

Constitution

Article I: Name

The name of this organization shall be Conservation Club at Iowa State University.

Article II: Purpose

Section One: The main purpose of this organization is to promote constructive use of our natural resources through land, water, wildlife and energy management practices to collectively help balance our ecosystem through the students of Iowa State University. Some goals of our organization include teaching ourselves and others of the importance of conservation through various outdoor activities and events and to involve as many students as possible by not focusing on just one area of conservation.

Article III: Statement of Compliance

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

Section Two: Conservation Club agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

Article IV: Non-Discrimination Statement

Iowa State University and Conservation 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.

Article V: Membership

Membership shall be open to all registered students and faculty/staff of Iowa State University. Family members of registered students and faculty/staff may also become members of Conservation Club. In order to become a member, all dues must be paid before participating in any group activities off campus or any activities requiring funds to complete.

As a member, one is required to attend organization meetings regularly and actively support Conservation Club projects. Membership will be revoked by 100% vote of officers plus 75% vote from the general membership if actions are deemed inappropriate by the membership. Only registered students can vote during elections.

Article VI: Risk Management

The President will also serve as the Risk Management Officer.

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to Conservation Club [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Article VII: Officers

- Officer Duties and Term of Service:
 - President
 - Preside over meetings
 - Attend 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 Engagement
 - Maintain communication with organization advisor
 - Schedule meetings/events with appropriate University offices
 - Coordinate organization promotion and publicity of events
 - Maintain membership directory
 - Correspond when necessary with University administration and other recognized organizations
 - Collect/Review complaints
 - Collect funds and deposit within two business days if Treasurer is not available
 - Review meeting minutes email and send out to members
 - Look over and assist other officers
 - Treasurer
 - Maintain accurate record of organization transactions
 - Collect dues if required
 - Attend all meetings
 - Develop organization budget and present to membership for $\frac{3}{4}$ vote
 - Cosign organization checks along with the Advisor
 - Solicits additional funding if needed from the Student Government
 - Association in conjunction with the President
 - Deposit funds within two business days of receiving
 - Collect/Review complaints
 - To preside over meeting in the event the President cannot attend
 - Perform treasurer's report at the start of each meeting
 - Vice President
 - Assist the President
 - Attend all meetings

- Preside over meetings if the President and Treasurer are not able to attend
- Secretary
 - Record meeting minutes and send recap email to President to review and send to members
 - Attend all meetings
 - Collect forms/sign-ups/waivers at meetings and relay them to the President
- Volunteer Coordinator
 - Arrange trail activities and keep track of trail volunteer hours
 - Attend all meetings
 - Be in contact with Story County Conservation to plan conservation-related group outings (Trail Enhancement, Recycling projects, etc.)
- Publicity Chair
 - Photograph club members participating in activities and meetings for advertising
 - Attend all meetings
 - Publicize meeting and post updates on Instagram page to get more students involved
 - Make/design flyers and displays
 - Man booth at ClubFest
 - Plan on-campus events that are purely for gaining new membership
- The term of office will be one full year: end of Spring – end of Spring. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.
- Method of election of officers:
 - Election will be held during the last meeting in April.
 - Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.
- Impeachment/Removal of officers/advisor:
 - Officers may be removed from office by 100% vote of the other officers and advisor if actions are deemed inappropriate. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

- General membership may file complaints directly to the President or Treasurer and the receiver shall take the complaint directly to the other officers and/or Advisor as applicable.
- Inappropriate: Non-supportive of club or its members, no longer a student/employee/family member of either student or employee of Iowa State University, actions do not reflect club views, consistently negative attitude toward club ideas, projects, officers, advisor or members.
- Minimum Cumulative GPA for Officers: 2.50
- The officers of this organization 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, the semester of election/appointment 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.
 - (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
- Officer Replacement:
 - In the instance of a vacancy of an officer position not during election time, a replacement must be appointed by officers
 - New officer will require $\frac{3}{4}$ membership vote during time of election
 - Officers may be nominated by club members

Article VIII: Advisor

The club advisor will have the following responsibilities:

- Maintain communication and meet with officer(s)
- Awareness and approval of financial expenditures
- Ensure that the organization abides by University policies
- Review complaints against officers

The advisor, at any time when the position is empty, shall be selected from nominations by officers and non-officer club members. A prospective advisor will be confirmed by a majority vote of the executive team. Advisors shall serve indefinitely until such time as they choose to

abdicate, leave the University, or are removed by the executive team. In the event that an advisor is deemed negligent by the executive team, they may at any time be removed by a unanimous vote of the executive team. The advisor will be assessed by the officers annually to verify that they have performed their responsibilities sufficiently.

Article IX: Finances

- The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a $\frac{3}{4}$ vote. Dues must be paid before individual participates in any club activity off-campus or that requires funding.
- The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.
- 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 two business days after collection. The Advisor to this organization must approve and sign each expenditure before payment.
- Should this organization dissolve, monies will be given to Story County Conservation as a donation.

Article X: Amendments and Ratification

- Amendments can be motioned by any member of the Conservation Club and will be presented with a two minute speech of what the amendment entails and what its purpose will serve.
- This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given two weeks to consider amendments.
- Ratified amendments to this Constitution must be submitted to Student Engagement within (10) days.

In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.

- Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
- Notification of these changes must be communicated at the next full organizational meeting.