NORML ISU Constitution

**ARTICLE 1: Name and Purpose**

**Section 1.**

This affiliate shall be commonly known as the Iowa State Chapter of the National Organization for the Reform of Marijuana Laws, or NORML ISU, hereafter referred to as “the Chapter” and in some cases “NORML ISU”.

**Section 2.**

This organization shall be affiliated with the National Organization for the Reform of Marijuana Laws (NORML) in accordance with the guidelines enumerated in the NORML Activist Program and Affiliate Guidelines.

**Section 3.**

This organization shall promote a better understanding of:

1. The current status of laws concerning cannabis (marijuana) in the state of Iowa, and in the United States at large;
2. The medical, legal, environmental, economic and civil libertarian arguments for more reasonable treatment of cannabis in the laws of the state of Iowa and the United States and;
3. The policy options for cannabis regulation as delineated in the NORML Official Policy Statement.

**Section 4.**

1. NORML ISU will recruit Iowa State University students to push for Congressional involvement in the Prohibition of Marijuana use.
2. NORML ISU will adhere to all ISU rules and regulations (policies) as well as State and Federal Law. In addition, the chapter will follow all local ordinances and regulations.
3. NORML ISU agrees to annually complete President’s training, Treasurer’s training, and Advisor Training (if required).

**ARTICLE II. Membership**

**Section 1.**

Membership into NORML ISU will not be restricted by any means other than by the University’s regulations regarding organization membership. All members of the community and students or faculty on campus are welcome to join if they meet University clubs and organizations requirements.

**Section 2.**

Membership and participation in NORML ISU is open to all registered ISU students and all other community members (as long as outside community members do not exceed 1/5 of the organization’s membership). Iowa State University and NORML ISU 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 . Membership and participation into NORML ISU is open without regard to sex, unless exempt under Title IX.

**Section 3.**

Membership will only be limited in the regard that NORML ISU will select their members and/or leaders on the basis of a commitment to a set of beliefs and actions that will not portray a negative image on the chapter.

**Section 4.**

All active members will be urged to join (become affiliated with) National NORML.

**ARTICLE III. Officers and Subcommittees**

**Section 1.**

The student officers of NORML ISU must meet the following requirements in accordance with ISU regulation:

1. 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 cumulative 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.
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 stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (i) and (ii)."

            **Section 2.**

The board of directors will consist of the following:

*Executive Director/ President* [Officer]

1. The President shall be responsible for the fulfillment of all laws and actions of the Board of Directors as prescribed by this Constitution, the bylaws, and Council acts.
2. The President shall be an official representative of NORML ISU at Iowa State University.
3. The President shall be responsible for timely emails to all NORML ISU members.
4. The President shall make an agenda to lead the regular meetings, including finding guest speakers and musical performers for said meetings.
5. The President has the authority to remove any executive officers of staff except the Vice-President, subject to Council review.
6. **Overseer of State Legislative Committee.**

*Director of Outreach Coordination/ Vice President* [Officer]

1. The Outreach Coordinator’s main focus shall be to further impact statewide legislative efforts through communication with affiliates of NORML ISU.
2. The Outreach Coordinator will work in conjunction with the Director of Events and Marketing on all recruitment efforts.
3. The Director of Outreach Coordination shall oversee/ lead philanthropic efforts such as campus clean-up, middle-school volunteering, and collaboration with other student organizations.
4. The Director of Outreach Coordination shall spearhead all fundraising efforts.
5. The Outreach Coordinator will also aid in the responsibilities of all other members of the Board of Directors.
6. The Outreach Coordinator shall be also be responsible for the fulfillment of all laws and actions of the Board of Directors as prescribed by this Constitution, the bylaws, and Council acts.
7. In the absence of the President, the Outreach Coordinator/ Vice-President shall run the regular meeting.
The Outreach Coordinator shall be an official representative of NORML ISU students of Iowa State University.
8. If President vacates his/her position, Outreach Coordinator assumes their responsibilities for the remainder of the term, unless a new presidential candidate is found.
9. **Overseer of Outreach Committee.**

*Director of Events and Marketing* [Officer]

1. The Director of Events and Marketing shall maintain coordination of all social media.
2. The Director of Events and Marketing shall spearhead all recruitment efforts, in collaboration with the Director of Outreach Coordination.
3. The Director of E and M shall lead all efforts pertaining to advertising efforts. These include, but are not limited to, media coverage (newspapers, news channel coverage, radio interviews, etc.), on-campus advertisement (flyer distribution, library booths, Memorial Union booths, CyRide banners, etc.), and community advertisements (radio, television, magazine, newspaper, etc.).
4. The Director of Events and Marketing shall focus on delivering events that stem outside of regular meetings, but remain on the Iowa State University campus.
5. The Director of Events shall focus a large portion of their efforts on apparel and merchandising sales and distribution.
6. **Overseer of Creative Design and Marketing Committee.**

