The Iowa State Environmental Science Club Constitution

Preamble

We, environmental science undergraduates at Iowa State University, do hereby adopt this constitution; to strengthen the ties of friendship, to develop ourselves as educated individuals, to prepare ourselves as professional scientists, and to have an influence in the affairs of our local community. The purpose of this constitution is to give our members a standard with which to conduct themselves and their affairs.

Article I

Name

Section 1 The official name of this organization shall be the Iowa State Environmental Science Club.

Article II

Vision

Section 1 To develop environmental science undergraduates as educated students.

Section 2 To prepare environmental science undergraduates as professional scientists.

Section 3 To grow environmental science undergraduates as ethically, socially, and academically superior individuals.

Section 4 To have an influence in the affairs of our local community with our knowledge and experience in the environmental sciences.

Article III

Mission

Section 1 To encourage collaboration among environmental science students.

Section 2 To foster a relationship with the Environmental Science Program faculty and staff.

Section 3 To network environmental science students with Iowa State University faculty and staff, working environmental scientist, and alumni.

Section 4 To contribute our fair share of effort with Iowa State University’s teaching, outreach, and research programs.

Section 5 To encourage involvement in the affairs of the local community.

Article IV

Membership

Section 1 Membership eligibility

Clause 1 Undergraduate students who are enrolled at Iowa State University and have an interest in the environmental sciences are eligible for membership.

Clause 2 Undergraduate students joining and continuing their membership in Iowa State Environmental Science Club are required to pay dues set by the Iowa State Environmental Science Club per academic semester to be receive full membership privileges and to be in good standing with the organization.

Section 2 Privileges of active members

Clause 1 Active members, in good standing, are entitled to voting privileges at all meetings of the Iowa State Environmental Science Club

Clause 2 Active members, in good standing, are entitled to participate in all Iowa State Environmental Science Club activities.

Section 3 Expulsion

Clause 1 Membership from the Iowa State Environmental Science Club may be revoked from an individual by a 4/5 vote of the active members in good standing attending a regular club meeting.

Clause 2 Membership from the Iowa State Environmental Science Club may be suspended from an individual for nonpayment of dues by the appointed date.

Article V

Officers

Section 1 Elected officers

Clause 1 The elected officers of the Iowa State Environmental Science Club shall be: President, Vice President, Treasurer, Secretary, Education Chair, Outreach Chair, Research Chair, and Social Chair.

Clause 2 The President, Vice President, Treasurer, Secretary, Education Chair, Outreach Chair, Research Chair, and Social Chair shall comprise the Executive Council.

Section 2 Nominations for office

Clause 1 Qualifications for an individual to be considered are: understanding of the Iowa State Environmental Science Club, desire to serve, personal qualities of leadership, available time and energy, desire to accept responsibility, willingness to work with others, ability to get the job done, team spirit, and popularity.

Clause 2 An individual must meet the following requirements to be eligible to hold office:

1. Have a minimum cumulative grade point average (GPA) of 2.50 and meet the minimum cumulative GPA in the semester immediately prior to election/appointment, the semester of election/appointment and semesters during the term of office.
2. Be in good standing with the university and enrolled at least half-time (six or more credit hours).

Clause 3 Nominations shall be taken from the floor on the Thursday of the twelfth week of fall semester classes.

Section 3 Election procedure:

Clause 1 Election of officers shall be held on the Thursday of the fourteenth week of fall semester classes.

Clause 2 The order of officer elections shall be as follows: President, Vice President, Treasurer, Secretary, Education Chair, Outreach Chair, Research Chair, and Social Chair.

Clause 3 Each candidate shall be given an opportunity to present a two minute campaign speech, after which the members shall be given a chance to discuss each of the candidates.

Clause 4 The discussion can be closed at the discretion of the executive council.

Clause 5 Elections shall be by secret written ballot. The winner shall be chosen by simple majority. If a vote fails to reach a majority, runoff elections shall be held immediately until majority is reached.

