

Iowa State University  
Family and Consumer Sciences Education and Studies Club  
Policies of Operation

Article I: Name

Section 1. The name of the association is Family and Consumer Sciences Education Club (FCEdS). It is an association organized by the faculty and students of the College of Human Sciences at Iowa State University.

Article III: Purpose

Section 1. To provide an opportunity for pre-professional Family and Consumer Sciences majors to engage in Family and Consumer Sciences related activities following the guidelines of our state and national organizations.

Section 2. The purpose of the FCEdS club is to:

- promote professional development of its members
- provide community service
- enhance career development
- increase community awareness of FCEdS
- to develop fellowship and cooperation
- be aware of the state and national professional organizations

Article III: Statement of Compliance:

FCEdS Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. FCEdS club agrees to annually complete President's Training, Treasurer's Training and Adviser Training.

Article IV: Basic Policies

Section 1. The club shall cooperate with the College of Human Sciences for the well-being of the FCEdS Club.

Section 2. To be organized and maintained with the approval of the College of Human Sciences, IAFCS, AAFCS, and the Iowa State University Faculty and Staff. The FCEdS Club will abide by university policies and procedures as well as federal and state laws.

#### Article V: Membership

Section 1. Membership shall be made available to all undergraduate students at Iowa State University.

Section 2. Annual dues for the FCEdS club will be no more than 15 dollars. AAFCS membership is recommended, but optional. If the student chooses to join AAFCS, at the beginning of the school year, half of the membership dues are paid by the CHS and the other half is the responsibility of the student.

Section 3. FCEdS shall conduct an annual enrollment of members, but admit persons to membership at anytime.

Section 4. Non members may attend meetings as guests, but do not have voting privileges.

#### Article VI: Officers and Their Election

Section 1. Each officer must be enrolled in the College of Human Sciences.

Section 2. Officers consist of president, vice president, secretary, treasurer, co-social/publicity chairs, co historian/photographer, co philanthropy/fundraising, and a representative for Human Sciences Council.

Section 3. Election of officers will be held in the last club business meeting in the month of November.

Section 4. Voting shall be done by either secret paper or secret electronic ballot. In the event of a tie, there will be a re-vote conducted between the two persons tied.

Section 5. All FCEdS club members will be eligible to vote in officer elections. Officers will begin official duties starting at the beginning of January the following calendar year.

Section 6. No officer may serve more than two terms in the same position.

Section 7. The officers of this organization must meet the following requirements:

(a) 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.

(b) 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.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

Section 8. Officers will participate in an officer training meeting held after elections and before the semester end. Training will consist of old and new officers as well as advisors. Old officers will inform new officers completely of their duties and give access to any and all documents necessary. The constitution will be reviewed for understanding and revisions.

Section 9. Impeachment proceedings, for officers, take place after missing THREE required attendance meetings in a semester (socials are not considered a required attendance meeting), and by not maintaining a 2.00 GPA. Impeachment must be voted on at a planned club meeting, and must pass by  $\frac{2}{3}$  vote. The officer being impeached may be present, and comment before the vote if they wish.

Section 10. When an officer position becomes vacant, the remaining officers will appoint a replacement to take over the duties of that position.

### Article VII: Officers Duties of Service

#### Section 1. President

- A. Shall conduct and facilitate meetings.
- B. Shall create agenda for meetings.
- C. Shall coordinate the work of the officers and committees of the club.
- D. Shall confer with faculty advisor when necessary.
- E. Shall be the official representative of FCEdS club to any group, or appoint an appropriate representative.

#### Section 2. Vice President

- A. Shall assist president as needed
- B. Shall perform duties of the president in his/her absence.
- C. Shall maintain club membership list.
- D. Shall be responsible for all club apparel.

