

Article I – Name

This organization shall be named Graduate Architecture Students. This organization is part of the College of Design at Iowa State University. As a student organization at Iowa State University members will be representing the College of Design and the University as whole.

Article II – Purpose and Goals

Section One: The Graduate Architecture Students organization provides affordable printing recourses within the graduate architecture studio spaces. This organization is also an outlet for graduate architecture students to discuss and explore the field of architecture and design outside of the classroom. Potential events include guest speakers, site visits, and various social events.

Section Two: Graduate Architecture Students abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Graduate Architecture Students organization agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training (if required).

Article III – Membership

Membership to Graduate Architecture Students shall be open to all registered Graduate Architecture Students in good standing at Iowa State University. As a member, one is encouraged to attend meetings and required to pay semester annual dues, depending on the length of membership. GAS, as Iowa State University does not discriminate on the basis of race, color, ethnicity, sex, pregnancy, age, religion, national origin, physical or mental disability, sexual orientation, gender identity, marital status, genetic information or status as a US Veteran.

Article IV – Officers

Election of Officers will require a majority vote from the general membership. This vote will take place the week following spring break and newly elected Executive Committee members will be trained in. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.

The term of office will be one year from the date of election, at the completion of Spring Semester. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular meeting. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

The advisor of this organization will always be the Director of Graduate Studies for the Department of Architecture at the College of Design. This person will serve as the advisor indefinitely or until other arrangements are made with the approval of the Executive Committee.

The officers of this organization must meet the following requirements:

- a. 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.
- b. Be in good standing with the university and enrolled: at least half-time (six or more credit hours), if a graduate level student (unless fewer credits are required for the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in a and b.

Office Duties

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 the Student Activities Center
- Maintain communication with organization advisor

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
- Will serve as Risk Management Officer by recommending risk management policies procedures to Graduate Architecture Students, to submit documentation to ISU's Risk Management Officer and to ensure that Risk Management procedures are implemented to all the organizations events.

Secretary

- Maintain an accurate record of all organization meetings and post for all members
- Maintain membership directory
- Correspond when necessary with University administration and other recognized organizations.

Treasure

- Maintain accurate record of organization transactions
- Collect dues
- Develop organization budget in coordination with Executive Committee
- Cosign organization checks along with the Advisor
- Solicits additional funding if needed from the Student Government Association in conjunction with the president

Events Coordinator

- Organize academic-related and social events for the general membership
- Coordinates with the Vice-President with publicity and event organization

Advisor

- Maintain communication and meet with officers regularly
- Awareness and approval of financial expenditures
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

Officers may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. Actions may include an officer's unwillingness to actively participate in the organization, failure to meet requirements listing in Article IV, not properly following organization's constitution, ethical, or legal issues. The aforementioned inappropriate actions are not considered to be an exhaustive list of possible offenses. 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.

Officer replacement will be held by way of new election as previously described. Advisor replacement will be held by way of approval of the Executive Committee and Director of Graduate Studies.

Article V – Finances

The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership. Dues must be paid by a date determined by the Executive Committee. The treasure shall maintain all financial records and shall sign documents as needed for transactions and cosign with the advisor for any other transactions requiring advisor signature.

The dues established have been set to \$60 per student annually. Those dues allow the members to utilize all of the printing supplies available to them in the graduate architecture studio.

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 24 hours of collection. The Advisor to this organization must approve and sign each expenditure before payment.

Article VI – Amendments and 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 vote 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.