Section 4 Term of office

Clause 1 The term of every office shall be one year. This term of office shall begin with the first regular meeting of the fall semester classes and end at the beginning of the first regular meeting of the next fall semester classes.

Clause 2 Graduating seniors may occupy an office provided they are enrolled in the minimum hours required to complete their degree and are willing to serve the entire term of office.

Clause 3 To hold an office in the Iowa State Environmental Science Club, an individual must be an active member in good standing.

Section 5 Vacancy of office

Clause 1 The order of succession to the office of President in the event of temporary absence shall be determined by the following order: Vice President, Secretary, Education Chair, Outreach Chair, Research Chair, Treasurer, and Social Chair.

Clause 2 In the event of an office other than the President is vacated, the President shall appoint a member to be approved by a simple majority vote of the active members to fill the vacancy within one week of the vacancy.

Section 6 Removal from office

Clause 1 Should any officer be found guilty of incompetence as hereinafter described, he shall be automatically removed from office, subject to a 75% approval of the active members, taken by secret ballot. For purposes pertaining to this action, incompetence shall consist of failure to fulfill any duty prescribed in this constitution.

Clause 2 A written resolutions bearing the signatures of at least five active members must be presented in a regular meeting to initiate the proceedings as authorized above. At the next regular meeting, evidence shall be presented by both sides, with a discussion and votes taken.

Section 7 Duties of elected officers

Clause 1 President

a) Preside at all regular, special, and executive council meetings.

b) Appoint all standing and temporary committees

c) Cooperate with the faculty and staff of the Environmental Science Program, Iowa State University, and other local organizations.

d) Advise the preparation of all reports and petitions concerning the Iowa State Environmental Science Club.

e) Complete the President’s Training annually through the Iowa State University Student Activities Center.

f) Ex-officio member to all committees

Clause 2 Vice President

a) Act as consultant and coordinator of all committees appointed by the president.

b) Assist the president and serve as presiding officer in the absence of the president.

c) Make available to all new committee chairs, the list of general responsibilities for committees and committee report form.

d) Vice President Shall act as Membership Chair.

Clause 3 Treasurer

a) Collect dues and pay all disbursements

b) Keep an accurate record of all financial transactions.

c) Prepare an annual budget to be approved by a simple majority vote at the beginning of the academic school year.

d) Submit an itemized report at the request of college audit.

e) Complete Treasurer’s Training annually through the Campus Organizations and Accounting Office.

Clause 4 Secretary

a) Record minutes of each regular, special, and executive council meeting.

b) Keep an accurate roll of members in attendance at each meeting.

c) Responsible for receiving and filing all reports from officers and committee chairs.

d) Notify active club members of meeting and activity time, place, and date.

Clause 5 Education Chair

a) Administer mentorship program between upperclassmen and underclassmen undergraduate environmental science students.

b) Develop educational programing

c) Lead Education Committee to ensure set goals are met

Clause 6 Outreach Chair

a) Provide outreach opportunities to active members

b) Develop outreach programming

c) Lead Outreach Committee to ensure set goals are met

Clause 7 Research Chair

a) Provide research opportunities to active members

b) Develop research programming

c) Lead Research Committee to ensure set goals are met

Clause 8 Social Chair

a) Develop social programming

b) Lead Social Committee to ensure set goals are met

c) Social Chair shall act as Risk Management Officer

Clause 9 Risk Management Officer

a) Risk Management Officer shall help minimize potential risks for club activities.

b) Risk Management Officer shall recommend risk management policies or procedures to the Iowa State Environmental Science Club

c) Risk Management Officer shall submit documentation to Iowa State University’s Risk management Offfice

d) Risk Management Officer shall ensure that Iowa State University policies are followed at all of the organization’s events

e) Risk Management Officer shall ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

 Section 10 Membership Chair

a) Membership Chair shall maintain the membership roster.

b) Membership Chair shall maintain membership retention.

c) Membership Chair shall recruit potential new members.

Section 11 Duties of elected officers shall be refined to adapt to the current needs of the Iowa State Environmental Science Club.

