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| Iowa State University |
| International Family |
| June 9, 2014 |
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| Adviser: Guang Song |
| President: Kyle Younkin |
| Treasurer: Xiaoyun Zhao |
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# Article I Name

The name of this organization shall be the International Family (IFAM) of Iowa State University.

# Article II Purpose & Goals

## Section One – Mission Statement

The purpose of IFAM shall be:

* To love God and all people by living, proclaiming, and teaching the Gospel of Jesus, God’s Messiah.
* To show love through serving the international community by teaching English language and customs.
* To connect undergraduate and graduate international students to the Ames community.
* To teach and engage in dialogue about the Bible and God.

## Section Two – Statement of Compliance

IFAM agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required). Our organization agrees to abide by Iowa State University rules and policies as well as State and Federal Laws and local ordinances or regulations. The officer statement is including advisors in this constitution. The membership statement is including all officers in this constitution.

# Article III Membership

## Section One – Eligibility

Membership is open to all registered students at Iowa State University,. The non-students can be members of club as long as they do not exceed 1/5 of its membership.

## Section Two – Non Discrimination Statement

IFAM does 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.

## Section Three – Requirements and Expectations

Members of IFAM are required to attend the meeting regularly. Membership will be revoked by ½ votes of offices plus ¾ votes from the general membership if actions are deemed inappropriate by the membership.

# Article IV Officers

## Section One – Officers to be established:

1. President

*Duties*

1. Further develop and maintain the mission and goals of the student organization
2. Plan, schedule and preside over all organization meetings
3. Serve as a representative of the organization to the rest of campus
4. Maintain regular communication with the organization’s adviser
5. Implement leadership team meeting
6. Ensure the organization is operating in accordance with Iowa State University and Student Activity Center standards
7. Serving actively in both intra-department and inter-department social communication.
8. Treasurer

*Duties*

1. Work with the entire team to develop organizational budget for each year
2. Maintain accurate log of all of the organization’s transactions
3. Determine and collect dues
4. Cosign any checks with the Adviser
5. Coordinate with the Fundraising officer regarding events
6. Solicit funds (if available) from the Student Government
7. Advisor

*Duties*

1. Coordinate and meet with necessary officers on regular basis
2. Review and approve all major financial expenditures
3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center committees that are needed to carry out organization goals.
4. Vice-President

*Duties*

1. Ensure that all supporting tasks are completed
2. Coordinating with other cabinet members to find out what support they need to accomplish their duties
3. Filling in for cabinet members when they are unavailable
4. Talk with club members to find areas of improvement.
5. Secretary

*Duties*

1. Keep a record of all meetings and distribute to all members
2. Keep a record of all active members
3. Schedule meetings or correspond with appropriate University offices
4. Organize and document all proposals, reports, etc.

## Section Two – Election to Office Statement:

The elections occur in the last meeting of spring semester. Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates who received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy and submit their applications a week prior to the election meeting.

## Section Three – Term of Office Statement:

The term of office will be on full year (from Fall semester of the given year through Spring semester of that same academic year). In the case that an officer is elected at a later date, they will still occupy their office through the Spring semester of the given academic year. All elected officers shall comprise the executive committee of the organization. In addition to regularly scheduled organizational meetings, the Executive Committee shall meet separately; additionally, the Executive Committee shall appoint such committees that are needed to carry out all organizational goals.

## Section Four – Officer Removal/Resignation Statement:

Officers (including advisors) may be removed from office by ½ votes of the other officers and ¾ votes 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 against them. In the event that an officer fails to meet the eligibility requirements, they will be asked to immediately step down and a new member shall be elected to that office. If an officer feels that he or she is unable to perform their duties to the best of their abilities, they may voluntarily step down from their elected office and a new member shall be elected. The new elected officer and unscheduled vacancy shall pass ¾ votes of the other officers in a replacement election meeting.

## Section Five – Minimum Academic Qualifications:

* 1. Maintain a minimum cumulative GPA of 2.00 in the semester immediately prior to term of election and during terms of appointment – in order for this provision to be met, the student must have been enrolled in at least six credits for the given term.
  2. 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.
  3. Any member failing to meet the above criteria is ineligible to hold an office within this organization.

# Article V Finances

## Section One – Organization Funds

All monies or items of value received through organization activities or associated with this organization are classified as belonging to the organization. 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 the expenditure before payment.

## Section Two – Use of Funds

IFAM will not collect any dues from any attendees or leaders, but will operate on a budget that consists of monies from Stonebrook Church as well as donations of interested individuals. If the organization is dissolved, then all monies shall be returned to Stonebrook Church.

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 Stonebrook Church of Ames. The Advisor to this organization must approve and sign each expenditure completed through the Campus Organizations Accounting Office before payment.

# Article VI 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 general members, 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.