

Constitution of the
Arab Students Association (ASA)
At Iowa State University

Article I Name:

The name of this organization shall be Arab Students Association at Iowa State University.

Article II Purpose:

Arab Student Association is a multicultural student organization at Iowa State University. The goals of this organization are:

1. Introducing the diverse culture of Arabic countries to ISU and the Ames community.
2. Creating a welcoming environment for all Arab students at Iowa State University.
3. Organizing and participating in various social events on the ISU campus and in the Ames community to share the diverse Arabic culture, language, educational and recreational activities.

Article III Statement of Compliance:

“Arab Student Association abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Arab Student Association agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required)”

Article IV Non-Discrimination Statement:

“Iowa State University Arab Student Association 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 (either Full-Time or part-time), faculty/staff and visiting scholars, who are interested in Arabic culture and language.

Family members and non-ISU friends of ISU Arab Student Association members are eligible and welcomed to participate and support the organization, but they are not eligible for voting or applying for any officer positions. Also, they are not required to pay dues.

Article VI: Risk Management:

The President will be identified as a risk management officer, and will take the following duties:

- [a] Help minimize potential risks for club activities.
- [b] Recommend risk management policies or procedures to Arab Student Association.
- [c] Submit documentation to ISU's Risk Management Office.
- [d] Ensure that Iowa State University policies are followed at all of the organization's events.
- [e] Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Article VII Officers:

There shall be five designated positions of the executive committee, comprising of President, Vice President, Secretary, Treasurer, and Public Relations Officer.

The office bearers shall be full-time or part-time students at ISU elected at a general meeting of the association held at the end of the spring semester of each academic year. The election shall be in April of each academic year.

The process of election will be that officers interested in holding positions will prepare personal statements to present in front of general members, after which there shall be a secret ballot to vote. In addition to the statement, the officers applying for the position of President should present a provisional plan for the Association during their term. This is to be conducted during the meeting by an electorate officer, nominated by the members present at the meeting.

The term of the office shall be one full year from August of the fall semester to April of the spring semester the following year. The executive committee shall meet together, in addition to regular organization meetings, to discuss issues related to the association. The executive committee shall appoint other such committees that are needed to carry out organization goals.

Election officers will require a majority vote of the general members. If a candidate fails to receive a majority of vote, an election of officers will be held between the top two candidates that received the most votes. Members interested in becoming an officer must have the following academic requirements:

- (a) Maintain a minimum 2.00 cumulative grade point average (GPA).
- (b) Be in good standing with the university and enrolled at least halftime (six or more credit hours) if an undergraduate level student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least halftime (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.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and in (b).

A. The President:

1. Shall be the chief executive officer of the association and shall preside over meetings.
2. Shall submit the names of all officers of the association to the Student Engagement not more than four weeks after the beginning of the fall semester and within ten days of any election.
3. Shall submit additional information, as it is required to the Student Engagement.
4. Shall assist the Advisor and the Treasurer in preparation of requests for funding from the Government of the Student Body, and shall sign all financial transactions of ASA.
5. Shall represent the association on campus and in the Ames community.

B. Vice President:

1. Shall assist the President in the performance of his/her duties.
2. Shall act on behalf of the President and assume the President's responsibilities upon the absence of the President.
3. Shall coordinate organization promotions and publicity events.

C. Secretary:

1. Shall keep records of all meetings' minutes.
2. Shall maintain membership directory.

D. Treasurer:

1. Shall be the financial officer of the organization.
2. Shall report an accounting of revenues and expenses upon request at any organizational meeting.
3. Shall prepare, at the end of each school year, all financial records for audit.
4. Shall solicit additional funding if needed from the student government.

5. Shall coordinate with the Public relations officer in arranging fundraising opportunities for the organization.

E. Public Relations Officer:

1. Shall coordinate all outreach and public communication activities performed by the organization.
2. Shall assist in the coordination of events organized by ASA.
3. Shall publicize for all events organized by ASA.

F. Social Media Officer:

1. Shall be responsible for the Social Media channels of ASA.
2. Shall document all ASA events and activities electronically through picture and videos.

- **Removal of officers**

Officers may be removed from office by 60% of the votes of the other officers if those in membership deem actions inappropriate. The officer is permitted to speak before the executive committee and 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.

Examples of impeachment offences are Academic dishonesty, refrain from performing their responsibilities or missing a meeting for three times without a prior notice.

- **Replacement of officers**

If the President resigns on his/her own accord or is removed due to his/her inappropriate actions, the Vice President will be offered the position of President. If the Vice President refuses the position, a general assembly meeting will be called and a new election will be held to fill the vacancy.

If the Vice President accepts the position, then the position of Vice President will become vacant. A general assembly meeting will then be

called and a new election will be held to fill the vacancy.

If any other of the positions besides the Presidency becomes vacant because of resignation deemed by personal choice or removal deemed by other questionable member behavior, officers' meeting will be called and a new election will be held to fill the vacancy without a need for a general meeting.

Article VIII Adviser:

The adviser will be elected by the executive officers on a year-to-year basis. The adviser's responsibilities are:

- 1 Maintaining communication with the executive officers periodically.
- 2 Awareness and approval of financial expenditures.
- 3 Ensuring that the organization is running in conformity with the policy standards set forth by Iowa State University and Student Engagement.
- 4 The term of the office shall be one full year from May to April of the following year.
- 5 The organization adviser must be an ISU faculty member.

• Removal of adviser

The adviser may be removed from office by 60% of the votes of the officers if actions are deemed inappropriate by those in membership. The adviser is permitted to speak before the executive committee and general membership about the charges made concerning his/her performance. The adviser is **not** permitted to participate in the deliberation of the executive committee regarding the charges.

Examples of impeachment offences are Academic dishonesty, refrain from performing their responsibilities.

• Replacement of adviser

A replacement of adviser is appointed by 60% of the votes of the officers.

Article IX Finances:

"All the financial transactions related to ASA shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 2 business days of collection. The Adviser to this association must approve each expenditure and sign before payment"

Membership dues: Dues will not exceed \$20 yearly (if applicable). The officers of ASA should decide the exact amount of dues.

Article X:

The amendment process may be initiated by any club member.

- Requests for amendment must be submitted in writing to the club officers
- The officers must have a majority vote of approval to move the amendment to a general membership vote.
- Officers will vote through a show of hands.

The proposed amendment must be presented to general membership at least one week before the vote.

Constitution may be amended by a majority vote of club membership present at the meeting.

- Voting will take place at a club meeting.
- Voting will be conducted by show of hands.

Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.

In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.

- Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
- Notification of these changes must be communicated at the next full organizational meeting.