Preamble

Whereas we believe that a group of college students interested in the field of sales should organize for the mutual benefit and advancement of young professionals, we hereby establish the Iowa State University Sales Club.

Article I – Purpose

Section 1. The purpose of the Iowa State University Sales Club shall be:

a. To offer students the opportunity to build a foundation of knowledge in sales and selling techniques;
b. To offer students the opportunity to learn from and network with leading professionals in the sales industry;
c. To promote friendly relations between students, faculty, and business people.

Section 2. Statement of Compliance: The Iowa State University Sales Club abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Our Iowa State University Sales Club agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

Section 3. Iowa State University and Iowa State Collegiate University Sales Club do 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 II – Membership

Section 1. Membership shall be open to students of any major who are interested in sales and any other individuals who are approved by the board of directors.

Section 2. Members must pay dues and attend the majority of all meetings to remain in good standing with the club.

Section 3. Iowa State University and Iowa State University Sales Club do 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 III – Board of Directors

Section 1. The board of directors shall be the faculty advisor, president, vice president, and treasurer, as well as any other officers deemed necessary by the board of directors.

Section 2. The board of directors shall be elected in the spring of each year to serve the following year. Officers can hold office for multiple terms, if voted for by simple majority. The faculty advisor shall be chosen as provided in Article V.

Section 3. All members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy. All officers of this organization must meet the following academic 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.

Section 4. All elected officers shall be chosen by an application and interview process. The president, vice president and the advisor of the club will review applications and interview applicants. Officers will be chosen based on their qualifications and how they preform in the interview. The president with approval of the board of directors can change the election process prior to elections. The change must be made in the constitution of the club.

Section 5. Any board member or other elected officer who fails to fulfill the terms of office or to serve in an agreed-upon official capacity may be removed. Such action shall be effective only upon a majority vote of the board of directors taken at an official meeting called for such purpose.
Article IV – Duties of Board of Directors

Section 1. The president’s duties shall include but not be limited to, preside at all meetings, to appoint all special meetings, to actively seek group advancement, and to be the chairperson of the board of directors.

Section 2. The vice president shall perform the duties of the president in the president’s absences. In the event of vacancy of the presidency, the executive vice president shall succeed to the presidency. He/She shall be responsible to perform related duties as the president delegates. This person will also hold any risk management officer duties. The role of the risk management officer is [a] to recommend risk management policies or procedures to the board of the Iowa State University Sales Club, [b] to submit documentation to ISU’s Risk Management Office and [c] to ensure that Risk Mgt. procedures are implemented at all of the organization’s events.

Section 3. The director of finance & treasurer shall collect all collegiate chapter funds and deposit them in an account on behalf of the Iowa State University Sales Club. He/She will work closely with members of the club to make sure all proper dues have been paid. He/she will be responsible for making all necessary expenditures when authorized by the president and faculty advisor, keeping financial records, and submitting a written financial report to the club at the last regular meeting of each semester. He/she will perform such related duties, as the president shall delegate.

Section 4. The secretary shall be responsible for preparing a written report in the form of minutes of the meeting to be sent out to members of the club and reviewed at the next meeting. He/She will keep a current roster of the clubs members with contact information. The secretary will aid all members of the executive team when needed with written and organizational tasks. He/she will preform such related duties, as the president shall delegate.

Section 5. The director of membership shall be responsible for the recruitment of new members. He/She shall be a main contact for members with questions. He/She will work with the secretary to keep a current roster of the club members. He/She will work with the treasurer to ensure that club dues are paid in full. He/She will work with the director of events and the treasurer on fundraising opportunities.

Section 6. The director of events shall be responsible for the organization of events related to the club. This shall include but is not limited to room reservation for events, coordinating food at events, and working with the executive team on various events.
**Section 4.** The president shall appoint any new positions on the board of directors as deemed necessary.

**Article VI – Faculty Advisor**

**Section 1.** The advisor will serve for at least one full school year, shall attend the meetings of the collegiate chapter, signed required documents and shall aid and advise the group on matters under consideration.

**Section 2.** Additional faculty members may be asked to join the appointed faculty advisor whenever the tasks involved make it feasible to have additional faculty representation.

**Section 3.** The advisor should ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

**Section 4.** The advisor shall be voted on each semester by the board of directors of the organization and will remain the advisor if a simple majority is held. In the event of a tie the Dean of the College of Business will be asked to make the deciding vote.

**Section 5.** If an impeachment or removal of an advisor needs to take place a written request will first go through the President of the club. This person shall then pass this along to the marketing department chair. If the department chair finds just cause in the request him as well as the board of directors will hold a vote. 2/3 majority necessary to impeach or remove any advisor. The person up for impeachment or removal may speak at the final vote.

**Section 6.** If an advisor needs to be replaced we will first go to the Dean of the College of Business and ask for recommendations. From these recommendations we will ask the appropriate professors if they would be interested in becoming our advisor. From the pool of candidates who say yes the board of directors will interview each candidate and then hold a vote. Whoever wins a simple majority vote shall hold the advisor position.

**Article VI – Committees**

**Section 1.** There shall be the following committees when applicable: the board of directors, the promotional committee, and event planning committee.

**Section 2.** The board of directors, which consists of all the elected officers and the advisor of the Iowa State University Sales Club, shall decide on the policies of the group, as well as aid and advise the president of his/her duties.
Section 3. The promotional committee, under supervision of the president of the club, will help design flyers, recruit additional members, and perform other related duties as the president assigns.

Section 4. The event planning committee, under the supervision of the vice president and the director of finance, shall arrange programs for the Iowa State Collegiate Chapter and perform such other related duties as the president shall delegate.

Section 5. The president shall appoint any other committees as deemed necessary.

Article VII – Records

Section 1. The records of the Iowa Sales Club shall consist of a minutes book, membership records, and financial records, as well as any other such records as the chapter deems necessary.

Section 2. If the organization should dissolve for any reason the funds remaining in the bank account should be given to the College of Business to do as they see fit.

Section 3. Dues are yet to be established. Dues can be established at any time by board of directors and approved by president as they see fit.

Section 4. 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.

ARTICLE VIII – BYLAWS AND AMENDMENT

Section 1. The constitution, together with the bylaws, shall constitute the operating basis of the chapter.

Section 2. The constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, Treasurer, and with a simple majority vote of the members present, with at least one week notification having first been given to the entire membership.
**Section 3.** Bylaws may be added or amended by a majority vote of the board of directors, and approval of the faculty advisor.

**Section 4.** Ratified amendments to this Constitution must be submitted to the Student Activities Center within 10 days.

**Bylaws of the Iowa State University Sales Club**

**Number 1.** A copy of the constitution of the Iowa State Collegiate Chapter shall be provided for each member of the board of directors. The constitution will be reviewed annually to ensure that it is in keeping with the needs and activities of the collegiate chapter.

**Number 2.** The number, location and times of meetings shall be determined by the board of directors. Notice of all such meetings shall be posted or sent in writing to all members not less than five days in advance of the date set for the meeting.