**ARTICLE 1. ORGANIZATION NAME**

**1.1** The name of the Organization shall be known as "Graduate Genetics Group" or abbreviated as "G3".

**ARTICLE 2. CONTACT INFORMATION**

**2.1** The official contact information of G3 officers shall be found at the following URL:

https://www.stuorg.iastate.edu/site/1948/officers

**ARTICLE 3. OBJECTIVES**

**3.1** To organize social and academic activities that benefit graduate student members.

**3.2** To represent the interest of G3 members in all matters during their stay at Iowa State University (ISU).

**3.3** To serve as an ambassador of G3 member opinions regarding ISU matters through communication with Interdepartmental Genetics and Genomics Director of Graduate Education. .

**3.4** To help new and current genetics associated students adjust to life at ISU.

**3.5** In fulfilling the objectives above G3 will abide by and supports established ISU policies, State and Federal Laws and follows local ordinances and regulations. G3agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

**ARTICLE 4. MEMBERSHIP**

**4.1** Membership shall be open to all registered graduate students at ISU who are in good standing at ISU and have a minimum cumulative GPA of 2.00.

**4.2** ISU and G3 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.

**4.3** All members are encouraged to participate in all G3 activities.

**4.4** Membership may be revoked for failing to fulfill membership requirements and/or if actions are deemed inappropriate by the membership by a 1/2 of the Executive Board and a 3/4 general membership majority. Inappropriate actions include, but are not limited to, failing to comply with the ISU non-discriminatory policy, harassment of group members or other ISU students or representing G3or ISU in a negative manner.

**ARTICLE 5. EXECUTIVE BOARD**

**5.1** The Executive Board shall be comprised of the President, Vice-President, Secretary, and Treasurer.

**5.2** The Executive Board shall serve for the period of one year, May 1st to April 30th, and may be re-elected for following years.

**5.3** Duties and general responsibilities of the executive board members:

**5.3.1** **President**

A) To represent G3 and its members in all external matters.

B) To preside over all G3 meetings.

C) To coordinate and ensure the smooth functioning of the activities of G3.

D) To aid the Treasurer in soliciting and securing funds for G3.

E) To organize activities that will realize the objectives of G3 as mentioned in ARTICLE 3.

F) To initiate and lead the development of subcommittees as determined necessary by members to ensure smooth functioning of G3 activities.

G) To lead annual Constitution revisions as needed.

H) To maintain and promote G3 through the G3 Facebook page (https://www.facebook.com/groups/GraduateGeneticsGroupISU/).

I) Will seek the consent of individuals to be nominated for roles of President, Vice-President, Treasurer, Secretary, and Advisor, and obtain the Advisor’s tiebreaker vote for President.

J) Will organize required secret ballots for yearly Executive Board and Advisor elections.

K) Will preside over all G3 elections and voting.

L) Prepare G3 meeting materials as needed.

**5.3.2** **Vice-President**

A) To assist the President in all the functions as in paragraph 5.3.1.

B) To act on behalf of the President in his/her absence.

C) To renew the registration of the G3 with the Student Activities Center.

D) To foster and maintain relationships between G3 and other associations/organizations.

E) Will serve as the risk management chair and oversee risk management responsibilities which includes:

* Help minimize potential risks for club activities
* Recommend risk management policies or procedures
* To submit documentation to ISU’s Risk Management Office
* To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

F) To participate in annual Constitution revisions as needed.

**5.3.3** **Secretary**

A) To assist the Vice-President.

B) To keep a current list of voting and non-voting members.

C) To maintain all correspondence of G3.

D) To disseminate, via email and the G3 Facebook group, minutes of the G3 meetings.

E) To construct group meeting agendas.

F) To ensure that G3 meets the requirements of the Student Activities Center.

G) To email announcements and generate Facebook posts of G3 events and activities.

H) To maintain all records of G3.

I) To participate in annual Constitution revisions as needed.

**5.3.4** **Treasurer**

A) To maintain all financial accounts and related correspondence of G3.

B) To collect membership dues.

C) To sign all financial accounts and transactions.

D) To submit a financial statement to the meetings per request.

E) To insure that G3 fulfills all the requirements of ISU pertaining to financial matters and liaises with the Campus Organization Accounting auditors on all financial matters.

F) To participate in annual Constitution revisions as needed.

G) To insure all expenditures are countable.

**5.4** The positions of President and Treasurer cannot be held simultaneously by a single member.

**5.5** Members of the Executive board or the Advisor may be removed from office for failing to fulfill position requirements and/or if their actions are deemed inappropriate by the membership by a vote of 1/2 of the Executive Board and a 3/4 general membership majority. Inappropriate actions include, but are not limited to, failing to comply with the ISU non-discriminatory policy, harassment of group members or other ISU students or representing G3or ISU in a negative manner. Impeachment proceedings may take place when one member moves to impeach an individual, and the motion is seconded. The person who is being considered for removal has the right to present their defense to the club prior to the club’s vote, and has the right to be present during the vote.

**ARTICLE 6. THE ORGANIZATION ADVISOR(S)**

**6.1** In accordance with the university requirement G3 shall have an Advisor(s) who is a member of the faculty or staff of ISU.

**6.2** The voting members shall by simple majority vote, elect an Advisor(s) as a part of the yearly elections.

**6.3**  The role of the Advisor(s) shall be as envisaged in the requirements of ISU.

**6.4** In the event of an Advisor vacancy, the replacement of an advisor will be voted upon using election procedures outlined in ARTICLE 7.6.

