**IOWA STATE UNIVERSITY**

**INTERDISCIPLINARY GRADUATE STUDENTS CLUB**

**CONSTITUTION**

**ARTICLE I – Name**

Section 1: The name of this organization shall be the Interdisciplinary Graduate Students Club (IGSC). It is an interdepartmental graduate student organization encompassing students from the Interdepartmental Graduate Program in Nutritional Sciences, Food Science and Human Nutrition, Animal Science, Kinesiology, and Diet & Exercise.

**ARTICLE II – Purpose**

Section 1: We encourage interaction, discussion and networking among graduate students of several departments and programs related to Food, Nutrition, Health and Exercise. IGSC promotes interdisciplinary collegiality among graduate students and faculty within the included disciplines while promoting professional development among its members. The club sponsors a mentoring program for incoming graduate students, social events, peer-review and feedback on professional meeting and defense presentations, exposure to future job opportunities, and professional development activities (i.e. resume/curriculum vita, job interviews, etc.).

Section 2: IGSC serves as a liaison between graduate students and the departments regarding issues of mutual concern. The club has members who actively serve on multiple department and program committees.

**ARTICLE III- Statement of Compliance**

Section 1: IGSC agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training.

Section 2: IGSC agrees to abide by Iowa State University rules and policies as well as State and Federal Laws and local ordinances or regulations.

**ARTICLE IV – Membership**

Section 1: All graduate students and post-docs in the Interdepartmental Graduate Program in Nutritional Sciences, Diet & Exercise program or in the departments of Food Science and Human Nutrition, Animal Science, and Kinesiology are eligible for membership. This includes students attending classes full- and part-time, as well as graduate students who are doing research with a faculty member in any of these disciplines.

Section 2: An active member will have voting privileges, opportunities for leadership and professional support from the association.

Section 3: All IGSC members are encouraged to:

1. Attend and participate in club meetings and events.
2. Assist with the promotion of IGSC activities and seek out other events and discussion topics.
3. Serve on committees to facilitate IGSC and departmental programs.
4. Take an active role within their college and the university.
5. Meet informally outside scheduled meeting times.

**ARTICLE V- Non-Discrimination Statement**

Section 1: Iowa State University and IGSC 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.

**ARTICLE VI – Officers**

Section 1: The executive officers of IGSC will constitute the Executive Council and include the President, Vice-President (President-Elect), Secretary, Treasurer, and Social Chair (if applicable for the year). Officer duties are as delineated in Section 5.

Section 2: Officer Selection

1. Officers shall be elected annually during the spring semester from active membership.
	1. Students of at least the doctoral level are preferred to fill the roles of Vice-President and President due to the length of their program of study. In the event that there are not enough doctoral students active in the club for a Vice-President to be elected in the spring election, a Master's student seeking involvement in IGSC may be appointed by the club President as Vice-President upon his/her arrival to campus at the beginning of the fall semester. This student should also meet the requirements of cumulative GPA of at least 3.0 the semester preceding office and during the remainder of their term in office (two years, Vice-President and progression into role as President).
	2. The remaining officer positions may be filled by graduate students of all levels who have at least one year left to finish their degree.
2. Nominations will be solicited from the membership.
3. Election of officers will be held at the meeting nearest the mid-point of the Spring semester. It shall be by written ballot. A simple majority of votes cast shall elect an officer. If an officer fails to receive a majority of votes, a run-off election will be held between the top two candidates.
4. Incoming officers shall take office by the first meeting of the fall semester after a spring orientation with outgoing officers. Term of office shall be for one year.
5. A special election may be held to determine a replacement for an officer, except in cases of President, where the Vice-President will ascend to President and a new Vice-President will be elected. The term for the newly elected officers shall terminate at the end of each academic school year (mid-May).
6. Dates of Election/Appointment and Method for Adviser:
The term for the Adviser will be one full year (from August to August). The Adviser shall be a faculty member of one of the following programs/departments: Interdepartmental Graduate Program in Nutritional Sciences, Food Science and Human Nutrition, Animal Science, Kinesiology, or Diet & Exercise.

