

Iowa State University
Stupka Symposium
Constitution

Article I Name

A. Name

1. The official organization is to be known as the “Stupka Symposium” to be hereafter known as the “Stupka Symposium”.
2. The Stupka Symposium shall hereafter refer to the BBMB Undergraduate Symposium in tribute to Rob Stupka’s drive and passion to undergraduate research. The Stupka Symposium honors Rob’s memory after his tragic passing in 2005.
3. The name of the executive body of the Stupka Symposium shall be the Stupka Symposium Cabinet, hereafter referred to as the Executive Cabinet.

B. Authority

All members of the Stupka Symposium shall be bound to the provisions of this Constitution, the Stupka Symposium Bylaws and by the acts, policies, and rulings of the assembly.

Article II Purpose

We, the members of the Stupka Symposium at Iowa State University, in order to form a more effective organization; to ensure adequate representation to each member; to secure an atmosphere stimulating intellectual success as well as social, academic and community interaction with respect to Biochemistry, Biophysics and Molecular Biology; to establish self-governance; and to provide each member an effective voice within itself; do establish this Constitution of the Stupka Symposium.

Article III Statement of Compliance

1. The Stupka Symposium Constitution shall not violate federal, state, or local law, nor violate policies of the Department of BBMB.
2. The Stupka Symposium Constitution shall not violate any procedure or policy of Iowa State University or The Student Activities Center.
3. The Stupka Symposium agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training (if required).

Article IV Non-Discrimination Statement

The Iowa State University Stupka Symposium does 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

The Stupka Symposium membership shall be open to all students at Iowa State University. Any undergraduate student, graduate student, or faculty is allowed to join the Stupka Symposium who has an interest and passion in biochemistry, biophysics, and molecular biology. We are seeking to find individuals passionate in helping organize our symposium. Our club is not restricted to members of the BBMB department.

Article VI Risk Management

The president (presidents) of the Stupka Symposium is hereby assigned an additional job of risk management. The role of the risk management officer is to:

1. Help minimize potential risks for club activities.
2. Recommend risk management policies or procedures to the Stupka Symposium.
3. Submit documentation to ISU's Risk Management Office.
4. Ensure that Iowa State University policies are followed at all of the organization's events.
5. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Article VII Executive Branch Officers

A. Authority

1. The executive cabinet shall consist of all appointed and elected committee heads, and other club positions as defined by the bylaws.
2. The executive cabinet shall consist, and only consist, of the president and his (or her) cabinet.
3. The Executive Council shall be empowered to formulate policies that shall govern the Stupka Symposium within the limitations specified by the Stupka Symposium Constitution and Bylaws.
4. The Stupka Symposium shall have a Constitution and Bylaws approved and ratified as specified in Article X of this constitution and the Bylaws.

B. Executive Power

1. All executive powers shall be vested in the Stupka Symposium President (Presidents)
 - i. The Cabinet shall assist the Stupka Symposium President (Presidents) in the execution of the executive duties as specified by the Bylaws.
 - ii. The Cabinet shall be accountable to the Stupka Symposium President (Presidents).

C. Executive Power

1. The Cabinet shall be comprised of all essential members not including the President (Presidents) and is limited to.
 - i. Treasurer
 - ii. Speaker
 - iii. Publicity
 - iv. Fundraising
 - v. Alumni
 - vi. Sponsorship
 - viii. Media
 - ix. Food
 - x. Secretary
 - xi. T-Shirt
 - xii. Registration
 - xiii. Poster
 - xv. Operations

D. Committees

1. Committees shall be formed and dissolved as specified by the Bylaws.
2. Each committee shall provide for representation where required by the Stupka Symposium Constitution and Bylaws at weekly meetings.

E. Duties of Officers

President

Shall be the chief administrator, shall be held accountable to the Stupka Symposium faculty advisor, shall preside over those the bylaws where he is not directly effected including but not limited to non-presidential elections, impeachment procedures, shall be a

voting member of the executive cabinet, shall be a voting member of the assembly, shall make non-executive cabinet nominations where necessary, upon resignation, removal from office or end of term shall write a State of the Club and Presidency report including current status of projects, goals, and future outlook, to be submitted to the secretary, successor if one exists and faculty advisor.

The president (co-president) is responsible for delegating tasks and overseeing all aspects of the committee in order to ensure a successful event. This includes being highly involved in financial decisions, keynote speaker invitations, promotional material, and fundraising opportunities among many other things. They are responsible for making sure all of the sub-committee chairs are able to follow their timelines and know what is required of their position. The presidents are always available to help the sub-committee chairs when needed.

The president (co-presidents) hold bi-weekly meetings in the fall and weekly meetings in the spring. They plan a detailed agenda and presentation for each meeting to make the most efficient use of time. Throughout the semester, the presidents meet with the faculty advisor once a week to discuss the progress the committee has made and what needs to be done before the next meeting. The presidents are responsible for inviting speakers to deliver the welcome address on the day of the event, including the Iowa State University President, LAS, and CALS dean.

Treasurer

Shall insure that bills of the Stupka Symposium are paid, are responsible for any collections of money that may be necessary, shall be responsible for distribution of funds to committees, members of the assembly, or other club members as authorized, shall prepare and submit a budget at the beginning of each academic semester listing appropriation of funds for approval by the assembly, shall amend the budget as authorized and resubmit it for approval. Upon resignation, removal from office or completion of term of office shall prepare a State of Club Finances report to be submitted to the secretary, successor if one exists and faculty advisor.

Treasurer responsibilities include managing the accounting system, tracking incoming expenses and revenue, preparing budgets, and coordinating and meeting with CALS, LAS, and the department to acquire funds. Treasurers are responsible for training in new people thoroughly. Most of the treasurer position consists of (1) tracking and validating receipts and (2) tracking incoming funding and determining what sources they came from. The accounting sheet with every transaction should be updated weekly and most of the job is troubleshooting random funding amounts that drop into the account (when we don't know who it is from). Other duties consist of picking up checks from the COA office for fundraising, meeting with the club's adviser and department accountant, as well as asking for funding from the department. Other random responsibilities include approving Stupka as an event (through Student Activities Center), increasing p card limits (through COA), and coordinating all COA training (for presidents, p card holders, treasurers).

