

***Iowa State University***

***Family and Consumer Sciences Education and Studies Club***

***Policies of Operation***

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***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.

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***Article II: 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
  - develop fellowship and cooperation
  - be aware of the state and national professional organizations
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***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.

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***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.

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## ***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 fifteen 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 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 any time.

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

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## ***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 chairs, co-philanthropy/fundraising chairs, and a representative for Human Sciences Council.

**Section 3.** Election of officers will be held at 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, a re-vote will be 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 at the beginning of January of the following calendar year.

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

**Section 7.** Officers must maintain a minimum cumulative GPA of 2.00 and be in good academic standing with the university while enrolled at least half-time during their term of office.

**Section 8.** Officers will participate in officer training meetings held after elections and before the end of the semester.

**Section 9.** Impeachment proceedings may occur after missing three required meetings in a semester or failing to maintain a 2.00 GPA. Impeachment requires a two-thirds vote.

**Section 10.** When an officer position becomes vacant, the remaining officers will appoint a replacement.

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## ***Article VII: Officers' Duties of Service***

**Section 1. President** – Shall conduct meetings, create agendas, coordinate officers and committees, and serve as the official representative of the club.

**Section 2. Vice President** – Shall assist the president, maintain membership lists, manage club apparel, and serve as Risk Manager for the organization.

**Section 3. Secretary** – Shall record and distribute meeting minutes, maintain attendance records, and keep an updated copy of bylaws.

**Section 4. Treasurer** – Shall manage all financial records, present financial reports, and complete required university treasurer training.

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***Article VIII: Executive Board***

The Executive Board consists of officers and faculty advisors and oversees organizational operations between meetings.

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***Article IX: Duties of Advisor***

The advisor shall maintain communication with officers, approve financial expenditures, and ensure the organization operates in accordance with Iowa State University and Student Engagement standards. The advisor is appointed by the chair of the Department of Human Development and Family Studies and serves on a year-to-year basis while employed by Iowa State University.

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***Article X: Club Meetings***

Meeting times will be determined by officers each semester, and agendas will be used for all meetings.

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***Article XI: Committees***

Committees may be established annually or as needed for events and projects.

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***Article XII: Amendments***

Bylaws may be amended by a two-thirds vote at a regular meeting, provided notice has been given.

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**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, or status as a U.S Veteran.**