*Secretary* [Officer]

1. The Secretary shall attend all meeting held and document notes for those meetings.
2. The Secretary shall maintain an email list and contact information for all members.
3. The Secretary shall aid in the distribution of all on-campus advertisement, in accordance with the Director of Events and Marketing.
4. The Secretary shall oversee and lead all internal affairs (constitutional) amendments. The NORML ISU constitution shall be reviewed by the Secretary once at the beginning and end of each semester, and a new constitutional draft shall be submitted to the Iowa State Student Activities Center at least once an academic school year.
5. The Secretary shall maintain a digital library of all club activities whenever possible.
6. **Overseer of Web Development Committee.**

*Director of Finance (Treasurer)* [Officer]

1. The Treasurer shall prepare a budget for the council within the first month of office. If the budget isn’t prepared and approved, the President and Treasurer will make it a priority to finalize said budget before any other activity is conducted.
2. The Treasurer shall maintain financial records for the Government.
3. The Treasurer shall collect project statements from the Campus Organizations Accounting Office.
4. The Treasurer shall attend a mandatory treasurer training session each year (provided by the Campus Organizations Accounting Office).
5. The Treasurer shall obtain training and hold a Purchasing Card.

*Risk Management Director* [Officer]

1. The Risk Management Officer will understand and recommend risk management procedures to NORML ISU.
2. The Risk Management Officer will submit documentation to ISU’s Risk Management Office.
3. The Risk Management Officer will ensure that Risk Management procedure is implemented at all organization functions.

**Section 3**

In addition to the Board of Directors, subcommittees will be established to further enhance the potential for on-campus and off-campus growth; always focusing on the end goal of impacting state legislation. Each subcommittee shall be overseen by a member of the Board of Directors and will meet as many times as is deemed appropriate by their respective Board of Director’s member. Members of each subcommittee will be on a volunteer basis, and each subcommittee shall have an internal leader that reports directly to their respective member of the Board of Directors.

Subcommittees:

*Creative Design and Marketing Committee*

1. The Creative Design and Marketing Committee shall report directly to the Director of Events and Marketing.
2. This committee shall be in charge of advertisement creation.
3. This committee shall be in charge of merchandise/ apparel design, creation, and sales.

*Outreach Committee*

1. The Outreach Committee shall report directly to the Director of Outreach Coordination.
2. This committee shall focus on NORML ISU philanthropic and recruitment efforts.
3. This committee shall focus on NORML ISU fundraising efforts.
4. This committee shall also maintain contact with partnering statewide organizations, such as SLAP (at Grinnell College).

*Web Development Committee*

1. The web development subcommittee will focus on maintaining the NORML ISU webpage, Facebook Page, and Twitter Account.
2. This committee shall be headed by an elected/ appointed Head Web Developer, and shall report directly to the Secretary.
3. This committee will work closely with the Creative Design and Marketing Committee on NORML ISU advertising efforts.

*State Legislative Committee*

1. The state legislative committee shall report directly to the President.
2. This committee shall focus its efforts on lobbying state legislators, drafting/ distributing petitions, and continually seeking to further progress for The Cause.
3. This committee will work closely with the Outreach Committee on Iowa congressional lobbying efforts.

**Section 4.**

All elected members to the board of directors will be required to join (by means of paying dues) National NORML within one month of their election. If the elected official fails to meet this requirement, their leadership position may be subject to forfeit and reelection based on a decision made by the board of directors. Any new additions to officer positions and committees shall be discussed by the Board of Directors before the constitution is ratified.

**ARTICLE IV. Finances**

**Section 1.**

**Dues and Fees**

1a. In accordance with ISU organization regulation, 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.

2a. Dues and fees shall be set by the chapter with the approval of the budget and will not at any time exceed $50.

2b. All dues are to be paid, or a payment plan made, within two weeks after the budget’s approval.

All fines will be dealt with through the appropriate officer. Fines are to be used sparingly,
2c. All bills in excess of $1.00 shall be paid by a check or treasurer possessed credit or debit card. No bill shall be paid without representation of a receipt. All checks shall be of double signature of the treasurer and one other officer or appointed member.

**ARTICLE V. NORML ISU Public Image**

**Section 1.**

**Reiteration of Purpose and Mission**

1. NORML ISU is a political advocacy group whose sole mission remains to raise awareness and change oppressive laws.
2. Never under any circumstances does NORML ISU want to receive or portray any other stigma.
3. Therefore, careful precision must be used to ensure that the sanctity of the organization is preserved.