COA contact (Cara Fila cfila@iastate.edu and Tim Livengood tliven@iastate.edu)

SAC contact (Kevin Merrill kmerrill@iastate.edu)

Department (Shannon Barr sbarr@iastate.edu)

Speaker

Responsibilities include being the primary contact for the current year's keynote speakers, gathering abstracts, bios, and headshots, creating a travel itinerary for their arrival, and creating a schedule for the speakers to meet with faculty. There will also be involvement with the following year's speakers such as organizing a list of potential keynote speakers for the following year, writing invitation letters, and keeping in contact with them. Additionally, the speaker chair must make a list of ISU faculty that could be a potential speaker in case a chosen keynote cannot make an appearance at the symposium.

The understudy is responsible for the alumni keynote speaker(s). They must write an invitation letter and create a travel itinerary for the alumni. The understudy is also responsible for gathering abstracts, bios, and headshots, and of course, keeping in contact with the alumni. The speaker understudy will also learn from the speaker chair as they will assume the speaker position the following year.

Publicity

The publicity chair is the person responsible for helping to create all of the fliers and the program for the symposium. It is important to have good time management and communication skills since they work with the club as well as printing services. To be effective, they must bridge the gap between the two to create effective documents. The ability to accept criticism is a key part of this process. The committee helps to make edits based on what they like and dislike. More often than not, things will have to change to give the appropriate effect. Creativity is also important for the publicity chair. Helping to design the fliers and the program comes with a need to be able to think about presentation, colors, and formatting. While the people in printing services have an understanding of this, being able to aid in the process to make it represent Stupka is important.

Fundraising

The Fundraising Chair is responsible for all funds raised that require the use of volunteers. Traditionally, this has included volunteering for restaurants, basketball/football games, Rummage RAMPage, and leaf raking for the department. For this, the Fundraising Chair contacts these organizations and sets up dates that our club could volunteer for in exchange for money. The Chair is then responsible for getting enough volunteers to staff the event.

Alumni

The Alumni chair is responsible for all things related to the alumni and keeping in contact with them. They are in charge of planning, designing, and implementing at least two newsletters, once in the fall and once in the spring before the symposium. An optional newsletter can be sent out after the symposium to recap the event. They are also the designers of the Adrienne Smith Alumni-Student Interaction. They work with the food chair to arrange a menu for social. It is the duty of this chair to keep the alumni informed about all the relevant information pertaining to the symposium.

Sponsorship

The Sponsorship Chair or Co-Chairs are responsible for securing funding for the symposium from departmental and college-level sources. This involves meeting with the Deans of LAS and CALS and the Chair of the BBMB Department in the fall semester to request funds for each year's event. This officer should also request funding from other sources such as CALS Council or the Event Funding Board at the Student Activities Center if necessary and is responsible for setting up an annual FundISU through the ISU Foundation. Finally, the Sponsorship Chair or Co-Chairs should follow up with all necessary sources to ensure the treasurer receives all promised funding or necessary information regarding funding throughout the year.

Media

The Media Chair is responsible for all media-related publicity for the Stupka Undergraduate Research Symposium. This usually includes managing and editing all updated information on the official website and working with a videographer for producing and sharing an annual promotional video and FundISU project video on the Stupka website. As the symposium continues to evolve, the development and creation of new promotional videos and ideas is also the responsibility of the media chair. In addition to managing the website and promotional videos, the media chair manages Stupka's social media pages and coordinates with a photographer to take the annual committee photo. The goal of the media chair is to promote and advertise any Stupka related events/volunteering/fundraising information and opportunities on all its online platforms. Media is also responsible for testing technical equipment that will be used on the day of the symposium.

Food

Food chair is responsible for acquiring food for every meeting and setting up catering for the symposium event. Food chair works closely with the treasure to make sure they are sticking to the proposed budget for the event and meetings. Switching up the food for the meetings or asking others about what they are interested in is encouraged.

Secretary

The secretary in the Stupka undergraduate research symposium planning committee functions as the general record keeper during meetings to help ensure everyone is informed about what is going on with different chairs. Some of the duties that the secretary does to achieve this are taking meeting attendance, taking notes during meetings, keeping track of an updated email list for use of the entire committee, and sending out a weekly reminder about the next upcoming meeting. All of the information outgoing for use of the committee should be neatly organized and uploaded to cybox as soon as possible under the year specific folder. In the weekly emails to the committee, the secretary should include any relevant information other chairs wish to inform the committee of including links to polls, excel sheets, or what not.

T-Shirt

The Stupka t-shirt chair is to create/design a t-shirt logo and color combination ideas for fundraising apparel, (for example t-shirts, long sleeves, crew necks, ect.) to be voted on in

the first one-two meetings. The color combinations are based off of the colors offered by the company the order will be placed with, historically Sigler in Ames. The design is then sent to the company for a final mock-up/coordination of colors for flyers/order forms to be made.

The second semester the chair must get the vector file(.ai) from the publicity chair/co-chairs for Stupka symposium shirts; send this to the design company to avoid a design fee. Again, coordinate with the company to come up with color combinations to vote on. You must then coordinate with registration chair and the academic advisor to create the registration form, ie who has to pay for shirts and who gets one for free. Before ordering coordinate with the academic advisor to see how many shirts need to be ordered for the Stupkas', The Smiths, and anyone else who has helped a significant amount.

Registration

There are three main responsibilities of the registration chair. Most importantly, the chair must create the registration survey. The survey is built upon the previous year's survey and adapted for the events/times of the new symposium. The goal is to gather all of the information that is required for the function of the symposium. The survey is created on Qualtrics which can be accessed through the university. Second, the chair must monitor the survey responses and distribute the information to the appropriate chairs as needed. Personally, the registration chair only needs to monitor anything that has an attendance limit, like keynote lunches, and modify the survey when the event fills up. Third, the registration chair assists with checking people in on the day of the symposium or provides the information to do so.

