole group meeting. The person being voted for removal may speak and be present before the voting takes place. An adviser may be removed by a 2/3-majority vote of club members.

**Section 5** The term of service for the ISUEA advisor will be the length that he or she is employed at ISU

**Section 6** If an advisor is removed or impeached, a new advisor will be appointed by the leadership committee through a majority vote.

**Article 8 - Finances**

**Section 1** All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting Office and/or approved institution/office (must receive authorization via Campus Organization 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.

**Article 9 - Amendments**

**Section 1** The constitution may be amended by a vote of two-thirds (2/3) of dues-paying ISUEA members using Robert’s Rules. Proposed changes shall be presented in writing to the membership at least five days prior to the meeting at which they will be considered.

Amended or ratified constitution will be submitted within 10 days to Student Activities Center for approval.

**Article 10- Risk Management**

**Section 1** The President is the risk management officer which entails [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to Iowa State University Education Association, [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.

**Article 11- Statement of Compliance**

**Section 1** Iowa State University Education Association abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Iowa State University Education Association agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

By-Laws for Iowa State University Education Association (ISUEA)

*October 2011*

**Article 1 – Officers**

**Section 1:** The term of office for the officers hall be one year or until their successors are duly qualified. Incumbents are not eligible to seek reelection for one additional term. The officers shall assume office on the first planning meeting of the fall semester following their election.

**Section 2:** President:

1. Shall be the chief executive officer of the association
2. Shall represent the association as spokesperson on matters of policy or assign responsibility for such representations
3. Shall prepare the agenda and preside at all meetings of the association
4. Shall serve as ex-officio member on all committees

**Section 3:** Vice-President:

1. Shall preside in the absence of the President
2. Shall perform other duties as delegated by the President and/or the leadership team

**Section 4:** Treasurer:

1. Shall be responsible for the safekeeping and accounting of all funds
2. Shall sign all checks drawn on the bank account of the association

**Section 5:** Secretary:

1. Shall keep accurate records and files of the proceedings of meetings

**Article 2 – Committees:**

**Section 1:** There shall be standing committees, in addition to the leadership team, appointed by the president subject to the approval of the leadership team

**Section 2:** Special committees may be established by the president with approval of the leadership team

**Section 3:** Special committees shall be established for the purpose of accomplishing a specific task within a limited period of time (Also known as ad-hoc committees.)

**Article 3 – Dues**

**Section 1:** Members shall pay annually the current fees for student membership in the state; the current fees for membership in NEA-SP and local ISUEA are $5.

**Article 4 – Nominations and Elections**

**Section 1:** Elections will be conducted under guidelines approved by the general membership

**Section 2:** All elections will be conducted using an open nomination and secret ballot procedure

**Section 3:** The secretary will preside over the elections proceedings

**Article 4 – Due Process**

**Section 1:** The association shall guarantee that no member will be censored, suspended, or expelled without a due process procedure which shall include an appellate procedure

**Section 2:** The association shall guarantee that no member of the leadership team shall be impeached and removed from office without a due process procedure which shall include an appellate procedure

**Section 3:** The general membership shall approve rules and procedures to implement these due process guarantees

**Article 4 – Amendment Process**

**Section 1:** These Bylaws may be amended by a two-thirds (2/3) vote of those present and voting at any general meeting

**Section 2:** Proposed changes in these Bylaws shall be presented in writing to the membership at least 10 days prior to the meeting in which they will be considered

**Article 5 – Suspension Provision**

**Section 1:** Any provision of these Bylaws may be suspended by a two-thirds (2/3) vote of those present and voting at any general meeting

**Article 6 – Parliamentary Authority**

**Section 1:** Robert’s Rules of Order Newly Revised shall be the authority on all questions of procedure not specified in this Constitution, Bylaws and Standing Rules