Constitution of the Audio Engineering Society Chapter at Iowa State University

Article I: Name

The name of this organization shall be Audio Engineering Society Chapter at Iowa State University

Article II: Purpose and Goals

The purpose of this club is uniting persons performing professional services in the audio engineering field and its allied arts: collecting, collating, and disseminating scientific knowledge in the field of audio engineering and its allied arts; advancing such science in both theoretical and practical applications; preparing, publishing and distributing literature and periodicals relative to the foregoing purposes and policies.

Article III: Statement of Compliance

The Audio Engineering Society Chapter at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Audio Engineering Society Chapter 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 The Audio Engineering Society Chapter at Iowa State University 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 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 (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 VI: Officers

**Duties and Term of Service**

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

• Promote cooperation between members to work towards the mission and goals of the club stated in article I of this constitution.

• Act as the risk management officer

Treasurer:

• Manage all funds and financial matters affiliated with the club.

• Maintain accurate and organized list of financial transactions associated with the club.

• Collect dues if members vote that they are required

• Solicits additional funding from Student Government

All terms of officers shall be one year.

 **Method of Election**

At least 50% of active club members must be present to vote on new officers. Members present during voting cannot abstain from voting. Voting shall be executed by secret ballot. To become an officer, a member will need to receive a majority of the votes of the club members present at time of voting. If a majority is not reached, then members will vote on the top two candidates.

**Date(s) for Election**

Voting shall take place during any of the last three meetings of the spring semester and elected officers will take office on the first meeting of the fall semester. All terms of officers shall be one year except for the advisor who will keep his or her position until he or she feels they can no longer effectively carry out the duties of advisor.

**Impeachment / Removal**

Only an officer may bring up the issue of impeachment of another officer or advisor. Reasons of impeachment may include: Not fulfilling their duties as mentioned in the constitution, no longer being in good standing with the Iowa State University, or any illegal / unethical activity. Impeachment proceedings will happen at the beginning of a meeting. All club members and officers will have a discussion of whether or not to remove an officer from their position. The impeached officer cannot be present during discussion. After the discussion, the impeached officer will be brought back into the room and given an overview of the grievances brought against them and have a chance to defend his or her self. After their statement, they will leave the room again and the club members will vote on whether to remove to officer. The reason for having the impeached officer not present during discussion is so that members feel more comfortable discussing their grievances against the impeached officer. The officer will be removed by both a majority vote of the officers and of the club members.

**Replacement**

If there is a vacancy in office, then members of the club will vote on a new officer, decided by a majority vote via secret ballot.

**Minimum Cumulative GPA**

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).

VII: Advisors

**Duties**

Maintain communication with club President and provide guidance when needed

**Method of Election / Selection**

Advisors will be selected by a joint decision between the President and Treasurer.

**Term of Service**

Advisors will stay in office until her or she steps down, impeached, or until he or she feels they can no longer effectively carry out the duties of advisor.

**Replacement**

If there is a vacancy for the advisor position, a new advisor will be discussed and selected by the President and Treasurer.

**Impeachment / Removal**

The same guidelines used for impeaching officers will be used for impeaching advisors.

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. The Adviser to this organization must approve and sign each expenditure before payment.

There will be no dues for members at the time of creation of this club. A majority vote by the general membership will determine the amount of dues owed if the general membership votes that dues will be required.

Article IX: Amendments and Ratification

Any member of the club can propose amendments. A discussion of the proposed amendment will take place after the amendment is proposed. A majority vote of both the general membership as well as of officers will ratify an amendment.