PAPI Pi Alpha Phi Constitution

**Article I: Name**

The name of this organization shall be PAPI Pi Alpha Phi at Iowa State University.

**Article II: Purpose**

This group is a Chapter of Pi Alpha Phi’s National Branch. Our purpose is represented by the five pillars as follows.

* Academic Excellence: We at Pi Alpha Phi strive for excellent academic records, in doing so, we show that our chapter has a prime focus on an important part of college.
* Asian American Awareness: There is a huge amount of cultural variety at Iowa State University. We want to open more opportunities for these students and bring that cultural variety into presence on campus. And not only are we focused on sharing these cultures with others, but also sharing different cultures with foreign students.
* Brotherhood: In addition to creating driven individuals, we want to form and strengthen the bonds and form a sense of family among the members.
* Leadership: We at Pi Alpha Phi work to create individuals who strive to better their communities. And to provide them with the knowledge and experience to become prominent members of society.
* Philanthropy: Pi Alpha Phi is dedicated towards participation in activities for the betterment of not only the Asian-American community, but the community as a whole.

**Article III: Statement of Compliance**

* Section One: Pi Alpha Phi abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
* Section Two: Pi Alpha Phi agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required) Article IV: Non-Discrimination Statement

**Article IV: Non-Discrimination Statement**

· Iowa State University and Pi Alpha Phi 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 registered students in good standing at Iowa State University.

Members must meet Pi Alpha Phi National eligibility requirements. They must have above a 2.5 cumulative GPA and a student at Iowa State.

As a part of Pi Alpha Phi, it is an obligation to be present during organizational meetings, contribute funds and pay dues if necessary, and be an active participant in organization projects. If a member is acting against policy, their membership will be revoked by 50% vote of officers and 75% vote from general members.

**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)

 " 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).
* The term of office will be one full year from the date of appointment. All officers will contribute to the compromise of the Executive Committee. The Executive Committee shall organize meetings in addition to the regular organizational meetings. The Executive Committee shall decide upon the making of committees that are needed to carry out organizational goals.
* Officers may be removed from office by ½ vote of the other officers and ¾ of the general membership if their actions are deemed inappropriate by the members of Pi Alpha Phi. Examples of inappropriate actions may include or not limited to not fulfilling their duties in accordance with the constitution, disrespecting the Pi Alpha Phi name and reputation, or disrespecting other members of Pi Alpha Phi. The officer is allowed to speak out before the Executive Committee as well as 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. The officer in question will wait outside and will be notified of the decision once the decision is reached.

**Article VII: Officers**

Every officer will be in their position for one full year until the beginning of the next school year which then they will help facilitate the next round of elections for the future officers.

President- The President will preside over all meetings, represent our organization on campus, and ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center. Also maintains communication with organization adviser, MGC, sister sorority, and other affiliated organizations

Vice-President-

* Preside over meetings in the absence of the President
* Schedule meetings/events with appropriate University offices
* Coordinate organization promotion and publicity of events

Treasurer-

* Maintain accurate record of organization transactions
* Collect dues if required
* Develop organization budget and present to membership for ¾ vote
* Cosign organization checks along with the Adviser
* Arrange fundraising opportunities for the organization
* Solicits additional funding if needed from the Student Government
* Association in conjunction with the President
* Required to give financial report to the executive committee upon request

Secretary-

* Maintain an accurate record of all organization meetings and post for members
* Maintain membership directory
* Correspond when necessary with University administration and other recognized organizations
* Keeps record of paperwork of our organization

Risk Management-

* Has the sole responsibility of making sure that all activities the organization is participating in are in accordance to University Safety Policy.
* Disbands all activities that have a risk of fatal or severe injuries.
* Makes sure all equipment used in activities are safe and if the use of personal protective attire is needed, that all involved with the use of that equipment have the proper attire.

Recruitment Chair-

* In charge of finding possible recruitment opportunities
* Communication with possible members
* Keep organization on track with events planned and upcoming to recruit

Social Chair-

* Plans events within the group to promote our brotherhood
* Stay connected with Delta Phi Lambda for events with them

· Method of election of officers— Everyone applies for position and they get the position by majority vote. Ties will be taken care of by a revote just between those who were tied.

· Date(s) for election of officers—Elections will occur at the beginning of the fall semester or right before the school year starts. The whole process must be done before the second meeting.

· Impeachment/Removal of officers—

Impeachment proceedings begin with someone submitting a form on who and why they should impeach a member to the officers. Then at the next meeting the person has a say on why they shouldn’t be impeached and voting will take place without the person’s presence. Voting has to be above 2/3’s vote from the members of Pi Alpha Phi for them to be considered impeached. Examples of inappropriate actions may include or not limited to not fulfilling their duties in accordance with the constitution, disrespecting the Pi Alpha Phi name and reputation, or disrespecting other members of Pi Alpha Phi.

· Replacement of officers—A replacement will be agreed upon by the officers. They can choose to have the vacant space appointed by the person that left or they can vote upon who will be next BUT the officers must unanimously agree on the process they want to take.

· Minimum Cumulative GPA for Officers—

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“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.

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.

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 Duties— Be prepared for questions we might have or be able to find out the answer. Advisor should be guiding us in the right direction. Makes sure we are doing everything within the jurisdiction of Iowa State University and the Student Activities Center.

· Method of election/selection of advisor(s)— Executive committee will present a list of possible advisors which will be voted upon by the members. 2/3 majority to pass upon a advisor.

· Advisor(s) Term of Service— Term of one full calendar year.

· Impeachment/Removal of Advisors—They have a say on their impeachment but are not allowed be present at final vote. Final vote will take place among all members of Pi Alpha Phi and must be over two thirds vote. Examples of inappropriate actions may include or not limited to not fulfilling their duties in accordance with the constitution, disrespecting the Pi Alpha Phi name and reputation, or disrespecting other members of Pi Alpha Phi.

· Replacement of Advisors—Appointed by the officers voting. Over two thirds vote from the officers.

 **Article IX. Finances**

**All finances and collection of dues are left up to the treasurer. They must take care and track every money spent or taken for the organization. If the organization were to dissolve the use of the leftover money will be left up to a majority vote of over ⅔ votes by the officers at the time.**

* · "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 & Ratification**

Any amendments for the constitution must be proposed to the current group of officers and first agreed upon by the officers to go through with by an 80% vote agreement. Then the officers must take the amendment and present it to the rest of Pi Alpha Phi and Pi Alpha Phi members as a whole must agree upon the amendment by an over 80% vote.

 Any specific parts of a ratified constitution must go through the same process. If there needs to be any major revision of the constitution there may be a meeting of a sub-committee of Pi Alpha Phi members interested to ratify the constitution. This sub-committee must consist of at least 50% of all Pi Alpha Phi members and all officers must be involved. The committee can then work together as they see fit to create a more concise and more appropriate constitution.

Any Ratifications or Amendments to the constitution MUST be uploaded to the student organization database in the next 5 days for approval.

Constitutional revisions must follow current SAC guidelines.