**SquirrelHacks**

**Constitution and Bylaws**

**Article I Name and relationship to Iowa State University**

The name of this organization shall be SquirrelHacks.

SquirrelHacks shall consist of Iowa State University students with expertise or desire to learn in many fields, not just writing computer applications.

This organization will abide by University rules and regulations, and state and federal laws, as well as local ordinances and regulations.

SquirrelHacks agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training if required.

**Article II Purpose & Goals**

The SquirrelHacks Club is an organization dedicated to helping students build or learn how to build innovative software solutions, regardless of major.

It is the purpose of SquirrelHacks to foster technical creativity and problem solving in students of Iowa State University and members of the Ames community in general. It is also the purpose of SquirrelHacks to foster relationships between students and industry members.

**Article III Membership & Non-discrimination statement:**

Membership shall be open to all registered students in good standing at Iowa State University.

“Iowa State University (and SquirrelHacks) 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.”

As a member, one is encouraged to attend organization meetings regularly. Membership will be revoked by ½ vote of officers plus ¾ vote from the general membership if a member’s actions are deemed inappropriate by the membership.

Officer positions are limited to ISU students. Faculty, staff, non-registered students, and student partners may be associate members but may not vote or hold office.

**Article IV Officers**

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| **Title** | **Duties, Powers, and Responsibilities** | **Required Qualifications** | **Method, time, and process of selection** | **Term of office** |
| **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 adviser | Active participant for at least one semester | Secret-ballot and simple majority by all members during last meeting of the academic year | One year, re-election not to exceed two terms |
| **Treasurer** | • Maintain accurate record of organization transactions  • Collect dues if required  • Develop organization budget and present to membership for ¾ vote  • Cosign organization checks along with the Adviser  • Arrange fundraising opportunities for the organization  • Solicits additional funding if needed from the Student Government  Association in conjunction with the President |  | Secret ballot and simple majority by all members during last meeting of the academic year | One year, re-election not to exceed two terms |
| **Vice President** | • Maintain accurate record of membership  • Maintain minutes of general meetings  • Arrange recruiting opportunities for the organization  • Other duties as requested by the president. |  | Secret ballot and simple majority by all members during last meeting of academic year | One year, re-election not to exceed two terms |
| **Adviser** | • Maintain communication and meet with officer(s) regularly  • Awareness and approval of financial expenditures and group activities  • Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and  Student Activities Center |  | President will choose advisor. Group nominations will be accepted, but final selective power will lie with the President. | One year, re-election handled by President |

ELECTION TO OFFICE STATEMENT

Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off 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.

RISK MANAGEMENT STATEMENT

The President shall act as the Risk Management officer and will recommend risk management policies or procedures for SquirrelHacks, submit documentation to ISU’s Risk Management Office and ensure that Risk Mgt. procedures are implemented at all org. events.

TERM OF OFFICE STATEMENT

The term of office will be one full year (October 1 to September 30). All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings if needed. The Executive Committee shall appoint such committees that are needed to carry out organization goals if needed.

OFFICER REQUIREMENTS

Officer positions are limited to registered ISU students. Faculty, staff, non-registered students, and student partners may be associate members but may not vote or hold office. The officers of this organization must meet the following requirements:

(a) 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.

(b) 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.

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

ADVISOR REQUIREMENTS

The advisor must be an employee of Iowa State University. If the current advisor should step down, the President and Treasurer shall seek out a new advisor.

OFFICER/ADVISOR REMOVAL

Officers/Advisors may be removed from office by vote of the other officers and ¾ of the general membership if duties are not being fulfilled or an officer’s actions are deemed inappropriate by the membership. The officer is permitted to speak before the general membership about the charges made concerning his/her performance.

Officers/Advisors may be removed by the organization as is seen fit. This removal may be due to the following reasons: an officer’s/advisor’s unwillingness to actively participate in the organization, failure to meet requirements listed in the OFFICER/ADVISOR REQUIREMENTS section, not properly following the organization’s constitution, ethical, or legal issues. The aforementioned inappropriate actions are not considered to be an exhaustive list of possible offenses.

VACANCIES

Vacancies will be filled by an emergency secret-ballot and simple majority at the next general meeting. All group members are eligible to apply for officer vacancies, provided they meet the officer requirements. Adviser vacancies will be discussed and filled by the Executive Committee.

No quorum is needed for the secret-ballot. All members who show up to the meeting holding the vote will constitute the majority.

Vacancies in the Advisor position will be filled by appointment by the President. Vacancies in the President position will be filled by Treasurer until an election is possible.

**Article V. 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

The organization may establish reasonable dues that must be paid by all members (not to exceed $20 per semester or $40 per year). 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 ¾ vote. If established, dues must be paid by the fourth week in October. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

Dues will only be assessed during semesters when the officers plan events or require equipment to meet the club’s mission. Participation or use of in these dues-funded activities/equipment will be limited to dues-paying members.

**Article VI. Amendments and Ratification**

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

***Amendment Procedures***

Bylaws 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 one week to consider amendments. Ratified bylaws to this Constitution must be submitted to the Student Activities Center within (10) days.

***BYLAWS***

***General Meetings***

The organization shall hold weekly general meetings during the academic term except when holidays, examination periods, or other events make meeting impractical. Organization meeting day/time will be determined in the beginning of each semester by a majority vote of the general membership. A quorum shall consist of a simple majority of the membership plus one officer. Robert’s Rules of Order (newly revised) shall govern all general meetings.

***Special Meetings***

From time to time, the organization may hold special meetings during the academic term except when holidays, examination periods, or other events make meeting impractical. Day/time of each special meeting shall be determined by the president and approved by a majority vote of the general membership at the next general meeting. A quorum shall consist of a simple majority of the membership plus one officer.

***Community Events***

From time to time, the organization may hold events, open to the public, during the academic term except when holidays, examination periods, or other events make meeting impractical. Community events may involve invitation of industry members to present problems to be solved and or present technical talks to event attendees. Event days and times shall be determined at a preceding general meeting by a majority vote of the general membership. A quorum shall consist of a simple majority of the membership plus one officer.

***Voting***

The quorum necessary to conduct business at a meeting shall be 50% of the cabinet membership. All election procedures must have a 50% participation of the cabinet members to be considered valid. During the meetings, voting will be based on a majority poll. When the issue is brought to question, the voting members will raise their hands for, against, or abstaining from the vote. Non-student members and the Advisor cannot vote.