**Cardinal & Gold Constitution**

**Article I Name:**

The name of this organization shall be Cardinal & Gold.

**Article II Purpose:**

Cardinal & Gold is an in-house student run ad agency on the Iowa State campus. The organization aims to prepare advertising and journalism students for a career in advertising by: a) building the portfolio of members with real work, b) giving students hands-on experience in an agency setting, and c) teaching students the principles of professionalism.

**Article III Statement of Compliance:**

Cardinal & Gold abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Cardinal & Gold agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.

**Article IV Non-Discrimination Statement:**

Iowa State University and Cardinal & Gold 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:**

Sec. 1. Membership shall be open to all registered students in good standing at Iowa State University.

**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 Cardinal & Gold, [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 VI Officers:**

Section 1: General Powers

Except as otherwise provided herein, all agency activities shall be exercised by or under the authority of the board of directors, and the affairs of the agency shall be managed under the direction of the board.

The directors of the agency shall in all cases act as a board and may adopt such rules and regulations for the conduct of their meetings and the management of the agency as they deem proper, but not inconsistent with these Bylaws, regulations of Iowa State University, and the laws of the State of Iowa.

Section 2: Number, Tenure, and Qualifications

1. The Board of Directors shall include the offices of:
   1. Executive Director (“President”)
      1. The Executive Director shall be responsible for
         1. Leading meetings
         2. Assigning projects
         3. Keeping the agency as a whole on track with their deadlines.
         4. Sending out weekly club emails
         5. Communication with current, former, and potential clients
         6. Reserving the club room and ensuring the proper times are allowed
      2. The Executive Director shall also take on the role of Risk Management Officer
         1. Help minimize potential risks for club activities
         2. Recommend risk management policies or procedures
         3. To submit documentation to ISU’s Risk Management Office and
         4. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
   2. Director of Administration (“Vice President”)
      1. The Director of Administration shall be responsible for:
         1. Creating the agenda
         2. Communication of daily tasks
   3. Director of Finances (“Treasurer”)
      1. The Director of Finances shall be responsible for:
         1. Maintaining/checking the account balance
         2. Purchasing necessary club items
         3. Completing P-Card Training and requesting a new P-Card
         4. Carrying the P-Card
   4. Director of Recruitment (“Recruitment Chair”)
      1. The Director of Recruitment shall be responsible for:
         1. Scheduling times for learning community appearances
         2. Practicing presentation to ensure the correct information is being presented
         3. Sign up/push other members to sign up for ClubFest
   5. Social Media Manager (“Social Media Chair”)
      1. The Social Media Manager shall be responsible for:
         1. Weekly posts to our social media platforms
         2. TikTok promotion of the club
         3. Updating and posting on our LinkedIn
2. There shall be a faculty or staff advisor to the Board. The duty of the advisor is to supervise club activities and ensure that all rules and bylaws are being upheld.
3. Each director shall hold office for a term of one year, until a successor shall have been duly elected and qualified.
4. A director shall assume office and be deemed duly elected and qualified for purposes of these Bylaws upon the adjournment of the meeting during which the director was elected, unless a later date is specified. In order to be elected to the Board, a director must be a member of the chapter for a minimum of one semester and have been active on at least one project during this time.
5. All officers shall be enrolled as either full-time or part-time students at this school.
6. Officers may be re-elected to an office.

Section 3: Election

The Board shall be self-perpetuating and a new board shall be appointed each year. Elections shall be held during the final meeting of each year. All officers shall be responsible for the office’s obligations from that May to the following May (when the next election occurs.) A director shall be elected to the board in the following process:

1. Nominations are taken from the General Assembly.
2. All nominations must be seconded by the General Assembly.
3. There will be a limit of three nominations per office.
4. All members of the Chapter shall vote by ballot.
5. The winner of the majority shall be elected.

Nominations shall be taken at the meeting prior to the meeting in which voting shall take place.

Section 4: Impeachment/Officer Replacement

* Impeachment/Removal of officers—If it has become necessary to remove or impeach an officer, the claim must be taken to the academic advisor of the group. If deemed worthy, the advisor will then discuss it with the other members of the board, where they will take a secret ballot to determine if the officer shall remain in power.
  + Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member.
  + The officer in question will be allowed to speak during the final vote for 5 minutes, then the secret ballot will be held.
* Replacement of officers—When a position is vacant, a replacement will be nominated and voted upon within 2 weeks of the vacancy.

Section 5: Officer Eligibility

The 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.

(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 VII Advisor:**

* Advisor Duties—The advisor will attend meetings when possible and supervise the activities of the club to ensure that the standards of Iowa State University and the Greenlee School of Journalism and Mass Communications are being upheld.
* Method of Election/Selection of Advisor(s)— Advisors for clubs are appointed on an annual basis by the by the director of the Greenlee School. The advisor can be removed by the director of the school.
* Impeachment/Removal of Advisors—If it becomes necessary to remove or impeach the advisor, the claims shall be taken to the director of the Greenlee School, as they appoint all advisors for organizations within the Greenlee School.
* Replacement of Advisors – If it becomes necessary to replace the advisor, a request shall be made to the director of the Greenlee School, as they appoint all advisors for organizations within the Greenlee School

**Article VIII Finances:**

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. Membership dues will be determined at the beginning of the academic year by the Executive Committee and is not to exceed $20 per academic year. The Adviser to this organization must approve and sign each expenditure before payment. Any money incurred through services of the organization or fundraising will be handled by the Director of Finances.

**Article IX: Amendments & Ratification**

On the second official meeting of Cardinal & Gold, the board, advisers, and any members that would like to be involved, will vote in the constitution for the school year. At this time, any issues may be raised to make amendments. The newly ratified constitution will be sent out to all members of the organization. If at any time a member would like to challenge the constitution, a meeting will be held outside of normal meeting time to discuss the amendment. It will then be presented at the next possible meeting, where the organization as a whole shall vote.

Voting methods will utilize parliamentary methods, with a majority of 2/3 necessary to ratify or amend the constitution.

Amended or ratified constitution should be submitted within 10 days to Student Engagement for approval.