**ISU Linguistics Club**

**Constitution**

**Article I**: Name
The name of this organization shall be ISU Linguistics Club at Iowa State University.

**Article II:** Purpose & Goals
**Section One:**
The ISU Linguisics Club will provide students in the Linguistics department at Iowa State University with a location to interact in a safe and beneficial environment in which they can share ideas and grow socially and academically together. It will also attempt to improve Linguistics students’ knowledge of career opportunities, campus and departmental opportunities, and provide social and educational enrichment.
**Section Two:**
The ISU Linguistics Club agrees to annually complete President’s Training, Treasurer’s Training, and Advisor’s Training if required. The ISU Linguistics Club abides by and supports established Iowa State University policies, State and Federal Laws and local ordinances or regulations.

**Article III:** Membership
Membership is open to any registered Iowa State University student. The ISU Linguistics Club does 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. The membership process shall follow that any interested Iowa State University student attends our bi-weekly meetings and signs up with the respective executive officers.

**Article IV:** Officers & Responsibilities
Officers shall include a President, Vice-President, Secretary and Treasurer.  Their duties and lengths of terms are as follows:

**Section One: Officers**
President: Generally runs the meetings as well as handles the interactions behind the scenes with the University.  The President is also responsible for creating ideas for meetings and the advertisements regarding the ISU Linguistics Club.  The length of term is 1 (one) academic year. The President will serve as the risk management chair and will oversee all risk management responsibilities.

Vice-President: Performs President’s duties if president is unable to perform them.  After the organization has been better developed Vice-President may perform advertising duties as well as other miscellaneous tasks.

Secretary: Faithfully takes attendance and minutes for meetings, as well as keeps contact information and sends out mass e-mails when needed to our listserv.

Treasurer: If the Club decides to attend a lecture, conference, or other Linguistics-related function and funds are collected from members, the treasurer will keep track of finances and accounting information.

Risk Management Officer: The duties of the risk management officer include: recommending risk management policies to the ISU Linguistics Club, to submit documentation to ISU’s Risk Management Office and to ensure that the ISU Linguistics Club’s risk management policy is implemented at all events.

Adviser(s): The adviser maintains communication and meets with officers when needed, maintains awareness and approval of financial expenditures, promotes publicity of the Club, and ensures that the Club is operating in conformity with the standards set forth by Iowa State University and Student Activities Center. The adviser is selected by the executive team of the ISU Linguistics Club and serves as the Adviser of the ISU Linguistics Club while at Iowa State University.

**Section Two: Requirements**
All officers must 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.

All officers must 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.

All officers will be ineligible to hold an office should the student fail to maintain the requirements as prescribed in the previous two paragraphs.

The advisor may serve at his or her leisure while at ISU. If any two or more members of the ISU Linguistics Club express concerns to the President over the behavior of the advisor, the removal process can begin. If this becomes necessary, a 2/3 vote of the membership shall be taken by secret ballot. The advisor may be present during the final vote but may not speak on his or her behalf.

If a vacancy occurs in the advisor position for any reason, a replacement that is seen fit will be appointed by the officers.

**Article V:** Elections
Elections will take place at the final meeting of each academic year by secret ballot with at least 2/3 of the membership present.

Should an officer need to be removed from the executive team, a 2/3 vote of the membership present shall be taken by secret ballot. This process may be started by if any two or more members of the ISU Linguistics Club express concern to either another officer or the advisor. During the final vote, the officer under scrutiny may be present but may not speak on his or her behalf.

Vacant positions will be filled on an as-needed basis and will be advertised through the executive team to the ISU Linguistics Club. Elections will take place at a regular bi-weekly meeting and will be voted on by secret ballot with at least 2/3 of the membership present at the election meeting.

**Article VI:** Finances
No dues will exist for the members of the ISU Linguistics Club.

Members of the organization may decide to attend a conference, lecture, or other Linguistics-related event which require funds.

In such a case: 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.

Payment amounts will be determined pending the amount of such event (conference, lecture or other Linguistic-related event) and will be collected through the appointed Treasurer at a bi-weekly weekly meeting at least two weeks prior to the date of the proposed event and deposited 48 hours after collection.

If the ISU Linguistics Club is dissolved, any remaining monies will be returned to the English Department at Iowa State University or from whence it came.

**Article VII:** Amendments & Ratification
The constitution may be amended if a concern is raised over any one of the articles.  To address the issue we will schedule an open debate so that voters may make a decision.  A vote will commence in which the constitution may be amended if 75% of members agree upon it.  Only those who have attended a majority of the meetings until that point may vote.