Constitution for

IOWA STATE UNIVERSITY COLLEGE OF VETERINARY MEDICINE

FISH ENTHUSIAST CLUB

ARTICLE I- Name

The name of this organization shall be Iowa State University College of Veterinary Medicine Fish Enthusiast Club (aka FEC).

ARTICLE II- Purpose and Goals

Section 1: The purpose of this organization is to promote aquatic animal education and ensure the proper care of the tank(s) in the Fish Tank Lobby that belong(s) to the Student Chapter of the American Veterinary Medical Association at ISU CVM and the FEC.

ARTICLE III- Statement of Compliance

Section 1: Fish Enthusiast Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section 2: Fish Enthusiast Club agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required)

ARTICLE IV- Membership

Membership shall be open to all registered students at Iowa State University who are in good standing with the Student Chapter of American Veterinary Medical Association (aka SCAVMA). Iowa State University and the Fish Enthusiast 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.

Membership shall be revoked by unanimous vote of officers if actions are deemed inappropriate by the membership. Inappropriate actions include, but are not limited to, failing to fulfill position duties, or any unethical behavior.  The aforementioned inappropriate actions are not considered to be an exhaustive list of possible offenses.

ARTICLE V- Officers

This organization shall have the following officers:

 President, Vice President, Secretary, Treasurer, Fundraising Chair, Scheduling Officer, and 2 Faculty Advisors

Section 1: Election of officers

Election of officers will require a majority vote from current officers.If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Two representatives from each class are to be elected by their class as per the protocol of that class within the first three weeks of the semester. Members interested in being an officer must meet academic requirements as established by the Student Organization Recognition Policy. The officers for this organization must meet the following requirements:

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, the semester of the election and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.50. 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 SCAVMA and enrolled: at least half time (six or more credit hours), 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 (A) and (B).

Advisors will be selected by a majority vote from current officers.

Section 2: Term of Office

The term of office for Officers shall last one full year, from beginning of fall semester to beginning of the following fall semester. All officers shall comprise the Executive Committee of the organization. The Executive Committee can meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out the organization goals.

Term of office for Advisors is at the leisure of the advisor while he or she is at ISU

Section 3: Elections

Elections for officers and advisors will be conducted by secret ballot and elected by a simple majority. Re-election of current officers is permitted. Elections will be held between late March and early April of year. In the event an officer position becomes vacant, regular election procedure will be followed immediately to fill the vacant office.

Section 4: Officer Duties

 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 and advisors

Vice President

* Preside over meetings in the absence of the President
* Schedule meetings/ events with the appropriate University offices
* Coordinate organization promotion and publicity of events
* Risk Management Officer:
	+ [a] help minimize potential risks for club activities
	+ [b] recommend risk management policies or procedures to (name of student organization)
	+ [c] to submit documentation to ISU’s Risk Management Office
	+ [d] to ensure that Iowa State University policies are followed at all of the organization’s events
	+ [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Secretary

* Maintain and accurate record of all organization meetings and make available to members upon request
* Assist with organization promotion and publicity of events
* Correspond when necessary with University Administration and other recognized organizations

Treasurer

* Maintain accurate record of organization transactions
* Develop organization budget
* Solicits additional funding if needed from the Student Government
* Arrange fundraising opportunities for the organization

Fundraising Chair

* Create and organize fundraising opportunities
* Appropriately communicate with donors

Scheduling Officer

* Maintain tank care schedule
* Maintain tank inventory and log book

Faculty Advisor

* Maintain communication and meet with Executive Committee Regularly
* Ensure that the organization is operation in conformity with the standards set forth by Iowa State University and Student Activities Center

Section 4: Removal of Officers/ Advisors

Officers may be removed from office by unanimous vote of other officers if actions are deemed inappropriate by the membership. Inappropriate actions include, but are not limited to, failing to fulfill position duties, or any unethical behavior.  The aforementioned inappropriate actions are not considered to be an exhaustive list of possible offenses. The officer is permitted to speak before the Executive Committee about the charges made concerning his or her performance. The officer is not permitted to participate in the deliberation of the executive committee regarding the changes. Replacement officers and/or advisor, in the event of an officer and/or advisor being removed or an unscheduled vacancy, will require a simple majority vote from the general membership to be elected.  Elections for replacement officers and/or advisor will be conducted following the same procedures as regular officer elections.

ARTICLE VI- Finances

Section 1: Budget

FEC may be considered annually for SCAVMA funding pending monetary needs and available funds. These funds will be used to support the maintenance and care of the fish in the Fish Tank Lobby.

Section 2: Account

Dues for this club will be $5.00 per year per member. Funding for maintenance of the fish tank is to be provided by SCAVMA. 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 24 hours after collection. A simple majority of officers must approve any and all expenditures prior to withdrawal of monies greater than $200.00. The advisor must approve and sign each expenditure.

ARTICLE VII- Amendments and Ratification

Section 1: Amendments

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a unanimous vote of officers must be achieved.

Amended constitution shall be submitted within 10 days to Student Activities Center for approval.

Section 2: Ratification

This constitution shall become effective upon approval by a unanimous vote of officers. Ratified constitutions must be submitted to Student Activities Center within 10 days for final approval.