

First-Year Council Constitution

Iowa State University

Revised: September 14th, 2023

Preamble

First-Year Council was created by the Student Government in 1996 due to the overwhelming desire of the first-year class to form a distinct and unifying voice on the Iowa State University campus. First-Year Council is dedicated to the task of educating, supporting and representing the first-year class, as well as preparing them for future leadership roles at Iowa State University and beyond.

Article I: Establishment of the First-Year Council

Section I: Name

The name of this body shall be the First-Year Council of Iowa State University, hereafter referred to as First-Year Council.

Section II: Jurisdiction

1. The selected members who comprise First-Year Council by accordance of Article V shall be subject to this Constitution.
2. First-Year Council agrees to abide by and support established Iowa State University policies, State and Federal Laws.

Article II: Purpose

Section I

1. The purpose of the First-Year Council shall be:
 - 1.1. to act as a representative body of the first-year class of Iowa State University:
 - 1.1.1. by staying in contact with Student Government.
 - 1.1.2. by voicing the concerns of the first-year class to Student Government.
 - 1.1.3. by advocating for first-year-friendly policies to both Student Government and the University administration.
 - 1.2. To unite the first-year class through social, philanthropic, educational, and social justice related programming:
 - 1.2.1. by making such events first-year student focused
 - 1.3. to provide the University with ideas and feedback for programs and projects that affect the first-year class.
 - 1.4. to encourage leadership skill development and provide leadership opportunities to members.

- 1.5. to act as a resource for first-year students to turn to for advice, direction, and support.

Article III: Statement of Compliance

1. Our organization agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).
2. Our organization agrees to abide by Iowa State University rules and policies as well as State and Federal laws and local ordinances or regulations.
3. Iowa State University and First-Year Council do not discriminate on the basis of physical or mental disability, genetic information, pregnancy, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article IV: The Advisors

Section I: Qualifications

1. The advisors of First-Year Council shall consist of:
 - 1.1. Peer advisors who must:
 - 1.1.1. be a student who has served as a First-Year Council Officer or Committee Chair.
 - 1.1.2. have been appointed by the Officers and voluntarily accepted the position, with the assistance of the staff advisor.
 - 1.2. One staff advisor who is assigned by Student Engagement.
 - 1.3. A maximum of two Graduate Assistant advisors who:
 - 1.3.1. are welcome as complimentary advisors to the staff advisor.

Section II: Selection

1. Appointment for the peer advisor positions shall be publicized and made available the second week in November of the year prior to which the peer advisors shall serve.
2. The peer advisors shall be selected by the current Officers of First-Year Council.
3. In the case of vacancies, prospective peer advisors shall be appointed by the Executive Board at their discretion.

Section III: Purpose

1. All advisors will:
 - 1.1. cultivate and expand leadership qualities in the Officers.
 - 1.2. provide historical accounts, experience, and advice when asked.
2. The peer advisors will:
 - 2.1. serve as ex-officio members of First-Year Council.
 - 2.2. act as a resource for the First-Year Council.
 - 2.3. provide support as deemed necessary.

3. The staff advisor will:
 - 3.1. serve as a risk management officer.
 - 3.2. recommend risk management policies or procedures to the Council.
 - 3.3. submit necessary documentation to Iowa State University's Office of Risk Management.
 - 3.4. ensure that Risk Management procedures are implemented at all of the organization's events.

Section IV: Term of Service

1. The staff advisor will serve at the leisure that they feel appropriate.
2. The graduate assistant advisor will serve at the leisure they feel appropriate.
3. The Peer Advisors will serve:
 - 3.1. Until graduation or resignation.

Section V: Composition and Purpose of the Peer Advisor Board

1. The Peer Advisor board will be comprised of former members of the Executive Board and former Committee Chairs who shall:
 - 1.1. Meet, at a minimum, four times per semester with members of the Executive Board to:
 - 1.1.1. check in on the activity of the Council.
 - 1.1.2. find ways for members of the board to support Council events.
 - 1.1.3. provide advice in relation to Council activities.
 - 1.2. Support the Executive and Chair teams during the recruitment season in the fall.
 - 1.3. Serve until resignation, removal, or once the Peer Advisor is no longer enrolled at Iowa State University

Section VI: Advisor Impeachment/Replacement

1. The advisor impeachment process is as follows:
 - 1.1. any Officer who would like to begin the discussion of impeachment shall introduce rationale at an Executive Board meeting.
 - 1.2. the impeachment, as outlined in Article VI Section IV, process will start at the request of the majority of the Executive Board.
 - 1.3. at the impeachment hearing, the advisor will have a chance to present their case to the Executive Board.
 - 1.4. after the case has been presented, the Executive Board will discuss and vote on the outcome of the impeachment without the impeached advisor present.
 - 1.5. impeachment will be decided by a simple majority of the Executive Board.
2. In the event of a successful impeachment:
 - 2.1. the vacant advisor position will be publicized to alumni of First-Year Council.
 - 2.2. prospective advisors shall be appointed at the discretion of the Executive Board.