#### Section 3. Secretary

- A. Shall record and maintain minutes of all meetings.
- B. Shall distribute minute of previous meetings.
- C. Shall maintain current copy of by-laws.
- D. Shall perform delegated duties.
- E. Shall maintain minutes of the club, including all committee functions and activities.
- F. Shall record attendance of all meetings.
- G. Responsible for Risk Management, to help [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 and [d] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

#### Section 4. Treasurer

- A. Shall keep full and accurate account of receipts and expenditures.
- B. Shall make disbursements as authorized by the president or faculty advisor.
- C. Shall present current financials at each meeting and other times when requested.
- D. Shall work with officers in developing and providing material for developing a budget.
- E. Shall participate in treasurer training through Iowa State University.
- F. 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."

#### Section 5. Co Social/Publicity Chair

- A. Shall provide for fellowship and recreation.
- B. Shall be granted a committee to work on large-scale events.
- C. Shall be responsible for posters publicizing club events.
- D. Shall be responsible for notifying club members and the faculty of club meetings.
- E. Shall run all social media accounts and bulletin boards.

#### Section 6. Human Sciences Council Representative

- A. Shall be responsible for attending Human Sciences Council meeting and report the minutes to the club.
- B. Shall be responsible for notifying club members and advisors of Human Sciences Council meetings.
- C. Shall keep officers, club members, and advisors informed of various events and deadlines for the council.

## Section 7. Co Historian/Photographer Chair

- A. Shall keep a record of the club's accomplishments and activities for the year.
- B. Shall collect items such as pictures and news clippings of the club and its members.
- C. Shall take photos at club meetings and events.
- D. Shall post photos to social media sites and the club's google drive account.
- E. Shall organize a scrapbook or similar item to display the club's story for the year.

## Section 8. Co Philanthropy/ Fundraising Chair

- A. Shall be responsible for organizing and coordinating philanthropic events.
- B. Shall be responsible for club fundraising.
- C. Shall work with other offices as needed for philanthropic and fundraising events.

## Article VIII: Executive Board

Section 1. Consists of officers, club executive director, and faculty advisors.

Section 2. The duties of the board include:

- A. Transact necessary business between club meetings and executive/officer meetings
- B. Approve work and projects of committees.
- C. Present board action at club meetings.
- D. Recruit members for election.
- E. Responsible for reviewing and updating by-laws, agendas, book and records.

Section 3. Meetings of the executive board/officers meeting shall be determined by the officers at the beginning of each semester.

## Article IX: Duties of Advisor

Section 1. Maintain communication and meet with officer(s) regularly

Section 2. Awareness and approval of financial expenditures

Section 3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

Section 4. Advisor is appointed by the chair of the Department of Human Development and Family Studies.

Section 5. Impeachment of an advisor begins by club members or an outside party bringing their concern to a club meeting. Impeachment of an advisor must then be voted on at a planned club meeting, the vote must pass by  $\frac{2}{3}$  majority. Since the advisor is appointed by the chair of the Department of Human Development and Family Studies, the president will make contact with the chair to appoint a new advisor.

#### Article X: Club Meetings

Section 1. Meetings times will be determined by officer team at the beginning of each semester with a focus on the best time for all members.

Section 2. The ordinary order of the meetings shall be:

- A. Call to order
- B. Special speaker/presentation (if applicable)
- C. Reports from officers (if applicable)
- D. Announcements
- E. Old business
- F. New business
- G. Adjournment

Section 3. Agendas will be used at each meeting unless there is an activity or special circumstance. Any member can place an item on the agenda by contacting the president prior to the scheduled meeting.

## Article XI: Committees

Section 1. There will be yearly committees that are established for work throughout the year on events and projects. There will also be subcommittees established to work for a short period of time for a specific project or event.

Section 2. Each club member can be on one committee for the academic year, but may be allowed to work on subcommittees at the same time.

Section 3. The chair of each committee is selected from the officer team, and shall present a plan of work to the executive board and at the club meetings.

## Article XII: Amendments

Section 1. The bylaws may be amended at any regular club meeting, a 2/3 vote is required to pass, provided that the amendment has been presented at a previous meeting.

Section 2. Amendments or revised bylaws must be submitted to the executive board for approval.

Section 3. The by-laws shall be reviewed and amended as needed at the beginning of each school year. The review committee will include the club president, executive director, and faculty advisor.

*Iowa State University and the Family and Consumer Sciences Education and Studies Club 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.*