Iowa State University

Entomology Club Constitution

**Article I: Name**

The name of this organization shall be the Entomology Club at Iowa State University.

**Article II: Purpose**

The purpose of this organization is to further club members and community members alike in their knowledge and appreciation of insects and other invertebrate animals and to help contribute to sustainability and eco-friendly practices. The Entomology Club is affiliated with the Department of Entomology at Iowa State University and will therewith cooperate to achieve common goals.

**Article III: Statement of Compliance**

The Entomology Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Entomology Club agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training (if required).

**Article IV: Non-Discrimination Statement**

Iowa State University and the Entomology 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 Iowa State University students in good academic standing with an interest in insects, other arthropods, or invertebrates in general, regardless of major.

Membership may be requested by attending a club meeting and requesting to be added to the email list.

**Article VI: Risk Management**

The Entomology Club will have a Risk Management Officer in the form of the President of the organization.

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 the Entomology Club, [c] submit documentation to ISU’s Risk Management Office, [d] ensure that Iowa State University policies are followed at all of the organization’s events, and [e] ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

**Article VII: Officers**

*Officer Duties and Terms of Service*

The Entomology Club will have the following officers serving single academic year (beginning of Fall semester until end of Spring semester) terms with the following duties:

President: presides over meetings, serves as ex-officio on all club committees, communicates frequently with the affiliated department and faculty adviser to ensure club activities are in the best interest of both, helps to coordinate with potential speakers at club meetings in collaboration with vice-president, manages club e-mail list and communication, serves as risk management officer, and has the power to appoint members to posts as necessary and call meetings as appropriate.

Vice-President and Secretary: assists president, serves as president pro tempore in the president’s absence, manages social media and campaigning for the organization, notifies members or potential attendees of events and meetings, and helps to coordinate with potential speakers at club meetings in collaboration with president.

Treasurer: manages all club funds and presides over any and all fundraising, manages financial records, must provide financial report to club officers upon request.

Outreach Officer: manages outreach events. This includes organizing volunteers, contacting and working with outreach hosts (such as educational instructors), and over seeing the content presented during the outreach event.

*Method of Election of Officers and Election Dates*

Officers will be elected in the final meeting of the Spring semester by secret ballot with a simple majority determining tenant of position. If two members are tied with the highest votes for a single position, a recount will be performed by show of hands.

*Impeachment or Removal of Officers*

In the event that club members believe an officer is not adequately performing his/her duties as outlined in the constitution, a call for impeachment may be suggested during any club meeting. If a call for impeachment occurs, it will be followed by a discussion and a subsequent vote by secret ballot to determine if said officer should retain his/her position. A two-thirds majority shall be required to remove an officer from post. The officer being impeached may speak at the impeachment for a period up to five minutes, but may not be present for the final vote. Impeachment does not exclude an individual from club membership.

If an officer of the club should fail to meet academic requirements as listed below during their term, s/he must voluntarily relinquish his/her post.

Any officer may voluntarily relinquish his/her post at any time by providing notice to the president, or to the adviser if the surrendered post is the presidency.

*Replacement of Officers*

In the event of a vacancy, members of the club not holding any other position and in academic standing concordant with the undermentioned requirements may nominate him/herself for the position. A simple majority by show of hands of present members will determine the new tenant of the vacant position.

In the event no member wishes to accept the vacancy, the duties of said vacancy will be divided among the remaining officers until such time that a member be nominated or the next election is held, whichever occurs first.

Offices of the Presidency and Treasury must be maintained in accordance with University policies. Therefore, in the event of an unfillable vacancy, the vice-president will be promoted to the vacant position.

*Minimum Academic Requirements of Officers*

The officers of this organization must meet the following requirements:

(a) 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.

(b) 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.

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

**Article VIII: Adviser**

*Duties of the Adviser*

The adviser is expected to perform the following duties:

(a) Advise the students in the club

(b) Oversee organization meetings and events

(c) Be cognizant of all club-related account activity and approve all expenditures prior to payment

*Method of Election/Selection of Adviser(s)*

The adviser shall be selected by club officers, but must voluntarily consent to the abovementioned duties.

*Adviser Terms of Service*

The adviser of the Entomology Club shall serve at his/her leisure and may vacate the post at any point s/he so chooses

*Impeachment/Removal of Advisers*

The adviser may be removed at any time by a two-thirds majority vote of club constituents through the same process as officers in the abovementioned section.

*Replacement of Advisers*

A new adviser shall be appointed by club officers in the event of a vacancy.

**Article IX: 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). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

In the event of the dissolution of the club, all remaining funds shall be disbursed to the
Iowa State University Insect Zoo.

There will be no club dues required of membership, but some club-related events may request a financial contribution to attend.

**Article X: Amendments and Ratification**

Ratification of this and any future constitution must be agreed upon by a two-thirds majority vote of members present.

Any amendments to this constitution may be proposed at any time and voted on at the subsequent club meeting. A two-thirds majority by secret ballot is required for approval.

Amended or ratified constitutions must be submitted within ten days to the Student Activities Center for approval.