

Constitution of the Iowa State University Entrepreneur Club

Article I Name

The name of this organization shall be the Iowa State University Entrepreneur Club, or ISU Entrepreneur Club.

Article II Purpose & Goals

The purpose of the ISU Entrepreneur Club is to foster learning about innovation, creativity, and entrepreneurship and facilitate friendships between multi-disciplinary students who have similar interests. The ISU Entrepreneur Club is a chapter of the Collegiate Entrepreneur's Organization.

Section Two: **The ISU Entrepreneur Club abides by and supports established Iowa State University policies, rules, regulations, and State and Federal Laws.**

Article III Membership

Membership shall be open to all registered students at Iowa State University, their spouses, and other members of the community. The Iowa State Entrepreneur Club does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.

As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects.

In order to attend regional or national conferences, a member must have attended, at minimum, two of the last five club meetings or official activities unless special permission is granted by a 2/3 vote of the Executive Committee.

Article IV Officers

Officers in the ISU Entrepreneur Club will include at minimum:

President

Responsibilities include but are not limited to:

- Presiding at all meetings
- Appointing any special committees that may be needed
- Acting as a chairperson on the Executive Committee
- Acting as a liaison with university student government, departments, or other student groups which support the club or work toward similar goals.
- Preparing end-of-year reports for businesses and organizations that support the club.
- Finding and sending thank you letters to new sponsors
- Making sure the speaker has directions, parking pass, necessary equipment
- Booking rooms prior to meetings
- Helping organize and prepare for the CEO conference in Chicago

Treasurer

Responsibilities include but are not limited to:

- Attending Treasurer Training Course offered by Iowa State University Campus Organizations
- Collecting, depositing, and accounting for all club monies in accordance with ISU Campus Organizations policies and procedures
- Keeping financial records of all club transactions
- Preparing a financial report at the end of each semester
- Organizing fundraising activities (with Executive Vice-President)
- Taking part in all GSB Funding and Allocations Hearings and Planning Budget for the coming year
- Participating in the Entrepreneur Club Executive Committee

Advisor

Responsibilities include but are not limited to:

- Maintaining communication and meeting with officer(s) regularly
- Being aware of and approving financial expenditures
- Ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

Other positions for the ISU Entrepreneur Club may be elected, such as:

Vice-President of Programs and Promotion

Responsibilities include but are not limited to:

- Planning and coordinating all meetings and activities
- Soliciting and communicating with guest speakers
- Promoting club events to the membership, student body, faculty, community, and CEO National Office via email and other media.
- Organizing the KickOff, Fall and Winter ClubFests, and WelcomeFest club participation
- Participating in the Entrepreneur Club Executive Committee

Vice-President of Membership

Responsibilities include but are not limited to:

- Actively recruiting new members and promoting the club
- Reviewing and certifying all membership applications
- Organizing all recruitment activities
- Responding to inquiries from students interested in joining the club
- Maintaining a database of members
- Participating in the Entrepreneur Club Executive Committee

Vice-President of Information Technology (Webmaster)

Responsibilities include but are not limited to:

- Designing and maintaining club website in accordance with Iowa State University and ISU Campus Organizations policies and procedures
- Taking pictures at meetings and events to post
- Documenting (photo, film, etc.) conferences, meetings, social events, and any other club activities
- Participating in the Entrepreneur Club Executive Committee

Club Ambassadors

- Supporting officers and attend Executive Committee meetings
- Serving as campus advocates for the organization
- Assisting with and staff club events and help promote activities

ELECTION OF ADVISER

A new advisor will be elected by the current club officers based on the following criteria:

- Responsibility
- Character
- Appropriateness
- Connection

TERM OF ADVISER

Adviser term is indefinite until one or more of the listed reasons above occurs.

ELECTION OF OFFICE

Election of officers may be held in late spring or early fall at the discretion of the current officers and dependent on the number officers who will carry over from the previous year. Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held between the two candidates receiving the most votes. Members interested in becoming an officer must meet the following requirements:

- Be enrolled at least half-time at Iowa State University and be in good standing.
- Maintain a 2.0 grade point average.

- Be willing to carry out the responsibilities set forth in the constitution in a timely manner

TERM OF OFFICE

The term of office will be determined by the Executive Committee and announced prior to the election. Terms shall not exceed one calendar year.

REMOVAL OF OFFICERS

If it is determined an officer is not carrying out their duties effectively, he or she may be removed by a majority vote of the Executive Committee.

REPLACEMENT OF OFFICERS

If an officer resigns, graduates, or is removed, an interim replacement may be appointed and approved by a majority vote of the Executive Council to carry out that officer's duties until an election is held. If an officer is leaving due to graduation, he or she is encouraged to appoint his or her own interim replacement.

EXECUTIVE COMMITTEE

All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

OFFICER REQUIREMENTS

The officers of the ISU Entrepreneur Club must meet and maintain the following requirements:

- (a) Carry out the responsibilities set forth in the constitution in a timely manner.
- (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 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 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.
- (d) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Article V. Finances

Finances for the ISU Entrepreneur Club will be managed by the Vice President of Finance (Treasurer) with concurrence by the Executive Committee.

If the ISU Entrepreneur Club is dissolved, all monies given to the organization by the Government of Student Body, Club Sponsors, or other existing entities will be returned. Any outstanding balance, after all debt has been eliminated, will be donated to the student organization whose goals most closely resemble those of the Entrepreneur Club, as determined by a majority vote of the Executive Committee at the time of dissolution.

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. All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

DUES

Dues renewable for each academic year are as follows:

- Semester: \$15.00
- Year: \$20.00

Dues may be paid for a full semester or prorated for a partial year. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

Article VI. Amendments & Ratification

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a 2/3 vote of the general membership is necessary. The amended constitution will be submitted within 10 days to Student Activities Center for approval.

EXAMPLE FOR RATIFICATION

This constitution shall become effective upon approval by a 2/3 vote of the membership. At that time the club President and primary Adviser will sign and date the constitution. Ratified constitutions must be submitted to Student Activities Center with in 10 days for final approval.

President Name: _____ Signature: _____ Date: _____

Adviser Name: _____ Signature: _____ Date: _____

SAC Agent: _____ Signature: _____ Date: _____