Article I: Name

The Name of this organization shall be The Iowa State Adoption Club.

Article II: Purpose:

The Iowa State Adoption CLUB is and student run organization dedicated to educating individuals about adoption, advocating for rights of adoptees, in addition to being a source for colligate students to learn and talk about adoption-related issues freely.

Article III: Statement Of Compliance

* The Adoption Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
* The Adoption Club agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

Article IV: Non- Discrimination Statement

* Iowa State University and The Adoption Club do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article V: Membership

* Membership shall be open to all students and community members in good standing with Iowa State and people who have a passion about adoption-related issues.

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 (name of student organization), [c] to submit documentation to ISU’s Risk Management Office, [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 officers of this organization shall be President, Treasurer, and Leaders.

ELECTION TO OFFICE

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 that receive the most votes. Members interested in an officer must meet academic requirements as established by the Student Organization Recognition Policy

DUTIES AND TERMS OF SERVICE

President’s responsibilities shall include but are not limited to:

* Preside over all meetings.
* Endorsing any official documents deemed necessary by the university.
* Appointing Webmaster and Leaders.
* Be a point of contact for relations with the university and SAC.

Treasurer

* Maintain accurate record of organization transactions
* Develop organizational budget and present to membership for ¾ vote
* Association in conjunction with the President
* Arrange fundraising opportunities for the organization.

Leader(s)

* Responsible for any additional duties in the organization not fulfilled by the above and delegated.

All officers shall be elected before May.

All officers’terms will be for one year starting in May. Officers will hold their positions for no more than 6 consecutive years.

All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organizations meetings. The Executive Committee shall appoint such committees that are needed to carry out organizational goals.

METHOD OF ELECTION

Election meetings will be announced prominently at least one week in advance. Officers and advisors may nominate themselves or be nominated by others. Nominations will be announced at the administrative meetings, all nominees must be presented in order elected. Officers and Advisors will be elected during special administrative meetings.

Officers  and  Advisors  will  be  elected  via  majority  vote  from  leadersincluding President and Treasurer, during the caucus.

IMPEACHMENT/REMOVAL OF OFFICERS, AND LEADERS

Officers, and leaders may be removed from office by ½ vote of the other officers and leaders and ¾ of the general membership if 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.

INAPPROPRIATE BEHAVIOR

Inappropriate behavior includes things such as:

1. Actions that conflict with the mission and purpose of this organization
2. Not meeting the officer or leader expectations
3. And failing to meet other university guidelines
4. This is not an exhaustive list.

REPLACEMENT OF OFFICERS, AND LEADERS

 In the event of removal or resignation of an officer, or leader, a replacement will be chosen in a timely manner, in accordance with the normal election procedure.

ELIGIBILITY

All officers must per University policy “The officers of this organization must meet the following requirements:

1.Have a minimum cumulative grade point ratio (GPA) as stated below and meet  that  minimum GPA in the semester immediately prior to the election/ appointment,  the  semester  of election / appointment and 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.

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

Article VIII: Advisor(s)

Advisor

* Serve as a liaison between the organization and Iowa State University and to ensure compliance with University policy.
* Maintain communication with officers.
* Awareness and approval of financial expenditures.

Election meetings will be announced prominently at least one week in advance. Officers and advisors may nominate themselves or be nominated by others. Nominations will be announced at the administrative meetings, all nominees must be present in order to be elected. Officers and Advisors will be elected during special administrative meetings. Officers and Advisors  will  be  elected  via  majority  vote  from  leaders including  President Treasurer, during the caucus.

Advisor shall be elected before May.

Advisor’s terms will be for one year starting in May.

Advisors 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 organizational goals.

IMPEACHMENT/REMOVAL OF OFFICERS, AND LEADERS

Officers, and leaders may be removed from office by ½ vote of the other officers and leaders and ¾ of the general membership if 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.

INAPPROPRIATE BEHAVIOR

Inappropriate behavior includes things such as

1. Actions that conflict with the mission and purpose of this organization
2. Not meeting the officer or leader expectations and failing to meet other university guidelines

d.) This is not meant to be an exhaust list.

REPLACEMENT OF ADVISOR(S)

In the event of removal or resignation of an advisor, a replacement will be chosen in a timely manner, in accordance with the normal election procedure.

Article IX. Finances

The organizational  finances  shall  be  overseen  by  the  Treasurer  and  advisor  with  the  counsel  of  any leaders designated by the president or treasurer of the organization only leaders designated by the President or Treasurer of the organization only.

Per University Policy  "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 with in 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment."

This organization will not collect dues though admission to some conferences, retreats and events may be contingent on the payment of a fee.

Upon request the treasurer will give financial records.

Article X. Amendments & 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.