Poster

Get at least 20 judges for poster presentation with two head judges, ask early in the year Scott Nelson and Reuben Peter for head judging. Any questions ask Desi. Spring semester order poster winner prizes. We have gotten the plaques from cycloneawards.com on previous years. Talk to registration chair to allow you to have access to all that are registering for presenting a poster and contact them.

Operations

The duties for an Operations Chair include reserving rooms, reserving the atrium, ordering tables, and making sure that Cybox is updated for STUKA. Room reservations for the meetings are done the summer before the position begins along with the reservation of the atrium for the day of the symposium. Once it gets closer to the symposium in April, tables and chairs are ordered for the symposium through Celebrations Party and Rental Store. During the school year, there will not be many tasks other than keeping Cybox updated and adding all newcomers to it. Overall, this is a great beginner position for leadership.

The main goal of volunteer responsibilities for the operation chair are to coordinate volunteer activity during the Stupka symposium. This chair sets up a timetable for the symposium and recruits undergraduates to help run the symposium and coordinates volunteer activities during the symposium. It is the volunteer chair's responsibility to ensure that all volunteers are qualified for their positions, which includes regularly making sure that all volunteers have completed food safety training. Recently, this has also

included starting to design incentives to increase volunteering throughout the year to increase participation in fundraising events as well.

1. Membership of the Stupka Symposium assembly is at its discretion, but must contain at least the each position of the Executive Cabinet.
2. The names of Stupka Symposium Committees, their heads, and their members must be turned into both the Stupka Symposium President and Secretary within one week of their election or establishment.
3. The Executive Cabinet shall be responsible for the administration of the Stupka Symposium and for other duties, as specified in the Stupka Symposium Constitution and Bylaws.
4. The Executive Branch shall have the right to make expenditures as appropriated in the Stupka Symposium Budget.
5. The Executive Branch shall have the responsibility to train the newly elected members.
6. The Executive Cabinet members shall perform other duties, as their respective offices require or as delegated by the president.

F. Selection

1. The president and the cabinet shall be selected by direct election, during a club meeting in late February of the spring semester of each academic year (See Bylaws IX: Elections).
2. Any members may be nominated by any current Stupka Symposium member and seated upon affirmation by the assembly as determined by the Bylaws.
3. All club members running for and holding an officer position must maintain a GPA of 2.0 and maintain at least half-time status.

G. Term of Office

1. The term of office for all Executive Cabinet members shall end at the time of Undergraduate Commencement or at the end of the spring semester. No term shall last longer than one (1) year in length with the exception of an understudy. Undersudys act their first year under the direction of the head of their committee (for example treasurer or speaker) as secondary. The second year they act as primary or head of their committee. This is due to the increased responsibility and large compilation of knowledge and experience for these roles. The two positions in our club that have understudys are treasurer and speaker.

2. Any Executive Cabinet member may be reelected as determined by the Bylaws.
4. At the conclusion of an officer's term of office, the officer will be responsible for training his/her replacement by holding a mandatory training session with the replacement within two weeks of new elections, or within two weeks of the start of the fall semester. Officers are responsible for training in new officers as deemed necessary by the adviser or president (presidents) and can consist of more than 1 designated training session, based on the position and their responsibilities.
5. In the event of a vacancy of an officer position, elections will be held at the next meeting to determine a replacement. All members are eligible for the position.
6. In the event an officer no longer meets the eligibility requirements, the officer will be removed from their position. An officer may be removed from their cabinet position by 1/2 of the voting from the Executive Cabinet members to remove them (See Bylaws VIII: Impeachment).

H. Eligibility

Any student holding a position in the Executive Cabinet must:

1. 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.
2. Be in good standing with the university and enrolled: at least half time (six or more credit hours), unless fewer credits are required to graduate in the spring or fall semesters during their term of office.
3. Any persons not meeting above officer requirements are not eligible for any officer position.

Article VIII

Advisor

2. The advisor will act as a mentor to the club. He/she will advise on potential speakers, general activities of the club, and oversee management of the finances.
3. The advisor will meet with the club at the beginning of the year to share their expectations of the club for the year.

4. The advisor is appointed by the chair of the BBMB department.
5. The following year's advisor will be appointed one month prior to the end of the spring semester.
6. The Stupka Symposium Advisor shall be selected in accordance with the policies of the Department of BBMB and with approval from the BBMB Department Chair.
7. The term of the Stupka Symposium Advisor shall be defined by the policies of the Department of BBMB and is at the discretion of the Department of BBMB Chair.
8. If the faculty advisor can no longer meet the requirements of advisement, he will be removed from the position. An advisor may be removed from their cabinet position by 1/2 of the voting from the Executive Cabinet members and with the approval of the Department Chair (See Bylaws VIII: Impeachment).

Article IX Finances

1. There are no dues for Stupka Symposium.
2. 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.

Article X Amendments and Ratifications

A. Proposal of Stupka Symposium Amendments

1. Any Stupka Symposium member not holding an Executive seat wishing to submit a proposal of amendments to this constitution or the Stupka Symposium Bylaws must do so with an accompanying petition bearing the signatures of at least five Stupka Symposium members or with the affirmation by five votes from Stupka Symposium members during any regular meeting when a full quorum is present, as defined by the bylaws.
2. The Assembly may also propose amendments to this Constitution or Stupka Symposium Bylaws, when a quorum is present.

B. Ratification of Stupka Symposium Amendments

1. The assembly shall require a final vote on the proposed amendments which is to take place no sooner than one meeting and no later than two meetings after the presentation of the proposed amendment to the assembly, except where specified by the Bylaws.
2. The Executive Cabinet is responsible for making amendments available to all club members at least five days prior to a vote.
3. Voting on any amendment shall occur at a scheduled club meeting when a full quorum is present, as defined by the bylaws.
4. If it is difficult to assemble the full quorum, the President (Presidents) is responsible to assemble the full quorum to vote electronically after the Faculty Advisor's approval.
4. To be considered ratified, the proposed amendments shall require an affirmative one-half vote in the presents of a full quorum, as specified, by the bylaws.