Article V: The Members

Section I: Qualification

Any half time or full time first year student in good standing with Iowa State University shall be eligible for the selection process as defined in Article V Section II. Iowa State University and First-Year Council do not discriminate on the basis of physical or mental disability, genetic information, pregnancy, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Section II: Member Selection

1. The selection process for First-Year Council Members shall be under the jurisdiction of the Officers.
2. Applications shall be publicized and made available at the start of the spring and fall semesters.
3. The Executive Board and Public Relations Co-Chairs shall be responsible for publicizing available positions as well as incentivising the joining of new members.
 - 3.1. Advertising will be at the discretion of the Executive Board and typically include efforts such as attending ClubFest.
4. All Officers are responsible for soliciting candidates.

Section III: Size of Council

1. The Co-Chairs from each committee shall decide the number of members necessary for their committee to successfully carry out its responsibilities.
2. Members will serve until the end of the spring semester, unless selected to serve as an Officer.

Section IV: Removal of Members

1. All members must remain in good standing with Iowa State University.
2. Pending removal, the member should meet with the corresponding Co-Chairs, President, Vice President and Advisors to determine proper actions.
3. Removal procedures will be at the discretion of the Executive Board.

Section V: Vacancies

1. Member vacancies will be filled at the discretion of the Executive Board.

Article VI: Officers

Section I: Executive Board Selection

1. The selection process for the First-Year Council new Executive Board shall be under the jurisdiction of the current First-Year Council President, Vice President, and Advisors. They are to determine when the selection committee is to meet and organize the selection.
2. Applications for Executive Board shall be publicized within First-Year Council and made available no later than two weeks before the due date.
3. The selection committee, consisting of the six exiting Executive Board members, peer advisors, and graduate assistant advisors, shall appoint the Executive Board of the First-Year Council before the commencement of winter break.
 - 3.1. This appointment will take place after an application and interview, and will be fully under the discretion of the selection committee.
 - 3.2. Applicants must have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester of selection and semesters during the term of office. For undergraduate 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.
 - 3.3. Applicant must 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).
 - 3.4. Applicants will be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (3.2) and (3.3).

Section III: Terms of Office

The President, Vice President, Treasurer, Secretary, Director of Campus Relations, Director of Information Technology, and Committee Co-Chairs shall serve from the start of the spring semester until the end of the fall semester each year.

Section IV: Removal of Officers

1. All officers must remain in good standing with the University, abide by the First-Year Council attendance policy, maintain a grade point average of 2.0, and fulfill all obligations stated in the below Articles. Failure to fulfill one or more of these conditions presents grounds for removal from office.
2. Pending removal, the officer will meet with all Advisors, the President, and Vice President to determine a proper course of action. If these mentioned decide on a vote for impeachment as the proper course of action, the simple majority of the Officers in favor of impeachment will finalize the decision.
3. If the party in question is either the President or Vice President, the Treasurer will fill their place during the preliminary hearing. If the party in question is another Officer, they reserve the right to present their case but will not be present in the final removal decision or impeachment vote.

4. The removal process will begin when any Officer fails to comply with any of the aforementioned requirements. Following this failure, the impeachment process will begin with the President contacting the mentioned officer in writing and requesting a meeting with all Advisors, President, and Vice President as mentioned above.

Section V: Vacancies

1. In the event of a vacant officer position
 - 1.1. If a Co-Chair vacancy occurs, the President and Vice President shall first make the position open to members of that Co-Chair's committee. If the position is not filled, the position will be available to general members.
 - 1.2. If an Executive Board vacancy occurs, the President and Vice President shall first make the position open to Co-Chairs. If the position is not filled, the position will be available to general members.
 - 1.3. The President and Vice President shall conduct the interview process to select the new officer.
 - 1.4. In the Fall semester, it is at the discretion of the Executive Board whether or not a new officer shall even be sought.

