

Article I. Name

ISU Supply Chain Management Club (ISU SCM Club)

Article II. Purpose:

The focus of the club is to gain a better understanding and appreciation for supply chain management, with an emphasis on purchasing, manufacturing, and logistics to promote beneficial relationships between students, faculty, and businesses, as well as between local, regional, and national professional SCM organizations.

The ISU Supply Chain Management club also functions as a student chapter of APICS.

Article III. Statement of Compliance

ISU Supply Chain Management Club (ISU SCM Club) abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. ISU SCM Club agrees to annually complete President's Training, Treasurer's Training and Adviser Training, including but not limited to:

Article IV. Non-Discrimination Statement:

Iowa State University and the ISU SCM 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 is open to all students who are in good standing with Iowa State University. There is no membership selection process for ISU Supply Chain Management Club. Potential members need only to have an interest in the club.

Membership is granted to students that pay club dues. Membership length is for one academic semester or one academic year based on payment of dues; dues can be paid at any time during the semester.

Members will be disciplined or removed from the club if a simple majority of the club members believe that a club member acted in an unprofessional manner during a club event after he or she received at least one verbal warning from a club officer or advisor.

In Addition:

1. Club Officer Positions are limited to ISU students.
2. Faculty, staff, and student partners may be associate members but may not vote or hold office.
3. Non-registered students, including the faculty adviser may not vote.

Article VI: Risk Management:

All recognized student organizations at Iowa State University must identify a risk management officer and state the officer's duties in their constitution.

The role of the risk management officer is to help minimize potential risks for club activities, recommend risk management policies or procedures to the ISU SCM Club, to submit documentation to ISU's Risk Management Office and to ensure that Iowa State University policies are followed at all of the organization's events and to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Article VII. Officers

Officers of ISU Supply Chain Management Club must meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) of 2.00, meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
2. 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 states of their degree as defined by the Continuous Registration Requirement) during their term in office.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
4. It is REQUIRED that the ISU Supply Chain Management Club officers must be students in the College of Business or in a major closely related to supply chain management.

The officer duties are stated on the ISU Supply Chain Management Club website. Shown below is a list of the officer positions and duties:

1. President: The President organizes and plans plant tours, speakers, club meetings, and informs club members about upcoming events. The President also attends the College of Business Organization Meetings and liaises with local professional organizations.
2. Vice President: The Vice President helps the President with organizing and planning events (eg the career night).
3. Treasurer: The Treasurer is responsible for deposits, vouchers, and dues. The Treasurer must undergo Treasurer training from the Student Organization Department and keep an updated club ledger which must be turned in at the end of each semester. The Treasurer is also responsible for keeping an updated list of paid ISU Supply Chain Management Club members.
4. At large executive board member: Duties to be determined
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6. Risk Management Officer. See "Article VI."

The offices of the President, Treasurer, & Vice President shall be elected the semester before the position becomes vacant during the last meeting of the semester. The term of office for these positions will commence at the start of the next semester

Elections are conducted by means of a secret ballot; a simple majority of those attending the meeting is required to win the position. If a tie occurs between candidates, the previous cabinet will determine the outcome of the election by a simple majority using secret ballot.

Term of office is for up to two semesters. Officer positions vacated for any reason will be filled, for the remainder of the term of office, by means of an interim election during a club meeting. The interim election will be by decided by a simple majority of the club members present by means of a secret ballot.

Officers can be removed from their position if it is concluded that they are not fulfilling their officer duties. An issue can be brought to the attention of an executive member or club advisor by any member in the club. A simple majority vote by exec members is needed to remove an officer. The person who is under impeachment may not speak or be present during the final vote. Officers will be removed from their position if found that the officer does not meet the requirements for holding office.

Additional positions (such as an event coordinator) can be appointed by the executive team, but do not have term limits. These people may be asked to attend the executive meeting. They do not have voting power on the executive board.

Article VIII. Advisor

The ISU Supply Chain Management Club advisor(s) should be faculty members in the Supply Chain and Information Systems (SCIS) Department of the College of Business. It is preferred that the advisor be a member of APICS, - Council of Supply Chain Management Professionals (CSCMP), or Institute for Supply Management (ISCM). At least one faculty advisor must be active member of APICS.

The Advisor(s) is responsible for overseeing the club activities and must approve all financial documents before submission. The advisor(s) should also review the monthly project statements for the clubs financial account.

The ISU APICS and Supply Chain Management Club advisor(s) should be present at at least 50% of all club meetings and should receive updates from the club president and club treasurer on the current proceedings of the club. If an advisor fails to do so, it should be brought to the Department Chair's attention.

The SCIS Department Chair appoints an adviser(s) to our club. If any issues arise the club president and/or executive cabinet will meet with the SCIS Department Chair to discuss concerns. It is the Department Chair's decision on whether to appoint or remove a club adviser. The adviser in question will be able to present his or her feedback to the chair prior to arriving at a final decision.

Article IX. Finances

The ISU Supply Chain Management Club will be required to follow all ISU Campus Organizations Accounting Office accounting procedures & policies

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.

Club dues will be determined by the executive board before the semester begins.

Article X. Amending the Constitution

1. The ISU Supply Chain Management Club constitution will be reviewed and approved each spring semester by a 2/3 majority of club members attending the meeting.
2. Amended constitution will be submitted within 10 days to Student Activities Center for approval.
3. Ratified constitutions must be submitted to Student Activities Center within 10 days for final approval.