C. Ratification

1. This Constitution and its bylaws will be considered ratified upon approval by one-half of the full cabinet members with signature of the president and treasurer as witness and submission to the Stupka Symposium advisor as specified in the bylaws.
2. If a new and different Constitution and bylaws is proposed as specified by the by laws, it will be considered ratified upon a one-half affirmative vote of the assembly and submission to the Stupka Symposium advisor.

We the President and Cabinet of the Stupka Symposium here by ratify this constitution as voted by a full quorum as in accordance with the Bylaws.

Treasurer: LAURA KURR

Date: 3/13/20

Iowa State University
Stupka Symposium

Bylaws

I SUPREMACY

- I.1 Should a conflict occur between the Stupka Symposium Constitution and Bylaws, with that of the Iowa State University Government of the Student Body's (GSB) Constitution and Bylaws, those of the GSB shall always be supreme.
- I.2 The following shall be the rank of supremacy within the Stupka Symposium.
 - I.2.1 Constitution
 - I.2.2 Bylaws
 - I.2.3 Additional Legislation of the Assembly

II PROVISION OF INFORMATION

- II.1 Copies of both these bylaws and the Stupka Symposium Constitution shall be kept on file with the Faculty Advisor, President, and Secretary.
- II.2 All Stupka Symposium members and higher governing bodies have the right to request copies of information provided in the Stupka Symposium Constitution and Bylaws.
- II.3 Stupka Symposium Constitution and Bylaws shall be kept on file with the following:
 - II.3.1 Faculty Advisor
 - II.3.2 President
 - II.3.3 Secretary
- II.4 Copies of Assembly Legislation that has been passed shall be kept on file by the Secretary.

III SPECIAL MEETINGS

- III.1 Any member of the Executive Assembly may call a closed meeting of the Executive Assembly.
 - III.1.1 A closed meeting shall include only members of the Executive Assembly or whomever specified or deemed necessary.

IV REGULAR MEETING OPERATING PROCEDURES

- IV.1 Each meeting agenda shall consist at a minimum the following components:
 - IV.1.1 Meetings shall be conducted by the President
 - IV.1.1.1 Should the President be unable to fulfill this duty, it shall fall to the officers in the following order.
 - IV.1.1.1.1 Treasurer
 - IV.1.1.1.2 Speaker
 - IV.1.1.1.3 Publicity
 - IV.1.1.1.4 Fundraising
 - IV.1.1.1.5 Alumni
 - IV.1.1.1.6 Sponsorship
 - IV.1.1.1.7 Media
 - IV.1.1.1.8 Food
 - IV.1.1.1.9 Secretary

- IV.1.1.1.10 T-Shirt
- IV.1.1.1.11 Registration
- IV.1.1.1.12 Poster
- IV.1.1.1.13 Operations

IV.1.2 Should the duty fall to one of the above they shall have the authority to postpone the meeting.

IV.1.3 Roll Call

IV.1.3.1 Shall consist of verification and record of all Assembly members on a meeting sign-in sheet.

IV.1.4 Call to order by the President

IV.1.5 Comments of the President

IV.1.6 Comments of the Faculty Advisor

IV.1.7 Reports of the Executive Assembly

IV.1.7.1 Treasurer

IV.1.7.2 Faculty Adviser

IV.1.7.3 Speaker

IV.1.7.4 Publicity

IV.1.7.5 Fundraising

IV.1.7.6 Alumni

IV.1.7.7 Sponsorship

IV.1.7.8 Media

IV.1.7.9 Food

IV.1.7.10 Secretary

IV.1.7.11 T-Shirt

IV.1.7.12 Registration

IV.1.7.13 Poster

IV.1.7.14 Operations

IV.1.7.15 Additional Executive Assembly members

IV.1.7.15.14 Executive Assembly as defined by Section VII

IV.1.8 Old business not covered during officer reports

IV.1.9 New business

IV.1.10 Open Forum

IV.1.11 Closing announcements

IV.1.12 Actis agendis the meeting shall be considered closed upon a movement twice seconded followed by order of the President.

V Attendance policy

V.1 All regular and Assembly meetings shall be considered mandatory for any Stupka Symposium member that has a seat on the Assembly.

V.2 In the case of unexcused absences of Assembly members, within the academic year the following provisions will apply:

- V.2.1 Upon the first unexcused absence the president (presidents) shall contact that member and remind them of the Bylaws concerning meeting attendance.
- V.2.2 Upon the second unexcused absence the president (presidents) will contact that member under the following provisions.
 - V.2.2.1 The member may wish to give up their position and seat.
 - V.2.2.2 If the member does not wish to give up their position and seat they must explain themselves to the president (presidents).
 - V.2.2.3 The president (presidents) will report to the assembly at the next meeting.
 - V.2.2.3.15 A vote as to the delinquency of the chair shall be made by the Executive cabinet.
 - V.2.2.3.16 Should two members of the Executive Cabinet the Vice-President will file a Request for Removal.
 - V.2.2.3.17 Upon two or more votes in favor of the Request for Removal the member is immediately stripped of their title and seat. A vote of less than two releases the member of any disciplinary action resulting from the second absence.
- V.2.3 Any further absence in that academic year shall result in immediate filing of a Request for Removal by the President (presidents).
- V.3 Unexcused absences of any member of the cabinet within an academic semester shall follow these provisions:
 - V.3.1 Upon the first absence the president shall contact that person and remind them of the bylaws concerning absences.
 - V.3.1.1 Should club operations be greatly affected by the absence the president shall fill a mandatory Request for Removal.
 - V.3.2 Any further unexcused absence in the same academic semester shall result in immediate the President filing a mandatory Request for Removal.

