

# **Constitution of “Pay It Forward”**

Ratified — 22 August 2018

## **Article I –Name**

- Section 1:** The official name of this organization shall be Pay It Forward.
- Section 2:** The club shall operate as a non-profit organization, and none of its net income or net worth may benefit active members of the organization.
- Section 3:** The club shall abide by the applicable rules and policies of Iowa State University pertaining to student organizations.

## **Article II – Purpose**

- Section 1:** This organization shall exist to promote leadership skills through:
- a. Proactive initiative and living with passion believing in the efficacy and worth of each individual student.
  - b. Various local philanthropy events and service trips
  - c. Providing students the opportunity to get involved on campus
  - d. Making a difference in their community.

## **Article III –Statement Of Compliance**

**Section 1:** Pay It Forward abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Pay It Forward at Iowa State agrees to annually complete President’s and Treasurer’s Training

## **Article IV – Non-Discrimination Statement**

Iowa State University and Pay It Forward 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**

- Section 1:** Membership shall be open to all registered students in good standing at Iowa State University.
- Section 2:** To become a member, one must either attend a meeting or participate in a sponsored group event.
- Section 3:** No Illicit drugs or alcohol may be possessed or consumed by any member at any time during a planned event sponsored by the chapter.
- Section 4:** Meetings are to be held bi-weekly on Wednesdays. Two Core Members must be present at every meeting. The Core Members will plan the agenda and conduct the meeting.

**Section 5:** The voting members of this organization will consist of the Core Members (as defined below).

**Section 6:** Core Members reserve the right to hold closed sessions and vote on administrative matters.

#### **Article VI - Officers**

**Section 1:** Officers will consist of ten to twelve Core Members as the office.

**Section 2:** All officers must be currently enrolled students at Iowa State University and registered for at least six credits.

**Section 3:** To be eligible to be a Core Member, students 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, 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.

**Section 4:** The duties of the Core Members are to be broken into two categories: Chapter Core and Bus Core. Chapter Core members shall attend to all business regarding the success of the club and maintain a good relationship with Iowa State University. Decisions regarding the club itself will be made by a majority vote of Chapter Core members. Bus Core members are responsible for planning a week long volunteer opportunity during spring break each year. Bus Core roles are complete following the conclusion of the spring break trip. Chapter Core approval will be required before any major changes will be permitted regarding Bus Core sanctioned activities.

1. Chapter Core roles are as follows:

a. President:

1. Must be present the entire year and attend the spring break trip
2. In charge of submitting event and trip authorizations
3. Signs off on all important documents with regards to the Student Activities Center
4. Make sure club is in good standing

5. Keep an active log of meeting notes
6. In charge of all agendas/bookings for general meetings
7. The President will be in charge of risk management.
  - a. Help minimize potential risks for club activities
  - b. Recommend risk management policies or procedures
  - c. To submit documentation to ISU's Risk Management Office
  - d. To ensure that Iowa State University policies are followed at all of organization's events
  - e. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

b. Treasurer

1. Must be present the entire year and attend the spring break trip
2. Keeps track of all receipts and purchases
3. Will collect monthly statements from COA every second Thursday of the month
4. In charge of all purchases for the organization
5. Collects, deposits, and tracks money from participants of any club events/trips.
6. Responsible for collecting mail from Student Activities Center mailbox (must do at least every 10 days)

c. Vice President

1. Must be present the entire year and attend the spring break trip
2. Responsible for keeping everyone accountable
3. Trains new Bus Core members
4. Keeps track of Bus Core progress
5. May need to attend both chapter and bus meetings; would need to communicate those meeting notes if they are separate
6. Sends out surveys at the end of the year for peer evaluations and trip debriefs

d. Recruitment Chair

1. Must be present the entire year and attend the spring break trip
2. Plans recruiting events throughout the year for the general group
3. Plans Clubfest events both semesters
4. Accepts new members into the club on the Iowa State student organization page

e. Advertising/Marketing Chair

1. Actively post on social media (Instagram, Twitter, Facebook)
2. Email people each week about club information

3. Actively promote recruitment and fundraising events
4. Actively reach out to other student organizations to advertise/do joint projects.

If there is enough expressed interest, there will be two optional Chapter Core Member positions:

f. Fundraising/Donations Chair

1. Actively creates fundraising events for the club
2. Asks for donations for meetings or volunteer events
3. Organize donations/call logs for the spring break trip

g. Volunteer Chair

1. Plan at least two monthly volunteer projects in Ames

2. Bus Core roles are as follows:

a. 5 Bus Core Members:

1. Plan a week-long spring break trip on behalf of the club including volunteer opportunities and leadership activities.
2. Communicates with Chapter Core leadership regarding planning.
3. Plan a weekend volunteer opportunity during the fall semester.

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**Section 5:** A Core Member can be impeached by showing that they are hurting the interests of the group to be defined by the group.

a. A Core Member may be nominated for impeachment by any Core Member by speaking with the president and/or the club advisor.

b. Impeachment/removal of Core Members is a majority vote of Core Members. The Core Member can speak during the impeachment process for 2-3 minutes, and then the voting will occur when they leave the room. They will be notified by email if they have been removed.

**Section 6:** In the event a replacement of a Core Member is needed, a majority vote of remaining Core Members will decide whether to move forward with the remainder of the school year without filling the vacant position.

a. In the event a replacement is needed, the replacement process shall follow the same process described below (Article V, Section 7).

**Section 7:** Appointment Of New Core Members

- a. Prospective officers (new Core Members) will apply and go through an interview process with the current year president, treasurer, and club whip.
- b. The final decision will be made by the three selected Core Members described above for prospective new Core Members
- c. Replacement of officers will happen each year with the Core Member applications and interview process happening in the spring.

## **Article VII - Adviser**

- Section 1:** The role of adviser will be to lead the organization in a positive direction and help with resources for the organization on Iowa State's campus.
- Section 2:** Core Members are in charge of identifying and selecting an adviser. Selection of a new adviser will be by appointment from the Club President.
- Section 3:** Advisers will serve year to year. Core Members will have a meeting near the end of each school year to re-evaluate the adviser. The president will conduct a meeting with the adviser at the end of the school year to discuss plans for the next year.
- Section 4:** Adviser can be removed with majority vote of Core Members. The adviser can speak during the impeachment process for 2-3 minutes, and then the voting will occur when they leave the room. They will be notified by email if they have been removed.
- Section 5:** Replacement of the adviser will follow above (Article VII, Section 2), with core members seeking out a new adviser.

## **Article VIII – Financial Matters**

- Section 1:** The club shall not provide monetary gain, incidentally or otherwise to its Core Members or membership. This does not restrict the payment of wages, salaries or incentives by the club for services rendered.
- Section 2:** All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization 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.
- Section 3:** No dues will exist for this club unless amended by a majority vote and constitution amendment by the Core Members.
- Section 4:** Upon dissolution or disbandment of Pay It Forward, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of Core Members.

## **Article IX – Amendments**

**Section 1:** Amendments can be proposed to the group by calling an amendment at a meeting. Amendments will be discussed and voted on during the next meeting; majority vote plus one person of Chapter Core Members will pass the amendment.

**Section 2:** Any amendments or changes to the organization constitution are to be submitted to the Student Activities Center within seven days of approval.