Constitution

Society for Advancement of Hispanics/Chicanos and Native Americans in Science (SACNAS)

at Iowa State University (SACNAS-IASTATE)

***Article I: Name***

The name of this organization shall be Society for Advancement of Hispanics/Chicanos and Native Americans in Science at Iowa State University (SACNAS-IASTATE).

***Article II: Purpose***

***Section One:***

1) To further the work of, to improve the effectiveness of, and to enhance the public understanding of an appreciation for Hispanics, Chicanos, Native Americans, Alaska Natives, Native Hawaiians, and other underrepresented minorities in science;

2) To cooperate with other individuals, organizations, clubs, and other groups whose purposes include the achievement of public understanding for Hispanics, Chicanos, Native Americans, Alaska Natives, Native Hawaiians, and other underrepresented minorities in the sciences; to promote student and professional recruitment and retention of Hispanics, Chicanos, Native Americans, Alaska Natives, Native Hawaiians and other underrepresented minorities in science at Iowa State University;

3) To provide a forum for students and professionals from different science disciplines to come together for professional development, academic, community service and social activities at Iowa State University and communities in central Iowa.

4) This group will be a Chapter of the National SACNAS organization.

***Article III: Statement of Compliance***

**Section One:** Society for Advancement of Hispanics/Chicanos and Native Americans in Science at Iowa State University (SACNAS-IASTATE) abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

**Section Two:** Society for Advancement of Hispanics/Chicanos and Native Americans in Science at Iowa State University (SACNAS-IASTATE) agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required)**.**

***Article IV: Non-Discrimination Statement***

Iowa State University and Society for Advancement of Hispanics/Chicanos and Native Americans in Science at Iowa State University (SACNAS-IASTATE) does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.

***Article V: Membership***

Membership shall be open to all faculty, staff, employees and currently registered students in good standing at Iowa State University.As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by ½ vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership, such as disrespectful comments towards others, that would be harmful to the conduction of a meeting.

***Article VI: Risk Management***

**Role of 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 SACNAS-IASTATE, [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 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.

***Associate President:*** Preside over meetings in the absence of the president. Schedule meetings/events with appropriate University office. Coordinate organization promotion and publicity of events.

***Treasurer:*** Maintain accurate record of organization transactions. Collect dues if required. Develop organization budget and present to membership for ¾ vote. Cosign organization checks with the Adviser. Arrange fundraising opportunities for the organization. Solicits additional funding if needed from the Student Government Association in conjunction with the President.

***Secretary:*** Maintain an accurate record of all organization meetings and post for members. Maintain membership directory. Correspond when necessary with University administration and other recognized organizations.

***Web administrator:*** Create and maintain updated a website for SACNAS-IASTATE. Create and maintain active any other web social connections within the SACNAS-IASTATE chapter members and between the SACNAS-IASTATE chapter and other chapters in the nation.

***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 SACNAS-IASTATE, [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).

***National Liaison:*** Primary contact with the SACNAS National Office. Submits Chapter Annual Report and conducts communication with the National Office. Reports chapter information including changes to by-laws, board members, and contact information to National Office. Keeps current with literature and report current events from National Office. Coordinates all activities involving National Organization such as the annual SACNAS National Conference. This is the only officer with duties that may overlap with other officers or advisor positions.

***Advisor***: Maintain communication and meet with officers regularly. Awareness and approval of financial expenditures. Ensures that the organization is operating in conformity with the standards set forth by the Iowa State University Student Activities Center.

**Term of Office:** The term of office will be one full year (August 1 to July 31).

**Executive Committee:** The President, Treasurer, and Advisor shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. Other officers may attend Executive Committee meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals. The Executive Committee shall prepare the meeting agendas.

**Method of election of officers**

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. Election is by simple majority and will be accomplished by email.

The advisor may not vote but can offer advice to the organization.

**Date(s) for election of officers**

Election of officers will be in the spring, during the month of April, for the following school year. Office is held from August 1 through July 31.

**Resignation/Removal of officers**

An officer may resign from the office at any time, by giving written notice to the president or associate president. The written notice of resignation must be received and acknowledged by the governing body of officers at least 7 days in advance.

Officers may be removed from office by ½ vote of the other officers if actions are deemed inappropriate, such as disrespectful comments towards others, that would be harmful to the conduction of a meeting. The officer is permitted to speak before the other Officers. The officer is not permitted to participate in the deliberation of the other officers regarding the charges. Officer vacancies created by impeachment/removal shall be by nomination and ballot.

**Replacement of officers**

If an office is vacated or requires a replacement prior to January 31, the position will be filled by nomination from the general membership and electronic ballot. If the position is still open after January 31, the adviser of the organization will appoint the replacement to finish out the term of the office for that year.

**Minimum Cumulative GPA for Officers**

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 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

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

***Article VIII: Advisor(s)***

**Method of election/selection of advisor(s**

The advisor must be an ISU faculty/staff member or graduate student (with a consent form from their academic advisor), as well as representatives from other involved institutions, who have an interest in serving as an advisor.

The executive committee will solicit participation of appropriate advisors and present those advisors who volunteer to the membership for approval. Selection is approved by 50% of the general membership.

**Impeachment/Removal of Advisors**

Advisors may be removed from office by ½ vote of the other officers if actions are deemed inappropriate, such as disrespectful comments towards others, that would be harmful to the conduction of a meeting. The adviser is permitted to speak before the other officers about the charges made concerning his/her performance. The advisor is not permitted to participate in the deliberation of the other officers regarding the charges.

**Replacement of Advisors**

The executive committee will solicit participation of appropriate advisors and present those advisors who volunteer to the membership for approval. Selection is approved by 50% of the general membership.

***Article IX. Finances***

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."

Dues will be $10 per school year per student. If a student decides to no longer participate in the club or is no longer a student in good standing, none of the $10 is refunded. If a student joins late in the school year, the fee is $10.

**Description of dues**

**Dues Statement:** 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 ½ vote. Dues must be paid by at time of joining or by September 15 if continuing from the previous year. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

***Article X. Amendments & Ratification***

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Associate President, and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments.

  Ratified amendments to this Constitution must be submitted to the Student Activities Center within (10) days.