VI COMMITTEE POLICY

- VI.1 Each committee shall consist of no less than (1) one member.
- VI.2 Each committee is to appoint a committee head.

- VI.3 All committee heads have a chair and are voting members of the Assembly. That chair shall abide by the Bylaws set forth regarding Assembly members, meetings and attendance.
- VI.4 All members of a committee shall have full voting rights within that committee.

VII ASSEMBLY QUALIFICATIONS AND DUTIES

VII.1 Membership

VII.1.1 Full time members of the Executive Cabinet:

- VII.1.1.1 President
- VII.1.1.2 Treasurer
- VII.1.1.3 Speaker
- VII.1.1.4 Publicity
- VII.1.1.5 Fundraising
- VII.1.1.6 Alumni
- VII.1.1.7 Sponsorship
- VII.1.1.8 Media
- VII.1.1.9 Food
- VII.1.1.10 Secretary
- VII.1.1.11 T-Shirt
- VII.1.1.12 Registration
- VII.1.1.13 Poster
- VII.1.1.14 Operations

VII.1.2 Committee Heads and Chairs

- VII.1.2.1 Shall be a current Stupka Symposium member.
- VII.1.2.2 Shall be a current Iowa State Student Undergraduate Student.

VII.2 Duties

VII.2.1 President (Presidents) may also be identified as co-chairs or the name co-chairs (co-chair).

- VII.2.1.1 Shall be the chief administrator.
- VII.2.1.2 Shall be held accountable to the Stupka Symposium Faculty advisor.
- VII.2.1.3 Shall preside over those the Bylaws where he is not directly affected including but not limited to non-presidential elections, Impeachment procedures.
- VII.2.1.4 Shall be a voting member of the Executive Cabinet
- VII.2.1.5 Shall be a voting member of the assembly
- VII.2.1.6 Shall make non-Executive Cabinet nominations where necessary
- VII.2.1.7 Shall be responsible for all efforts of officers on the executive cabinet should one leave their

position for any reason (death, health, family emergency, transfer, resignation, succession, impeachment, etc.) both temporarily and permanently

- VII.2.1.8 Shall be responsible for the activity of the organization and continuously check in to assess all officer positions through weekly emails or meetings
- VII.2.1.9 Shall convene every Wednesday at 7:30pm in the spring semester and every other Wednesday in the fall semester of every fiscal academic year unless deemed unreasonable or implausible
- VII.2.1.10 Shall provide all members the opportunity to voice their ideas regarding all executive cabinet topics and positions
- VII.2.1.11 Shall be responsible for updating the officers, and all other information deemed necessary on the student organization page for Iowa State University in order to ensure that the Stupka Symposium is always in good standing.
- VII.2.1.12 Upon resignation, removal from office or end of term shall write a State of the Club and Presidency report including current status of projects, goals, and future outlook, to be submitted to the secretary, successor if one exists and Faculty advisor.

VII.2.2 Treasurer

- VII.2.2.1 Shall serve as a voting member of the Executive Cabinet
- VII.2.2.2 Shall serve as a voting member of the assembly
- VII.2.2.3 Shall insure that bills of the Stupka Symposium are paid
- VII.2.2.4 Are responsible for any collections of money that may be necessary
- VII.2.2.5 Shall be responsible for distribution of funds to committees, members of the assembly, or other club members as authorized
- VII.2.2.6 Shall prepare and submit a budget at the beginning of each academic semester listing appropriation of funds for approval by the assembly
- VII.2.2.7 Shall amend the budget as authorized and resubmit it for approval
- VII.2.2.8 Shall confirm all fundraising efforts, t-shirt sales deposits, and all sources of funding from sponsors to donors

- VII.2.2.9 Shall maintain an accurate accounting sheet for their responsible fiscal year
- VII.2.2.10 Shall be responsible for all accounting and net balance of the COA account while maintaining the only treasurer card for their club (signifying their responsibility)
- VII.2.2.11 Shall upload documents to cybox regularly including all receipts, statements, proof of funding, and all other necessary accounting documentation
- VII.2.2.12 Shall approve p card holder transactions within the required 10 days of approval on whatever current system is required be that accessplus, workday, etc.
- VII.2.2.13 Communicate and give reports on funding status and account for all charges on the account, reconciling the bank statement monthly
- VII.2.2.14 Upon resignation, removal from office, or completion of term of office shall prepare a State of Club Finances report to be submitted to the secretary, successor if one exists, president (presidents), and Faculty Advisor.

VII.2.3 Speaker

- VII.2.3.1 Shall serve as a voting member of the Executive Cabinet
- VII.2.3.2 Shall serve as a voting member of the assembly
- VII.2.3.3 Shall be responsible for all communication, coordination, and logistics with attaining keynote, alumni, and student speakers for the annual Stupka Symposium. This includes but is not limited to travel, lodging, itinerary, and scientific content (abstracts, presentation format, sessions of attendance) for the day and days before and after the symposium as deemed necessary.
- VII.2.3.4 Upon resignation, removal from office, or completion of term of office shall prepare a speaker affairs report to be submitted to the secretary, successor if one exists and Faculty advisor.

VII.2.4 Publicity

- VII.2.4.1 Shall serve as a voting member of the Executive Cabinet
- VII.2.4.2 Shall serve as a voting member of the assembly
- VII.2.4.3 Shall be responsible for all design efforts and program creation

- VII.2.4.4 Shall create all flyers, promotional works, and is responsible for all printing responsibilities both social and financial
- VII.2.4.5 Shall meet regularly with designers and consult the assembly with design options
- VII.2.4.6 Shall reflect the ideas and goals of the assembly when immersed in printing efforts
- VII.2.4.7 Shall coordinate with all executive cabinet members as deemed necessary to establish the identity of the annual logo and its copyrights (as well as its reflection in merchandise and propaganda)
- VII.2.4.8 Upon resignation, removal from office, or completion of term of office shall prepare a publicity affairs report to be submitted to the secretary, successor if one exists and Faculty advisor.