**6.5** In the event of an election tie for an executive board position in which the current President is a candidate, the Advisor will serve as a tiebreaker.

**6.6**  Term of Service — serving year to year, at their leisure or duration of time at Iowa State University

**6.7**  Advisor(s) must approve and sign each account expenditure before payment.

**ARTICLE 7. ELECTIONS**

**7.1** The election meeting shall be held by the last full week of April.

**7.2** All members of the Executive Board (i.e. President, Vice-President, Secretary, and Treasurer) and the organization Advisor must be elected at an election meeting.

**7.3** The President must attend the election meeting, tally results, and declare the incumbents at the conclusion of the election meeting, via email, and through a Facebook post on the G3 Facebook page.

* 1. The President must abstain from voting and reserve his/her vote for a tie-breaker.
  2. All voting shall be secret ballot.
  3. **Nominations**

To qualify for nomination and be an elected officer, an individual 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 stage of their degree as defined by the Continuous Registration Requirement) during their term of office.
* 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.
* Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**7.6.1** Interdepartmental Genetics/Interdepartmental Genetics and Genomics graduate students, either non-voting member, voting member, or non-G3 member, may be nominated for Executive Board positions.

**7.6.2** Nominated individuals will be asked to confirm their willingness to participate as a candidate in the elections and as a member of the Organization via email from the President.

**7.6.3** To be considered eligible for nomination for election to the executive board, candidates must be in good standing with ISU and an Interdepartmental Genetics/Interdepartmental Genetics and Genomics graduate student.

**7.7** **Election Procedure**

**7.7.1** The President should solicit the Advisor’s tiebreaker vote for the next positions via email before the election meeting in case the need for the Advisor’s vote arises. The President must bring a copy of the Advisor’s vote to the election meeting.

**7.7.2** The President will be elected first, followed by the Vice-President, Secretary, Treasurer, and the Advisor.

**7.7.3** All positions must be filled by election at the election meeting.

**7.7.4** The Executive Board positions shall be elected yearly by popular vote.

**7.7.5** The following format shall be used for balloting:

A) The President will disperse secret ballots to voting members in attendance at the election meeting. The ballots will be dispersed in the order previously stated.

B) Each voting member voter shall choose the candidate for the Executive Board position and Advisor per secret ballot.

C) The President shall announce the results of the election of each Executive Board and Advisor position, immediately after counting the votes.

D) All members have the right to verify the results of the election.

E) In the event of a tie, the President will vote. In the event that the President is a candidate for the position, the Advisor’s vote will serve as the tie-breaker.

F) If only one candidate is nominated for a position, the candidate automatically is the incumbent (i.e. no voting ensues).

**7.8** In the event any position on the Executive Board or the Advisor is vacated, the position(s) shall be filled via an additional election meeting following the items 7.3 through 7.7.

**ARTICLE 8. ORGANIZATION MEETINGS**

**8.1** Two categories of meetings

A) General Meetings

B) Election Meeting(s)

**8.1.1** The Secretary shall notify all Interdepartmental Genetics/Interdepartmental Genetics and Genomics graduate students of the date of all meetings via email at least one week in advance.

**8.1.2** All meeting attendees are eligible to participate in all discussions during the meetings.

**8.1.3** The minutes of the previous meeting will be available for review by Interdepartmental Genetics/Interdepartmental Genetics and Genomics graduate student via email by the Secretary.

**8.1.4** Voting on matters arising shall be based on a simple majority of the members present unless otherwise specified in the Constitution.

**8.2** General meetings shall be held at least 2 times per semester.

**ARTICLE 9. AMENDMENTS TO THE CONSTITUTION**

**9.1** All amendments to the Constitution can only be made at a general meeting.

**9.2** All amendments must be formally proposed and seconded by a voting member.

**9.3** All amendments shall be discussed before putting to a vote.

**9.4** Amendment to an amendment

**9.4.1** An amendment to an amendment must be discussed and voted on prior to voting on new, first amendments.

**9.5** An amendment must be discussed and voted on prior to discussion and voting for the next amendment(s).

**9.6** All amendments to the Constitution must have at least 2/3 voting member majority.

**9.7** All amendments to the Constitution must be submitted to the Secretary no later than one week before a meeting.

**9.8** Changes to the Constitution must be submitted to the Student Activities Center within 10 business days of voting for approval.

**ARTICLE 10. FINANCES**

**10.1** The Treasurer shall oversee and be responsible for all financial transactions.

**10.2** 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.

**10.3** The Adviser to this organization must approve and sign each expenditure before payment.

**10.4** Dues:

**10.4.1** G3 may establish dues at the beginning of each semester that must be paid voluntarily by members and all the members are voting members.

**10.4.2** In the case dues are agreed upon, they shall not exceed $20 per member per semester.

**10.5** In the event of the dissolution of G3 any remaining funds shall be given to the Interdepartmental Genetics Graduate Program with the stipulation that they be used to benefit their graduate students.

**10.6** Dissolution can only be proposed by the Executive Board and be presented to the voting members at a general meeting for a ¾ vote.

**ARTICLE 11. MISCELLANEOUS**

**11.1** Except for the provisions of this Constitution, all procedural matters and standing orders shall follow normal parliamentary practice.

**11.2** This Constitution shall be binding to all members as prescribed in the Article 4.