Article VI

Committees

Section 1 All committees shall be set up to perform specific duties and shall be dissolved upon completion of its objective. Permanent committees shall exist for ongoing activities for long-term objectives.

Section 2 Each committee shall be composed of at least three members. The President is an ex-officio member of all committees, but shall not be specifically assigned to any committee other than the Executive Council. The Vice President shall be responsible for timely completion of all tasks of the committees and will report all progress with the committee chairman to the President as required.

Section 3 Each committee chair shall present the vice-present with a written report upon completion of the committee’s duties, consisting of committee functions and recommendations.

Section 4 When written reports are deemed necessary by the President or Secretary, the written report shall be typewritten, with a copy made available for each member. After the report has been read at the regular meeting, the original is to be filed with the Secretary and becomes a permanent part of the committee file.

Article VI

Meetings

Section 1 Regular meetings of the Iowa State Environmental Science Club shall meet fortnightly during the regular academic school year.

Section 2 Executive Council meetings of the Iowa State Environmental Science Club shall meet fortnightly during the regular academic school year.

Section 3 A quorum shall consist of fifty percent (50%) plus one (1) of the active members.

Section 4 Robert’s Rules of Order shall govern all procedures.

Section 5 Special meetings may be held at the call of the President or at the request of three members, provided that notice is posted twenty-four (24) hours in advance.

Article VII

Faculty Advisor

Section 1 The Iowa State Environmental Science Club shall appoint an Iowa State University faculty as Faculty Advisor by the first day of the fall semester of the school year.

Section 2 The Faculty Advisor must be employed greater than half-time at Iowa State University in a non-union position (staff or academic faculty).

Section 3 The Faculty Advisor shall be the direct representative to Iowa State University.

Section 4 Responsibilities of the Faculty Advisor shall include:

Clause 1 Knowledge of university policies

 Clause 2 Financial oversight

 Clause 3 Attend meetings on a monthly basis

 Clause 4 Council Chapter members and officers

Clause 5 The Faculty Advisor shall be responsible for completing the Advisor Training annually through the Iowa State University Student Activities Center.

Section 5 Once a Faculty Advisor is appointed, the faculty advisor retains the position until any of the following: death, resignation, removal by a majority vote of the Iowa State Environmental Science Club.

Section 6 The Faculty Advisor shall possess no vote in governmental decisions.

Section 7 Removal from office

Clause 1 Should the Faculty Advisor be found guilty of incompetence as hereinafter described, he shall be automatically removed from office, subject to a 75% approval of the active members, taken by secret ballot. For purposes pertaining to this action, incompetence shall consist of failure to fulfill any duty prescribed in this constitution.

Clause 2 A written resolutions bearing the signatures of at least five active members must be presented in a regular meeting to initiate the proceedings as authorized above. At the next regular meeting, evidence shall be presented by both sides, with a discussion and votes taken.

Article VIII

Finances

Section 1 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 24 hours after collection. The advisor of this organization must approve and sign each expenditure before payment.

Section 2 Dues

 Clause 1 Dues are $10 per semester or $20 per year.

Clause 2 Changes in individual member dues to be paid the following year to the organization will be suggested by the executive council at the first executive meeting in April. The amount recommended will be reported to the club at the next regularly scheduled meeting. Club approval will be required by a majority vote of the members present at the regularly scheduled yearly meeting.

Article IX

Statement of Compliance

Section 1 The Iowa State Environmental Science Club abides by and supports established Iowa State University policies, State, and Federal laws and follows local ordinances and regulations.

Section 2 The Iowa State Environmental Science Club agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required)

Article X

Non-Discrimination Statement

Article XI

Constitutional Commentaries

Section 1 This constitution may be amended in part or in full by a three-fourths vote of all active members. The amendment shall be submitted in writing one week prior to the regular meeting during which the vote is taken.

Section 2 A copy of this constitution shall be filed with the Student Activities Center at Iowa State University.

Last Updated: Monday April 14th, 2014 at 12:23 by Wicitra Mahotama, Elliot Rossow, and Molly Zelinskas.