VII.2.5 Fundraising

- VII.2.5.1 Shall serve as a voting member of the Executive Cabinet
- VII.2.5.2 Shall serve as a voting member of the assembly
- VII.2.5.3 Shall present a fundraising goal
- VII.2.5.4 Shall organize fundraising events
- VII.2.5.5 Shall recruit and organize volunteers for fundraising events
- VII.2.5.6 Shall provide reports on the outcome of fundraising events
- VII.2.5.7 Shall communicate with the treasurer all allocations of fundraising efforts and confirm that checks have arrived and deposits have been made
- VII.2.5.8 Upon resignation, removal from office, or completion of term of office shall prepare a fundraising affairs report to be submitted to the secretary, successor if one exists and Faculty advisor.

VII.2.6 Alumni

- VII.2.6.1 Shall serve as a voting member of the Executive Cabinet
- VII.2.6.2 Shall serve as a voting member of the assembly
- VII.2.6.3 Shall be responsible for all interactions with alumni, current undergraduate and graduate students, and faculty
- VII.2.6.4 Shall coordinate the logistics of the alumni dinner from attendance, catering, registration, and moderating interaction

- VII.2.6.5 Shall be responsible for creating and reporting to the assembly about all monthly alumni newsletters that are required to be sent out
- VII.2.6.6 Shall incorporate and reflect the ideas and goals of the assembly when immersed in communication with alumni
- VII.2.6.7 Upon resignation, removal from office, or completion of term of office shall prepare an alumni affairs report to be submitted to the secretary, successor if one exists and Faculty advisor.

VII.2.7 Sponsorship

- VII.2.7.1 Shall serve as a voting member of the Executive Cabinet
- VII.2.7.2 Shall serve as a voting member of the assembly
- VII.2.7.3 Shall communicate and interact with all responsible funding sources that are not limited to but include CALS, LAS, the BBMB Department, Student Activities Center, and other alumni and businesses
- VII.2.7.4 Shall meet with all sponsors and be responsible for confirming funding has been attained with the treasurer
- VII.2.7.5 Shall copy and initiate all communication with sponsors including initial donation, attainment of funding, and confirmation and thank you of acceptance
- VII.2.7.6 Shall work closely to the treasurer without reserve
- VII.2.7.7 Upon resignation, removal from office, or completion of term of office shall prepare a sponsorship affairs report to be submitted to the secretary, successor if one exists and Faculty advisor.

VII.2.8 Media

- VII.2.8.1 Shall serve as a voting member of the Executive Cabinet
- VII.2.8.2 Shall serve as a voting member of the assembly
- VII.2.8.3 Shall be responsible for maintaining the club website
- VII.2.8.4 Shall be responsible that content of the website reflects the ideas and wishes of the majority of club members
- VII.2.8.5 Shall submit initial design and major changes of the website to the assembly for approval
- VII.2.8.6 Shall be responsible that information on the website is up to date

- VII.2.8.7 Shall initiate and execute all responsibilities deemed necessary but the assembly in regard to attaining an annual promotional video regard the Stupka Symposium. This includes and is not limited to finding a videographer, facilitating shooting, collection, and logistical coordination of the promotional video, and all edits and uploads necessary for completion
- VII.2.8.8 Upon resignation, removal from office, or completion of term of office shall:
 - VII.2.8.8.18 Prepare a State of the Website report to be submitted to the secretary, successor if one exists and Faculty advisor.
 - VII.2.8.8.19 Submit all pertinent files or access to those files to the Faculty Advisor and the secretary

VII.2.9 Food

- VII.2.9.1 Shall serve as a voting member of the Executive Cabinet
- VII.2.9.2 Shall serve as a voting member of the assembly
- VII.2.9.3 Shall organize food for every assembly meeting
- VII.2.9.4 Shall order and manage food for the Stupka Symposium
- VII.2.9.5 Upon resignation, removal from office or completion of term of office, shall prepare a food affairs report to be submitted to the secretary, successor if one exists and Faculty Adviser.

VII.2.10 Secretary

- VII.2.10.1 Shall serve as a voting member of the Executive Cabinet
- VII.2.10.2 Shall serve as a voting member of the assembly
- VII.2.10.3 Shall record, publish, and distribute minutes of all Regular, executive cabinet, and assembly meetings
- VII.2.10.4 Shall be responsible for archiving all minutes, bills, legislation, and related papers
- VII.2.10.5 Shall keep a current record of all assembly members with contact information
- VII.2.10.6 Shall keep a current record of all committees and their members
- VII.2.10.7 Upon resignation, removal from office or completion of term of office shall prepare a State of Club Secretarial affairs report to be submitted

to the secretary, successor if one exists and Faculty advisor.

VII.2.11 T-Shirt

VII.2.11.1 Shall serve as a voting member of the Executive Cabinet

VII.2.11.2 Shall serve as a voting member of the assembly

VII.2.11.3 Shall design t-shirt orders which include but are not limited to departmental t-shirts and Stupka Symposium t-shirts for assembly approval

VII.2.11.4 Shall be responsible for collecting and confirming t shirt money has been deposited into the account from purchasers

VII.2.11.5 Shall collect and distribute t shirt forms and money

VII.2.11.6 Shall receive and deliver t-shirts in a timely fashion

VII.2.11.7 Upon resignation, removal from office, or completion of term of office shall prepare a t-shirt affairs report to be submitted to the secretary, successor if one exists and Faculty advisor.

VII.2.12 Registration

VII.2.12.1 Shall serve as a voting member of the Executive Cabinet

VII.2.12.2 Shall serve as a voting member of the assembly

VII.2.12.3 Shall be responsible for initiating, monitoring, and updating the assembly of the registration form, its contents, its recipients, and all information included

VII.2.12.4 Shall act as a liaison between the public and the assembly in regard to the annual Stupka Symposium

VII.2.12.5 Shall coordinate logistics with all of the executive cabinet in regard to the event to plan for all aspects of those in attendance

VII.2.12.6 Upon resignation, removal from office, or completion of term of office shall prepare a registration affairs report to be submitted to the secretary, successor if one exists and Faculty advisor.