Section 3: The student officers of this organization must meet the following requirements:

A. Have a minimum cumulative grade point average of 3.0 in the semester immediately prior to

 the election/appointment, the semester of election/appointment and semesters during the

 term of office. In order for this provision to be met, a minimum of half-time credits

 must have been taken for the semester under consideration.

B. Be in good standing with the university and enrolled at least half time, unless fewer

 credits are required in the final stages of their degree during their term of office.

C. Any student officer will be ineligible to hold office should the student fail to maintain

 the above requirements.

Section 4: Officers may be removed by three-fourths vote of the general membership if actions are deemed inappropriate by the Executive Council. This may include, but not limited to the following actions: not attending to appropriate duties, lack of attendance at meetings, inappropriate use of language or representation of the club, and misuse of club for personal gain. The officer is permitted to speak before the Executive Council or the general membership about the charges made concerning his/her performance as appropriate prior to the vote. The officer is not permitted to participate in the deliberation regarding the charges. If an officer is removed the replacement procedure is the same as the election procedure described in article IV section 2E.  It shall take place at the first meeting following the removal of the previous officer.

Section 5: Officer Duties

 1. President

• Preside over all meetings

• Represent organization on campus

• Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

• Maintain communication with organization Adviser

2. Vice-president

• Preside over meetings in the absence of the President

• Schedule meetings/events with appropriate University offices

• Coordinate organization promotion and publicity of events

• Serve as the club’s Risk Management Officer (See Article IX for details).

3. Secretary

• Maintain an accurate record of all organization meetings and make available for members

• Maintain membership directory and attendance records at all meetings

• Correspond when necessary with University administration and other recognized organizations

4. Treasurer

• Maintain accurate record of organization transactions

• Collect dues if required

• Develop organization budget and present to membership for ¾ vote

• Cosign organization checks along with the Adviser

• Arrange fundraising opportunities for the organization

• Solicits additional funding if needed from the Student Government

**ARTICLE VII –Adviser**

Section 1: Adviser duties include:

 1) Maintain communication with officer(s) regularly

 2) Awareness and approval of financial expenditures

 3) Ensure that the organization is operating in conformity with the standards set forth by Iowa

 State University and Student Activities Center

Section 2: Adviser will be selected by officers

Section 3: Adviser will serve year to year at his or her leisure

Section 4: Adviser may be removed by three-fourths vote of the general membership if actions are deemed inappropriate by the Executive Council. This may include, but not limited to the following actions: not appropriately responding to the club needs, not available to provide guidance to the club, and not fulfilling other duties of the position. The adviser is permitted to speak before the Executive Council or the general membership about the charges made concerning his/her performance as appropriate prior to the vote. The adviser is not permitted to participate in the deliberation regarding the charges. If an adviser is removed then his/her replacement will be appointed by IGSC officers at their discretion.

**ARTICLE VIII – Finances**

Section 1: 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).

Section 2: All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign expenditures before payment.

Section 3: Membership dues are to be established annually at the beginning of each academic year by the Executive Committee.

**ARTICLE IX- Risk Management**

Section 1: The roles of the risk management officer, fulfilled by the Vice-President, include:

 1) To recommend risk management policies or procedures to IGSC

 2) To submit documentation to ISU’s Risk Management Office

 3) To ensure that Risk Management procedures are implemented at all of the organization

 events.

**ARTICLE X – Ratification and Amendments**

Section 1: This Constitution shall become effective upon approval by a majority of IGSC membership.

Section 2: This constitution shall be reviewed as necessary. Any member of the organization may submit amendments to this constitution in writing at any time. Said amendment(s) will be voted on at a subsequent meeting. Amendments to the constitution will be submitted within 10 days to Student Activities Center for approval.

**ARTICLE XI – Bylaws**

OFFICERS

An officer of the executive committee may be removed by unanimous consent of other officers if said officer(s) is either incapable or not adequately fulfilling outlined duties. A replacement may be selected by the Executive Committee through a general vote or volunteering by a member until the next election.

MEETINGS

Meetings will be held as required and seen fit by the Executive Committee.

APPOINTMENTS

This constitution is ratified by three-fourths majority of active membership on September 20, 2012.

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IGSC Co-President Date IGSC Co-President Date

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IGSC Adviser Date

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Assistant Director of Student Activities Date