**Constitution for Animal Nutrition and Behavior Club**

**Article I:**  **Animal Nutrition and Behavior Club:** The organization shall be the Animal Nutrition and Behavior Club at Iowa State University.

**Article II: Purpose**

* Section One: To further educate about opportunities in the fields of nutrition and behavior and to offer a community environment for those who share this common interest.

**Article III: Statement of Compliance:**

* Section One: Animal Nutrition and Behavior Club at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
* Section Two: Animal Nutrition and Behavior Club at Iowa State University agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training ( if required).

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

Iowa State University (and name of organization) 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 enrolled members at Iowa State University. As a member, one is required to attend organizational meetings regularly, pay $5 per semester or $7 per year for membership dues, and actively support organization projects and events. Membership will be revoked by not paying dues, or 1/4 vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership.

**Article VI: Risk Management:**

* Risk management is a role that shall be taken on by the president of the organization, unless this position can no longer handle the responsibilities at which time an office for risk management will be added to the officers and will be voted on like the other officers.
* 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 (name of student organization), [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:**

Officer Duties and Term of Service—

There must be a president, secretary and treasurer, all separate officers. More may be added if these roles become overwhelmed. This can be decided as needed/ brought to attention of the officers. There will also be an adviser who must be at least a half time employee of Iowa State University. Also we will welcome and encourage a graduate student advisor to help and guide the club. The term of office will be one full year (Spring to Spring) . All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization’s goals as needed. Officers must be up-to-date on membership dues, in order to be voted on for office.

Duties of Officers:

**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
* Primary responder to emails

**Vice-president**

* Preside over meetings in the absence of the President
* Schedule meetings/events with appropriate University offices
* Coordinate organization promotion and publicity of events

**Secretary**

* Maintain an accurate record of all organization meetings and post for members
* Maintain membership directory
* Correspond when necessary with University administration and other recognized organizations
* Maintain online database ie CyBox or Google Drive organization and use

**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

**Adviser**

* Maintain communication and meet with officer(s) regularly
* Awareness and approval of financial expenditures
* Ensure that the organization remains faithful to Iowa State university guidelines

Method of election of officers—

Anyone may run for officer provided that the candidate: has at least a 2.5 GPA, is classified as a 2nd semester freshman or higher, and is eligible to attend mandatory training sessions. This will be done by secret ballot, in the Spring Semester, new officers will take their position at the end of Spring Semester, and must attend all appropriate and necessary training sessions in a timely manner. Majority vote wins. If a candidate fails to receive a majority of votes, a runoff 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.

Date(s) for election of officers—

Election of officers will occur in late March or April of Spring Semester.

Impeachment/Removal of officers—

Impeachment will occur if the officer in question does an act which causes the questioning of their ability to lead to occur. This act may concern, but is not limited to: not fulfilling officer obligations, missing three or more meetings and/or events without proper excuse and notice, a drop below a 2.5 GPA, and lacking to support the growth of the club. If an action occurs, it will first be discussed amongst the officers, then taken to the members. Officers 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 officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Replacement of officers—

Officers will be elected, they must voice a desire to be an officer, then a vote will occur in the Spring semester for officer roles. This will be a majority vote by all members in good standing. Replaced officer positions will be attempted to be filled promptly and through the same voting method as the re-election of officers in Spring.

Minimum Cumulative GPA for Officers—

“(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)."

**Article VIII: Advisor(s):**

The duties and method of selection of the club’s advisor:

· Adviser Duties—· Communicate with officers, attend meetings, and assure rules are followed for events and other activities.

Method of election/selection of advisor(s)—It is the responsibility of the officers to find a new appropriate adviser to fill the position.

· Advisor(s) Term of Service—The advisor is serving at his or her leisure or while he or she is at Iowa State University. She may leave if she finds it necessary for her own reasonings to do so.

· Impeachment/Removal of Advisors—If, in the event an impeachment is brought on of the adviser, it will first be discussed by the officers, it must then be brought to the members in a respectful manner and be voted on by all members, majority vote wins. This person has the right to make a final statement before the final vote.

Replacement of Advisors— It is the role/responsibility of the current officers to find a replacement advisor, if more than one is chosen and willing, the officers must vote by secret ballot, majority vote wins.

**Article IX. Finances:**

There are member dues. Finances will come from fundraisers and member dues, and Iowa State University and College of Agriculture and Life Sciences club funds. These areas will be cared for by the Treasurer.

* "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."
* Description of dues—

At the start of this club, dues did not exist. Dues are $5 per semester or $7 per year. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

* Use for dues -

Dues shall be used for member activities. Funding for trips to club visits, food at meetings (for member enhancement especially), and handouts at both Fall and Spring Club Fest are the current costs for the club. Future uses of money will be voted on by the Executive Committee and must be passed with a majority vote. This vote can take place via email.

### Article X. Amendments & Ratification:

### In the case that amendments need to be made to this constitution, the officers must vote on the given topic. A ⅔ majority vote must be reached in order for it to be favored and changed. The amendment must then be promptly submitted to the Student Activities Center to be approved. This change must also be discussed with the members so they are aware of the change.

### Amended or ratified constitution will be submitted within 10 days to Student Activities Center for approval.