VII.2.13 Poster

VII.2.13.1 Shall serve as a voting member of the Executive Cabinet

VII.2.13.2 Shall serve as a voting member of the assembly

VII.2.13.3 Shall be responsible for communicating and attaining at least 20 posters judges from current

faculty (preferencing those in the BBMB department)

VII.2.13.4 Shall collect and communicate with poster presenters about abstracts, poster sessions, duration, and all other logistics

VII.2.13.5 Upon resignation, removal from office, or completion of term of office shall prepare a poster affairs report to be submitted to the secretary, successor if one exists and Faculty advisor.

VII.2.14 Operations

VII.2.14.1 Shall serve as a voting member of the Executive Cabinet

VII.2.14.2 Shall serve as a voting member of the assembly

VII.2.14.3 Shall reserve the spaces and rooms required for meetings and events

VII.2.14.4 Shall reserve tables and chairs as needed for events

VII.2.14.5 Shall coordinate volunteers for the Stupka Symposium

VII.2.14.6 Shall hang and maintain banners at events

VII.2.14.7 Shall be responsible for the use of lights and electronic devices by all speakers during the symposium in there given rooms

VII.2.14.8 Shall assess and provide accommodations to speakers using our or their own technological devices to present

VII.2.14.9 Shall assist with day-of Symposium operational logistics

VII.2.14.10 Upon resignation, removal from office or completion of term of office shall prepare a state of affairs report to be submitted to the secretary, successor if one exists and Faculty Advisers

VII.2.15 Additional Members

VII.2.15.1 Additional members of the Assembly shall be established by executive legislation.

VII.2.15.2 These positions are to address specific interests and concerns of the Stupka Symposium

VII.2.15.3 Their responsibilities and duties shall be outlined in the legislation that established their position.

VII.3 Vacancies

VII.3.1 In the event of a resignation or removal of a member of the executive cabinet the member ranked **above** them will assume their duties until a new member can be elected or appointed.

- VII.3.2 The ranking of officers shall be given as:
 - VII.3.2.1 President
 - VII.3.2.2 Treasurer
 - VII.3.2.3 Speaker
 - VII.3.2.4 Publicity
 - VII.3.2.5 Fundraising
 - VII.3.2.6 Alumni
 - VII.3.2.7 Sponsorship
 - VII.3.2.8 Media
 - VII.3.2.9 Food
 - VII.3.2.10 Secretary
 - VII.3.2.11 T-Shirt
 - VII.3.2.12 Registration
 - VII.3.2.13 Poster
 - VII.3.2.14 Operations
- VII.3.3 In the event any other position should become unfilled the responsibilities of that position shall be distributed by the president until the time at which that position can be filled
- VII.3.4 If it is the opinion of the Executive Cabinet that the position should be dissolved the removal section of these Bylaws shall be followed.

VIII IMPEACHMENT

VIII.1 Grounds for Impeachment

- VIII.1.1 The grounds for impeachment and removal from office shall be malfeasance, misfeasance, or nonfeasance of duties and responsibilities related to the office held, failure to maintain a 2.00 grade point average or failure to remain a student during term of office, or other reasons as deemed necessary.

VIII.2 Request for impeachment

- VIII.2.1 Any club member may file a "Request of Impeachment" as long as it contains:
 - VIII.2.1.1.20 The date it was written
 - VIII.2.1.1.21 The office and officer name and contact information
 - VIII.2.1.1.22 A clear statement of the charges
 - VIII.2.1.1.23 The signature of one third the members of the Stupka Symposium organization
- VIII.2.2 The Request is to be submitted to the President, Secretary, and Adviser providing they are not listed on the request.

VIII.2.3 Should the President or the secretary be listed the request is to not be filed with that individual but with the Faculty Advisor in their place.

VIII.3 Impeachment Hearing

VIII.3.1 The individual on the Impeachment Request shall be informed within five days of the request being received

VIII.3.2 Attendees of the hearing shall consist of at minimum:

VIII.3.2.1 President

VIII.3.2.2 Treasurer

VIII.3.2.3 Faculty Adviser

VIII.3.2.4 Speaker

VIII.3.2.5 Publicity

VIII.3.2.6 Fundraising

VIII.3.2.7 Alumni

VIII.3.2.8 Sponsorship

VIII.3.2.9 Media

VIII.3.2.10 Food

VIII.3.2.11 Secretary

VIII.3.2.12 T-Shirt

VIII.3.2.13 Registration

VIII.3.2.14 Poster

VIII.3.2.15 Operations

VIII.3.2.16 Those listed on the request if not listed above

VIII.3.3 The purpose of the hearing shall be

VIII.3.3.1 To ascertain whether the charges are clear to all parties

VIII.3.3.2 Explain the trial procedure to all parties

VIII.4 Impeachment trial

VIII.4.1 The Trial is to immediately follow the hearing

VIII.4.2 The following shall constitute the minimum members of the court for commencement to the trial:

VIII.4.2.1 President

VIII.4.2.2 Treasurer

VIII.4.2.3 Faculty Adviser

VIII.4.2.4 Speaker

VIII.4.2.5 Publicity

VIII.4.2.6 Fundraising

VIII.4.2.7 Alumni

VIII.4.2.8 Sponsorship

VIII.4.2.9 Media

VIII.4.2.10 Food

VIII.4.2.11 Secretary

- VIII.4.2.12 T-Shirt
- VIII.4.2.13 Registration
- VIII.4.2.14 Poster
- VIII.4.2.15 Operations
 - VIII.4.2.15.24 members of the court may be appointed by the highest-ranking officer not listed on the request
- VIII.4.2.16 Representation of those who drafted the Request
- VIII.4.2.17 Those listed on the request not listed above

VIII.4.3 The highest-ranking officer not listed on the Request shall preside over the trial in the following order:

- VIII.4.3.1 President
- VIII.4.3.2 Treasurer
- VIII.4.3.3 Faculty Adviser
- VIII.4.3.4 Speaker
- VIII.4.3.5 Publicity
- VIII.4.3.6 Fundraising
- VIII.4.3.7 Alumni
- VIII.4.3.8 Sponsorship
- VIII.4.3.9 Media
- VIII.4.3.10 Food
- VIII.4.3.11 Secretary
- VIII.4.3.12 T-Shirt
- VIII.4.3.13 Registration
- VIII.4.3.14 Poster
- VIII.4.3.15 Operations

VIII.4.4 Trial Procedures

- VIII.4.4.1 Roll call and sign in
- VIII.4.4.2 Reading of the charges
- VIII.4.4.3 Response of the charged
- VIII.4.4.4 Rebuttal of those who drafted the request
- VIII.4.4.5 Last statement by the accused
- VIII.4.4.6 Court is adjourned for a minimum of fifteen minutes for deliberation of the Impeachment council
 - VIII.4.4.6.25 The council shall decide by a 3-4 vote whether penalties should be imposed
 - VIII.4.4.6.26 The Impeachment council shall decide whether the penalty is removal from office and or denial of holding any further office or offices determined the council.

- VIII.4.4.7 If the presiding feels deliberation will take longer than 30 min he or she shall call a re-adjournment at a time decided by the impeachment council
- VIII.4.4.8 The court shall be brought back to order
- VIII.4.4.9 The decision of the Impeachment council shall be read before the court
- VIII.4.4.10 Upon reading the verdict, the decisions are in immediate effect.

IX ELECTIONS

- IX.1 Stupka Symposium elections shall be defined as elections held on that day established by the assembly for elections with respect to the President, Treasurer, Faculty Adviser, Speaker, Publicity, Fundraising, Alumni, Sponsorship, Media, Food, Secretary, T-Shirt, Registration, Poster, and Operations
- IX.2 Either the Faculty advisor, or one appointed by him (or her) shall serve as election commissioner when elections include all positions.
 - IX.2.1 The term of the election commissioner shall only last until the completion of the elections at which time the position is dissolved.
- IX.3 Voter and Candidate Eligibility
 - IX.3.1 Any member of the Stupka Symposium shall be eligible to vote
 - IX.3.2 Any member of the Stupka Symposium as defined by qualifications is eligible to run for office.
- IX.4 Election Procedures
 - IX.4.1 The 15 above mentioned positions shall run together as a slate.
 - IX.4.1.1 With a majority vote of the assembly or by execution of the commissioner, the election for each office can be run individually by a show of hands.
 - IX.4.2 Each student shall have one vote per office
 - IX.4.3 Each member receiving the highest number of votes in the election shall be considered elected to office.
 - IX.4.4 In event of a tie for the highest number of votes the election commissioner shall hold a runoff election. No one officer may be primary at multiple positions unless deemed necessary by the faculty adviser.
- IX.5 Run off elections
 - IX.5.1 A runoff election shall consist of the tied candidates

- IX.5.2 Temporary Procedure:
 - IX.5.2.1 Procedure at the discretion of the election commissioner.

IX.6 Term of office

- IX.6.1 All positions carry a term from the date of election to the date of the next election (one academic year) with the exception of speaker and treasurer position which conform to the understudy position (secondary of committee first year) and primary of committee (head second year).

X RESIGNATION

- X.1 Any Assembly member may resign at any time if they so choose by filing a Notification of Resignation with the Secretary and President.
 - X.1.1 A meeting of the assembly shall decide what if any positions may be served in the future, he who is resigning.

XI REMOVAL AND DISSOLVENT

- XI.1 Removal procedures for positions not defined by the *se* Bylaws
- XI.2 Dissolving positions
 - XI.2.1 Only those positions that do not constitute the Executive Cabinet may be dissolved.

XII FULL IMPEACHMENT, REMOVAL AND REESTABLISHMENT PROCEDURES

- XII.1 Impeachment of all officers and dissolving of all non-integral positions shall be considered Executive Order with the completion of the following procedure:
 - XII.1.1 An Executive Order is to be drafted and signed by the Faculty Advisor prior to X 1.2.
 - XII.1.2 A meeting is to be called, may include a regular meeting, where 80% of the number of attendees is equal to 80% of the average regular meeting attendance.
 - XII.1.3 The Faculty Advisor is to preside over the Full Impeachment, Removal and Reestablishment procedure.
 - XII.1.4 Presentation of the Executive Order shall be made.
 - XII.1.5 Vote for consideration:
 - XII.1.5.1 Majority vote of those present to continue to X.1.6.
 - XII.1.6 Any statement against the order.
 - XII.1.7 Additional statements of support for the order.
 - XII.1.8 A vote of 50% of those present shall constitute approval of the executive order
 - XII.1.9 Upon a 50% vote the ALL positions are considered vacant and all positions not defined in these Bylaws shall be considered Dissolved.

XII.1.10 Elections shall either immediately commence, or an election commissioner and date of elections shall be established.

XIII Emergency Business

XIII.1 Definition

XIII.1.1 Any Business that requires a vote can be labeled emergency business as provided below. All emergency business is to be executed or voted on immediately.

XIII.2 Motion

XIII.2.1 A motion can be made by any member of the executive assembly to make any business emergency business

XIII.2.2 A motion to make something emergency business can go to a vote when that motion has been twice seconded.

XIII.3 Vote

XIII.3.1 A vote to make something emergency business shall be considered executive order upon a one-half vote of the assembly.

XIV Amendments

XIV.1 Proposal of Bylaw amendments

XIV.1.1 Proposal of amendments to these bylaws may be made in type written format to both the President and the Secretary.

XIV.2 Ratification of amendments

XIV.2.1 The Amendments are to be presented to the assembly.

XIV.2.2 A vote to ratify the amendments shall be made no sooner than one week following their proposal.

XIV.2.2.1 A majority vote of the Assembly can move the vote to emergency business at anytime.

XIV.2.3 These Bylaws may be considered ratified by a one-half vote of the assembly.