***Article I: Name***

* The name of this organization shall be T.U.B.A.S..at Iowa State University

***Article II: Purpose***

* To promote and support the ISU Cyclone Football "Varsity" Marching Band and to promote fellowship in the Sousaphone players that are a part of the previously described groups.

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

* Section One: T.U.B.A.S..abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
* Section Two: T.U.B.A.S..agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required)

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

### Iowa State University (and T.U.B.A.S..) 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 V: Membership***

* Membership is open to all members of the university that maintain at minimum part-time status
* As a member, one is required to stay current on organization activities, 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.

***Article VI: Risk Management***

### 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 T.U.B.A.S. [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***

The term of office will be one full year (Starting on the last day of Marching Band Camp). All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals. The advisor shall be a member ex-officio of the Executive Committee and all formed committees.

*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 advisor
* Operate as risk management officer

 *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 Advisor
* Arrange fundraising opportunities for the organization
* Solicits additional funding if needed from the Student Government
* Association in conjunction with the President

*Secretary*

* Maintain record of current and past members of “T.U.B.A.S.”
* Determine if members are in good standing according to the rules of membership in “T.U.B.A.S.”

*Officer Election*

\* Election of officers will require use of the "not it" system. This involves all present members at the first meeting to say not it and touch their nose. The last person is elected. Two elections are held, the first for president the second for treasurer. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.

*Impeachment/Removal of officers*

* If a quorum of the group is unhappy with an officer's duties, they may force them to step down. In either case, a new officer will be elected immediately and they must go through training as soon as possible.

*All 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.

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### (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.

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

***Article VII: Advisor(s)***

*Advisor Duties*

* Ensure the purpose of the organization can be fulfilled
* Communicate with the officers of the organization to be informed of the operations of the organization
* Ensure that the T.U.B.A.S.. fulfill their duties to the ISUCF'V'MB

The advisor is to be selected by the members at large of T.U.B.A.S..

The advisor's term of service is at his/her leisure

Advisors may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The advisor is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The advisor is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

In absence of an advisor, the executive committee will meet and discuss contacting a new advisor.

***Article IX: Finances***

The finances of this organization shall be handled in a way that allows their purpose to be fulfilled. If the organization is dissolved, all funds will be given to the Iowa State University Department of Music, with hopes that they will be used to benefit the Marching Band.

### 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.

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 ¾ vote. Dues must be paid by the second meeting of the semester and may never exceed $15. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

***Article X: Amendments and Ratification***

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice 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.