Article VII: Officer Descriptions:

Section I: Presidential Responsibilities:

1. The President Shall:
 - 1.1. preside over the general meetings of First-Year Council, the Executive Board, and Co-Chairs.
 - 1.2. be the official spokesperson for First-Year Council.
 - 1.3. represent First-Year Council to Iowa State University.
 - 1.4. carry out those duties, which First-Year Council shall direct.
 - 1.5. call special meetings of the First-Year Council.
 - 1.6. take part in the selection process for committee Co-Chairs.
 - 1.7. serve as a voting member of the Council in the event of a tie.
 - 1.8. plan and organize necessary retreat activities for the Executive Board to be held prior to Spring ClubFest in the spring.
 - 1.9. plan and organize necessary retreat activities for the Officers to be held prior to Fall ClubFest in the fall.
 - 1.10. administer the Andy Albright Memorial Scholarship.

Section II: Vice Presidential Responsibilities:

1. The Vice President Shall:
 - 1.1. assist the President in carrying out his/her duties.
 - 1.2. assume the office of President should a vacancy occur.
 - 1.3. preside over the general meetings of First-Year Council, the Executive Board, and Co-Chairs in the absence of the President.

- 1.4. carry out duties as delegated by the President.
- 1.5. take part in the selection process for committee Co-Chairs.
- 1.6. serve as a voting member of the Council.

Section III: Treasurer Responsibilities:

1. The Treasurer Shall:
 - 1.1. serve as chief financial officer of First-Year Council.
 - 1.2. have an understanding of Student Government and Student Engagement funding proposal procedures.
 - 1.3. work with the Executive Board and Co-Chairs to establish budgets.
 - 1.4. serve as a voting member of the Council.

Section IV: Secretary Responsibilities:

1. The Secretary Shall:
 - 1.1. take minutes at the general meetings of First-Year Council, the Executive Board, and Co-Chair meetings.
 - 1.2. be responsible for the attendance procedures of Officers and general members.
 - 1.3. document events for archival.
 - 1.4. serve as a voting member of the Council.

Section V: Director of Campus Relations Responsibilities:

1. The Director of Campus Relations shall:
 - 1.1. coordinate guests to speak for First-Year Council meetings.
 - 1.2. report to the Council announcements of major events of different organizations.
 - 1.3. work towards developing positive relationships with other student, professional, and university organizations.
 - 1.4. be responsible for leading or delegating written correspondence to and from First-Year Council.
 - 1.5. represent First-Year Council to Iowa State University in the absence of the President.
 - 1.6. help members become involved on campus through reporting current applications, position openings, and membership opportunities.
 - 1.7. manage a list of First-Year Council Alumni.
 - 1.8. serve as a voting member of the Council.

Section VI: Director of Information Technology Responsibilities:

1. The Director of Information Technology shall:
 - 1.1. build and maintain the First-Year Council website.
 - 1.2. maintain the First-Year Council electronic mailing lists.
 - 1.3. have an understanding of the Student Marketplace.
 - 1.4. maintain the official Google Drive.

- 1.5. serve as a voting member of the Council.

Section VII: Education Co-Chair Responsibilities:

1. The Education Co-Chairs shall:
 - 1.1. develop and implement educational programs for the first-year class and First-Year Council.
 - 1.2. work with the Treasurer to establish a budget.
 - 1.3. appoint subcommittee members as needed to help carry out duties.
 - 1.4. serve as voting members of the Council.
 - 1.5. Chair the Education Committee

Section VIII: Social Justice Co-Chair Responsibilities:

1. The Social Justice Co-Chairs shall:
 - 1.1. develop and implement programs for the first-year class and First-Year Council which foster understanding, awareness, and communication about persons possessing different backgrounds.
 - 1.2. work with the Treasurer to establish a budget.
 - 1.3. appoint subcommittee members as needed to help carry out duties.
 - 1.4. serve as voting members of the Council.
 - 1.5. Chair the Social Justice Committee

Section IX: Philanthropy Co-Chair Responsibilities:

1. The Philanthropy Co-Chairs shall:
 - 1.1. develop and implement at least one philanthropic activity per semester that engages the student body.
 - 1.2. make the First-Year Council aware of community and campus philanthropic events.
 - 1.3. work with the Treasurer to establish a budget.
 - 1.4. appoint subcommittee members as needed to help carry out duties.
 - 1.5. serve as voting members of the Council.
 - 1.6. Chair the Philanthropy Committee

Section X: The Public Relations Co-Chair Responsibilities:

1. The Public Relations Co-Chairs shall:
 - 1.1. promote and provide promotional material for all programs sponsored by First-Year Council.
 - 1.2. promote awareness of First-Year Council.
 - 1.3. develop methods of recruiting members for First-Year Council.
 - 1.4. grow and maintain First-Year Council's social media presence.
 - 1.5. design t-shirts for the Council and its events.
 - 1.6. work with the Treasurer to establish a budget.

