**Iowa State University**

**Ivy College of Business**

**Sales Club**

**Constitution (11/26/2018)**

**Preamble**

Based on the belief that a group of college students interested in the field of professional selling should organize for the mutual benefit and advancement of young professionals, we establish the Iowa State University, Ivy College of Business Sales Club.

The Sales Club provides students interested in sales with real selling experience through interaction with sales professionals, along with exclusive access to job openings, internship opportunities, sales competitions, and guest speakers.

This organization operates just as any other business does. Sales Club members will handle sales revenue, budgeting, marketing efforts, and business partnerships. Undergraduate students from all ISU majors are welcome to join.

**Article I – Purpose**

**Section 1.** The purpose of the Iowa State University, Ivy College of Business Sales Club shall be as follows:

1. To offer students the opportunity to grow a foundation of knowledge in professional selling techniques
2. To offer students the opportunity to learn from and network with leading professionals in the field of professional selling
3. To promote professional relationships between students, faculty, and sales professionals

**Section 2.** Statement of Compliance: Iowa State University, Ivy College of Business Sales Club abides by and supports Iowa State University, State and Federal Laws and follows local ordinances and regulations. The Iowa State University, Ivy College of Business Sales Club agrees to annually complete training and compliance directives (if required).

**Article II – Membership**

**Section 1.** Membership shall be open to students of any major who are interested in professional selling and any other individuals who are approved by the advisory council.

**Section 2.** Members must be current student, faculty, and staff at Iowa State University.

**Section 3.** Members must attend at least 2 meetings a semester to remain in good standing with the Sales Club.

**Section 4.** Iowa State University 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.

**Section 5.** The organization will not deny membership on any basis prohibited by applicable law, including but not limited to race, color, national origin, religion, sex, age, disability, or veteran status.

**Section 6**. Benefits of membership include:

* Networking with sales professionals via various social and professional events
* Receive invitations to dinners, lunches, mixers and exclusive “members only” events
* Build new friendships through social opportunities
* Voting privileges
* Pursuit of advisory council opportunities

**Article III – Advisory Council**

**Section 1.** The advisory council shall consist of the faculty advisor, President (or co-president), Vice President, Treasurer, Website Manager, Social Media Manager, Membership Manager, Event Planning Manager, PR and Marketing Manager, and any other officers deemed necessary by the advisory council.

The President (or co-president) and other officers must be students at Iowa State University.

There shall be an option of Officers-at-Large. These officers shall serve as full voting members on the Candidate Advisory Council and such other duties as may be assigned, from time to time, by President (s) and Vice President after the approval from faculty mentor.

**Section 2.** The advisory council 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.

**Section 3.** All members interested in becoming an officer must meet academic requirements as established by Iowa State University Student Organization requirements. All officers of this organization must meet the following academic requirements:

1. 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 (six or more credits) if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the registration requirements) during their term of office.
2. 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, the minimum GPA is 2.50. For graduate students the minimum GPA is 3.25. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in a, b, or c.

**Section 4.** All elected officers shall be chosen by secret ballot, and nominations shall be made from the floor. The candidates receiving the majority of the votes cast shall be elected. In the case of a tie, the president and faculty advisor will make a mutual decision on who shall be elected into office.

**Section 5.** Any advisory council member 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 advisory council taken at an official meeting called for such purpose.

**Article IV – Duties and Structure of the Advisory Council**

**President.** The President’s responsibilities shall include, but not be limited to, presiding at all meetings, appointing all special meetings, actively seeking group advancement, and to being the President of the advisory council. The President is responsible for ensuring that all professional sales club activities are performed in accordance with the intentions and image of the sales club as dictated in our constitution and bylaws. The responsibilities of the President are as follows:

* Call and conduct meetings of all regular affairs and extraordinary meetings to solve urgent problems
* Coordinate issues between the Sales Club, the ISU faculty, and the Sales Advisory Board
* Update the Sales Advisory Board with most recent student activities at the semi-annual Advisory Board Meetings
* Head executive committee meeting of the President, treasurer, membership, events, and communication
* Call elections at the end of the spring semester to fill vacant positions

**Vice President.** The Vice President shall perform the duties of the President in the President’s absences. In the event of vacancy of the presidency, the Vice President shall succeed to the presidency. The Vice President is responsible for assisting the President in ensuring that all sales club activities are performed in accordance with the intentions and image of the sales club as dictated in our constitution and bylaws. The Vice President shall be responsible to perform related duties as the President delegates. The office of the Vice President is intended to prepare one for the role of the presidency.

* Assist the President in presentations to the Sales Advisory Board
* Serve as intermediary between the President and the treasurer, membership, events, and communication regarding committee meetings
* Gathers minutes from the treasurer, membership, events, and communication committee meetings and prepares a summary for the president
* Attends treasurer, membership, events, and communication committee meetings when possible
* Serves as historian
* Works with faculty and Sales Advisory Board to plan events
* Prepares a written report of each meeting of the executive committee which will be read at the next meeting
* Ensures executive committee meetings are effectively organized and takes minutes
* Maintains effective records and administration
* Upholds legal requirements of government documents, charity law, company law, etc. (where relevant)

Given these responsibilities, the Vice President often acts as an information and reference point for the President and other advisory council members: clarifying past practice and decisions; confirming legal requirements; and retrieving relevant documentation

**Treasurer**

**Treasurer.** The Treasurer is responsible for ensuring that all finance duties are performed in accordance with the intentions and image of the sales club as dictated in our constitution, bylaws, and by the sitting chair. The duties of the Treasurer are as follows:

* Making all necessary expenditures when authorized by the president and faculty advisor
* Create a budget on a semi-annual basis and propose it to the president
* Create financing opportunities like fundraising and membership dues
* If applicable, collect membership dues
* Report and motivate these opportunities to the executive committee
* Report expected revenue from membership dues to the president and faculty advisor
* Report all expected expenditures to the president and faculty advisor
* Manages financial resources and records of the Sales Club account

**Membership**

**Membership Director.** The membership manager shall be responsible for overseeing all items concerning current and former students’ sales club membership. The duties of the membership manager are as follows:

* Keep all records regarding individual members organized; e.g., join date, year in school, major, and any other relevant information
* Ensure that all members are meeting the requirements for continued membership in the sales club and communicating to members when they are not in compliance
* Keep track of member recommendations and complaints
* Field questions from students regarding their membership rights, privileges, duties, etc.
* Keep minutes of membership committee meetings

**Administration**

**Event Planning Director.** The event planning director shall be responsible for creating a schedule and planning events for the professional sales club on a semi-annual basis. The scheduling officer is a member of the programming committee. The duties of the event planning director are as follows:

* Create a schedule for events and important dates
* Communicate the schedule to the relevant parties
* Schedule advisory council and committee meetings
* Keep minutes of programming committee meetings
* Plan all events for the professional sales club: mix-and-mingles, sales role play competitions, banquet dinners, resume and interview workshops, fundraising events (in coordination with the fundraising officer), etc.
* Work with the procurement officer to find the requisite individuals from outside of the professional sales club
* Find and hire all parties who are required to staff and host any given professional sales club event
* Find and book locations for professional sales club events
* Maintain a network of individuals who may be required to staff a professional sales club event in the future
* Maintain a file of locations at which professional sales club events could potentially be hosted in the future
* Ensure that all individuals and locations mangers are professionally thanked after their specific professional sales club event has concluded

**Communications**

**Website Director.** The website manager shall be responsible for working with the Social Media Manager to create a professional and practical website. The duties of the website moderator are as follows:

* Design and refine the website for the sales club
* Ensure that all content on the website and the structure of the website itself is professional
* Gather content from all relevant parties to put on the website
* Gather content from the internet to put on the website
* Coordinate with the social media manager to ensure consistency across platforms

**Marketing and Public Relations Director.** The marketing and PR director shall be responsible for creating marketing and PR material for the sales club that adheres to all requirements at the Ivy College of Business and Iowa State University. The duties of the marketing and PR director are as follows:

* Create marketing material
* Verify marketing material will all parties of concern before launch
* Work closely with website and social media managers regarding appropriate marketing material

**Social Media Director.** The social media manager shall be responsible for working with the website manager to expand the sales club’s social media presence while maintaining its professionalism. The duties of the social media manager are as follows:

* Expand the sales club’s social media presence
* Ensure the professionalism of the sales club’s social media profiles
* Ensure consistency among all social media platforms
* Utilize social media to contact any parties outside the professional sales organization when it is deemed necessary by another officer
* Drive traffic to the professional sales club website
* Utilize social media to keep members informed of sales club events and updates

**Article V – Faculty Advisor**

**Section 1.** The Faculty 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 Faculty 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 receipt of dues, fees, and other income or property and any disbursements shall be under the supervision of the advisor of the organization.

**Section 5.** The Faculty Advisor shall be voted on each semester by the advisory council of the Sales Club and will remain the advisor if a simple majority is held. In the event of a tie the Marketing Department Chair of the Ivy College of Business will be asked to make the deciding vote.

**Section 6.** If removal of a Faculty Advisor becomes necessary, a written request will first go through the Chair of the Sales Club. This person shall then pass this along to the marketing department chair. If the department chair finds just cause in the request the executive board will hold a vote. A 2/3 majority is necessary to impeach or remove any Faculty Advisor. The person up for impeachment or removal may speak at the final vote.

**Section 7.** If a Faculty Advisor needs to be replaced we will first go to the Chair of the Marketing Department and ask for recommendations. From these recommendations we will ask the appropriate professors if they would be interested in becoming a Faculty Advisor. From the pool of candidates who say yes the advisory council will interview each candidate and then hold a vote. Whoever wins a simple majority vote shall hold the Faculty Advisor position.

**Section 8.** The advisor must approve all called meetings

**Article VI – Committees**

**Section 1.** There shall be an advisory council.

 **Section 2.** The advisory council, which consists of all the elected officers and the Faculty Advisor of the Sales Club, shall decide on the policies of the group, as well as aid and advise the president of his/her duties.

**Section 4.** The chair shall appoint any other committees as deemed necessary. They may be either temporary or permanent in nature. If permanent in nature, a committee’s addition to the constitution must be done according to Article VIII, Section 2.

**Article VII – Records**

**Section 1.** The records of the 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 Sales Club should dissolve for any reason the funds remaining in the bank account should be given to the Marketing Department of the Ivy 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 advisory council and approved by chair as they see fit.

1. Collection of funds and financial commitments shall be under the supervision of the advisor.

**Section 4.** All monies belonging to Sales Club shall be deposited and disbursed through a bank account established for this organization at the approved institution/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, Membership Manager, Event Planning Manager, Website Manager, Social Media Manager 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 advisory council and approval of the faculty advisor.

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

**Section 5.**  Amendments will be effective upon approval by Iowa State University.

**Section 6.** This organization will function in accordance with all University rules.

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

**Number 1.** A copy of the constitution of the Iowa State University Sales Club shall be provided for each member of the advisory council. 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 advisory council. 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.

This constitution is hereby adopted by a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_vote of the membership on this, the

\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ in the year \_\_\_\_\_\_\_\_\_. Witnessed and confirmed below.

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Luke Hall (President) Date

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Dr. Ashley Goreczny (Advisor) Date

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Approval by Student Organizations Date
Office