

# CONSTITUTION

## ARTICLE I. NAME

The name of this organization shall be Graduate Research in Evolutionary Biology and Ecology at Iowa State University (GREBE).

## ARTICLE II. PURPOSE & GOALS

### *Section I*

The goal of this organization is to promote interaction and sharing of ideas among graduate students and faculty of the Ecology and Evolutionary Biology (EEB) Interdepartmental Graduate Program at Iowa State University. GREBE recognizes the diverse interests of those in EEB and works to provide an integrative atmosphere for students and faculty from the cooperating departments of Agronomy, Anthropology, Ecology Evolution & Organismal Biology (EEOB), Entomology, Mathematics, Natural Resource Ecology & Management (NREM), Plant Pathology, and Statistics.

### *Section II*

Graduate Research in Evolutionary Biology and Ecology (GREBE) abides by and supports established Iowa State University policies, State and Federal laws.

## ARTICLE III. MEMBERSHIP

Membership in GREBE shall be open to all registered graduate students at Iowa State University. Faculty, staff, and student partners may be associate members of the organization but may not participate in votes held by the organization or hold office. As a member, one is required to attend organizational meetings regularly, pay annual dues, and actively support organization projects and events.

## ARTICLE IV. OFFICERS

### *Election of Office*

Election of Executive Committee officers will require a majority of vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy. The elected student officers of GREBE must meet the following requirements:

a) Have a minimum cumulative grade point average (GPA) as stated below and meet the minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For graduate students, the minimum GPA is 3.00. In order for this provision to be met, at least four 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 (four or more credit hours, or less if 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 (b).

The organization's advisor will be selected by the Executive Committee. The approval of that advisor will require the unanimous vote of the Executive Committee. Nominations for the advisor can be solicited from the general membership of GREBE. The appointment of the advisor must be reviewed by the Executive Committee every two years.

#### *Term of Office*

The term of office for all Executive Committee positions will be one full year, beginning with the end of the spring semester and ending at the conclusion of the following spring semester (June 1<sup>st</sup> to May 31<sup>st</sup>). All officers shall comprise the Executive Committee of the organization.

The Executive Committee shall meet in addition to regular organizational meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

#### *Officer Duties*

##### 1) President

- a.** Presides over all meetings
- b.** Has all the duties and powers of a president; serves as the Chief Executive Officer of the association; identifies and reports on the goals of the of the association; and to carries out the wishes of the of the association, in so far as they are consistent with the Constitution and Bylaws of the association, and the laws and regulations of the state, the local government, and the University.
- c.** Ensures that the Association is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
- d.** Represents the association on campus
- e.** Maintains general communication with the association's Advisor (s)
- f.** Meets with the association Advisor (s) and treasurer as necessary

##### 2) Vice-President

- a.** Presides over meetings in the absence of the President.
- b.** Schedules meetings/events with appropriate University offices.
- c.** Coordinates organization promotion and publicity of events.
- d.** Generally assists the President.
- e.** Holds copies of the Constitution and Bylaws of the organization, and is familiar with the contents, bring copies of them to all meetings and is prepared to answer or secure answers for any question or interpretation of them.
- f.** Appoints and oversees all committee chairs, removing any who do not fulfill their responsibilities.
- g.** Safely keeps and transmits all organizational materials to his/her successor.

##### 3) Secretary

- a.** Maintains an accurate record of all organization meetings and post for members. These records should also be preserved and passed on to his/her successor.
- b.** Maintains membership directory.
- c.** Corresponds, when necessary, with University administration and other

recognized organizations.

**d.** Reports any unfinished business to the organization at each regular meeting.

4) Treasurer

**a.** Maintains accurate record of organization's transactions.

**b.** Collects dues, if required.

**c.** Assists in the development of the organization budget and presents it to the Executive Committee for approval.

**d.** Make a report, in writing, to the organization at each meeting of all receipts and expenditures.

**e.** Cosigns organization checks, along with Adviser.

**f.** Arranges fundraising opportunities for the organization.

**g.** Solicits additional funding, if needed, from the Student Government Association in conjunction with the President.

**h.** Performs all other functions necessary to ensure the financial well being of the organization.

**i.** Safely keeps and transmits all financial materials to his/her successor.

5) Adviser

**a.** Maintains communication and meets with officers(s) regularly.

**b.** Is aware of and approves financial expenditures.

**c.** Ensures the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

*Officer/Adviser Removal and Replacement*

**a.** Officers (including Advisors) may be removed from office by 1/2 vote of the other officers and 3/4 of the general membership if actions are deemed inappropriate by the membership.

**b.** The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance.

**c.** The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

**d.** If an officer or adviser is removed the replacement procedure is the same as the election procedure described in Article IV. It shall take place at the first meeting following the removal of the previous officer/adviser.

**ARTICLE V. FINANCES**

All monies belong 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.

The financial income of the organization shall be composed of membership dues, donations, and fundraising events. In the event the organization is dissolved, all remaining funds in the organizational account shall be given to the Ecology and Evolutionary Biology Graduate Program at Iowa State University. The organization may establish reasonable dues that must be paid by all members. Dues collected are to be used to plan and execute events for GREBE members. The amount of the dues will be determined at the beginning of the academic year by the Executive Committee and

presented to the general membership for a 3/4 vote. Dues are not to exceed \$20.00 per academic year. Dues must be paid by October 15. The treasurer shall maintain all financial records and shall countersign with the President for all organization transactions.

#### **ARTICLE VI: AMENDMENTS AND RATIFICATION**

This constitution may be amended and ratified at any time. Proposed amendments must be submitted, in writing, at a regular meeting of the organization. Members will be given one week to consider amendments. The proposed amendments will then be voted on during the next general meeting. In order to ratify the amendments at hand, a vote of 2/3 of the general membership is necessary. Ratified amendments to this Constitution must be submitted to the Student Activities Center within ten (10) days.