- 1.7. appoint subcommittee members as needed to help carry out duties.
- 1.8. serve as voting members of the Council.
- 1.9. Chair the Public Relations Committee

Section XI: The Social Co-Chair Responsibilities:

1. The Social Co-Chairs shall:
 - 1.1. develop and implement social activities for the first-year class and the First-Year Council.
 - 1.2. plan a banquet at the end of fall semester for members of the First-Year Council.
 - 1.3. work with the Treasurer to establish a budget.
 - 1.4. appoint subcommittee members as needed to help carry out duties.
 - 1.5. serve as voting members of the Council.
 - 1.6. Chair the Social Committee

Section XII: The Special Events Co-Chair Responsibilities:

1. The Special Events Co-Chairs shall:
 - 1.1. develop partnerships in order to successfully fund the Andy Albright Memorial Scholarship.
 - 1.2. organize, facilitate, and implement all duties necessary to successfully host the Andy Albright Jingle Jog.
 - 1.3. organize, facilitate, and implement all duties necessary to successfully host VolleyBrawl.
 - 1.4. work with the Treasurer to establish a budget.
 - 1.5. appoint subcommittee members as needed to help carry out duties.
 - 1.6. serve as voting members of the Council.
 - 1.7. Chair the Special Events Committee

Section IX: The Fundraising Co-Chair Responsibilities:

1. The Fundraising Co-Chairs shall:
 - 1.1. Organize fundraising to support First-Year Council activities and philanthropic events.
 - 1.2. Work with the Treasurer to establish a budget.
 - 1.3. Appoint subcommittee members as needed to help carry out duties.
 - 1.4. Serve as voting members of the Council.
 - 1.5. Chair the Fundraising Committee

Section X: Creating a Position:

1. In the event of an interested member wishing to create their own executive team or co-chair position:
 - 1.1 The interested member must lay out responsibilities mimicking Article VII.
 - 1.2 This potential new position must be confirmed by a majority vote of the Executive Board.
 - 1.3 The member will still go through typical interview process.

Article VIII: Finances

Section I: Accounting

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 Advisor to this organization must approve and sign each expenditure before payment.

Section II: Dues

All Officers and General Members shall be required to pay \$15 in dues each semester to finance First-Year Council activities. Exceptions can be made at the discretion of the Treasurer and Advisors on a case-by-case basis.

Article IX: General

Section I: The Constitution

1. Constitutional Revision Meetings shall be called by a simple majority vote of the Executive Board at their meeting.
 - 1.1. The Constitution shall be revised as needed by First-Year Council upon agreement by a two-thirds affirmative vote by voting members present at a Constitutional Revision Meeting.
 - 1.2. Constitutional Revision Meetings shall be advertised two weeks before the vote.
 - 1.3. Constitutional Revision Meetings shall be open to all members of First-Year Council.
2. This Constitution takes effect upon the ratification of it by a majority vote of voting members present at the Constitutional Revision Meetings.

Section II: The Meetings

1. The general meetings of First-Year Council, the Executive Board, and Co-Chair meetings shall be held on a weekly basis.
2. The newly appointed Council may change the meeting times only in the event of a two-thirds majority of all members in favor of the change.
3. First-Year Council is a come when you can extracurricular.
 - 3.1. Attendance will be considered but not emphasized during potential Executive Board interviews.

Section III: Event Planning

1. The executive team and advisors will plan at least two events per school year.
 - 1.1 One event shall be in the fall semester, the other in the spring.
 - 1.2 At least one event will go towards the Andy Albright scholarship.
2. Each event will have specific, temporary, committees to aid in the event planning.

- 2.1 The committees shall be decided at the discretion of the executive board and advisors.
- 2.2 These committees will only meet outside of normal meeting times if the committee chair deems it necessary.
- 2.3 Being a part of these committees is not necessary but encouraged.
- 3. Every effort should be made to make both of these events.
 - 3.1 If attendance is not possible, there should be a concerted effort to help set up or tear down.
- 4. These events shall be publicized and open to ISU students.
 - 4.1 Being open to the public or past students shall be at the discretion of the executive team.

Article X: Amendment and Ratification

- 1. The amendment process may be initiated by any club member.
 - 1.1 Requests for amendment must be submitted in writing to the club officers
 - 1.2 The officers must have a majority vote of approval to move the amendment to a general membership vote.
 - 1.3 Officers will vote through a show of hands.
- 2. The proposed amendment must be presented to general membership at least one week before the vote.
- 3. Constitution may be amended by a majority vote of club membership present at the meeting.
 - 3.1 Voting will take place at a club meeting.
 - 3.2 Voting will be conducted by show of hands.
- 4. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- 5. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
 - 5.1 Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
 - 5.2 Notification of these changes must be communicated at the next full organizational meeting.