**Section 2.**

**How to insure that the sanctity of NORML ISU’s goal does not get compromised**

1. In order to maintain a positive stigma, any member legally reprimanded for doing any of the following will have to meet with the Board of Directors to discuss the repercussions of their actions IF said actions negatively affected the public image of NORML ISU in some way:

1.     Drug/Alcohol Abuse (especially marijuana)
2.     Chapter property damage
3.     Physical assault
4.     Any acts threatening the chapter’s good name
2. The Board of Directors will have the final say (after careful and fair deliberation) if the member is worthy of reprimand.

**ARTICLE VI. Membership Meetings**

**Section 1.**

 NORML ISU shall hold regular (no less than FOUR) meetings during the academic term except when holidays, examination periods or other events make meeting impractical. Organization meeting day/time will be determined in the beginning of each semester by a ¾ vote of the general membership. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the secretary is appreciated. A quorum shall consist of a simple majority of the membership plus one officer.

**Section 2.**

In addition, subcommittee meetings will be held regularly, at the discretion of each subcommittee member and their respective Board of Directors member.

**ARTICLE VII. Voting and Elections**

**Section 1.**

**Voting**

Only active members may vote (active meaning in attendance or interested in voting). The quorum is ten (10) percent of the
active membership or ten (10) members (including members of the Board of
Directors present), whichever is fewer. The majority is fifty percent plus one of
the active members present.

1. Proxy voting by active members shall be allowed, provided the member’s ballot is signed by the member, clearly marked as to the member’s vote and received by the voting committee before the vote has taken place
2. The Secretary shall mark which members have cast votes. The Treasurer shall tally votes. This method will be used to ensure voter anonymity and electoral integrity.

**Section 2.**

**Elections**
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1. Elections will occur at the second meeting of each semester, and utilize a secret ballot election system for all members present. Members who wish to vote and are not present can cast votes via email to the Secretary.
2. Nominations will be made whenever a position is vacant or created.
3. Elections will be held the same meeting.
4. If an officer is deemed fit for removal/ impeachment by the NORML ISU Board of Directors, by a 2/3 vote, due to lack of interest or failure to comply with ISU or NORML ISU policy for what constitutes an appropriate candidate for a student organization officer, collaboration and conclusion of the Board of Directors or majority consensus will immediately open the position for nominations and elections will be held at the closest upcoming meeting. Said officer will have the opportunity to speak on their own behalf at the next meeting if they choose to do so. If this right is exercised, the removal must then be put to a vote by all present members via secret ballot voting.

**ARTICLE VIII. Adviser**

 **Section 1.**

While Vice President of Student Affairs Dr. Thomas Hill remains an employee of Iowa State University, he will serve as a permanent (co) adviser for Iowa State’s Chapter of the National Organization of Marijuana laws, with immunity to impeachment and/ or removal. This measure is in place to ensure that the organization’s future actions are monitored by school administration. This provision is in place to preserve the sanctity of both the University and NORML ISU as both move forward in their overall goal of improving the ISU student experience.

 **Section 2.**

1. NORML ISU’s co-adviser will be selected, or confirmed, at the beginning of each semester by the Board of Directors – directly after each semester’s election meeting.
2. The co-adviser’s duty will be to see to it that we, the governing and active body of NORML ISU, maintain an action base that reflects, and remains in the best interest of, our quest for the decriminalization and eventual legalization of cannabis.
3. NORML ISU’s co-adviser must approve all purchases via Access Plus, in accordance with ISU’s student organization and treasurer procedure requirements.
4. NORML ISU’s co-adviser must sign off on all student organization events; especially those requiring risk management approval.
5. It is recommended that the NORML ISU co-adviser show up to chapter meetings, but not mandated.
6. Each co-adviser will serve as the NORML ISU adviser full time until he or she chooses to resign or is deemed to no longer be fulfilling his or her job duties. The criteria and process for electing to remove an adviser will follow the same procedure as the removal of an officer – found in Article VII, section 2, sub-point 4. If deemed fit for removal, the adviser will have the opportunity to speak at the next meeting on his behalf before the final vote is cast.
7. If necessary, a replacement co-adviser will be appointed by the Board of Directors and brought to the attention of the organization at the next upcoming chapter meeting.

**ARTICLE IX. Constitutional Amendments**

 **Section 1.**

1. This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments.
2. The vote to approve or disapprove an amendment will follow in one weeks time from its original presentation, unless otherwise scheduled for an alternate date no later than four weeks from its introduction.
3. Ratified amendments to this Constitution must be submitted to the Student Activities Center within 10 days.