

Mariachi Los Amigos de ISU Constitution

Article I Name

The name of the organization shall be Mariachi Los Amigos de ISU at Iowa State University.

Article II Purpose

The purpose of Mariachi Los Amigos de ISU is to teach and spread the beauty of the Mariachi music and culture.

Article III Statement of Compliance

Mariachi Los Amigos de ISU abides by and supports established Iowa State Policies, State and Federal Laws and follows local ordinances and regulations. Mariachi Los Amigos de ISU agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

Article IV Non-Discrimination Statement

Iowa State University and Mariachi Los Amigos de ISU 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

The Mariachi Los Amigos de ISU is open to all registered students in good standing with Iowa State University. The membership for Mariachi Los Amigos de ISU is also open to friends, faculty, and staff of Iowa State University. Membership is voluntary and can be attained by attending meetings and/or paying dues if required. Members are expected to represent Mariachi Los Amigos de ISU in a positive manner throughout campus, as well as attend meetings and participate in club activities. In the event that a member behaves or acts inappropriately according to the Executive Committee and/or general membership, the organization shall dismiss the member by half the Executive Committee's vote as well as majority vote from general membership. Non-registered students, including the faculty adviser, may not vote.

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 Mariachi Los Amigos de ISU, [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).

Article VII Officers

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).

Officer Duties:

1. President
 - a. Preside over all meetings
 - b. Represent organization on campus
 - c. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
 - d. Maintain communication with organization adviser
2. Vice President
 - a. Preside over meetings in the absence of the President
 - b. Assist the President with duties
 - c. Oversee and assist other members of the organization
 - d. Oversee the Team Leaders and facilitate group practices
3. Secretary
 - a. Maintain an accurate record of all organization meetings and post for members
 - b. Maintain membership directory
 - c. Correspond when necessary with University administration and other recognized organizations

- d. Maintain an accurate record of all music sheets and distribute to groups
- 4. Treasurer
 - a. Maintain an accurate record of the organizations transactions
 - b. Collect dues if required
 - c. Develop organization budget and present to membership for a $\frac{3}{4}$ vote
 - d. Cosign organization checks along with the Adviser
 - e. Arrange fundraising opportunities for the organization
 - f. Solicits additional funding if needed from the Student Government Association in conjunction with the President
- 5. Public Relations
 - a. Organize collaborations with other groups
 - b. Schedule events/plan group activities
 - c. Inform group of other organization events
 - d. Promote the organization and help increase membership
- 6. Audio Technician
 - a. Maintain and/or rent sound equipment used by the organization
 - b. Communicate with the event coordinators to facilitate performances

All of the officer positions listed above are for a term of service of one academic semester with the exception of summer semesters. Elections will be held the 3rd week after the start of every semester or when a position becomes available. The method of election for officers will be by a secret ballot election held at the beginning of the meeting. Election of officers requires the majority of membership votes. If a candidate fails to receive a majority of the votes a runoff election will be held within the top two candidates that received the most votes. Re-election is possible. In the event that an officer position becomes available, the same method of officer election apply for replacement.

All officers comprise the Executive Committee, or Cabinet. The Executive Committee shall meet in addition to regular organization meetings.

Officers may be removed from office by half the vote of the other officers and majority vote of the general membership if actions are deemed inappropriate by the membership. 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. Special elections will be held after the removal of any officer, conducted similar to the regular elections.

Impeachment may occur if officer fails to comply with the duties stated above. Impeachment may also occur if officer fails to attend 2 meetings without any prior notification of absence. This is not intended to be a complete list of offenses.

Article VIII Adviser

Advisers are chosen and confirmed by the general membership. If more than one adviser is of interest to the group, the majority of a secret ballot vote will determine the adviser. Adviser appointment is to be conducted once per year.

Adviser Duties:

1. Maintain communication and meet with officer(s) regularly
2. Help with awareness and approval of financial expenditures

Adviser may be removed from office by half the vote of the other officers if actions are deemed inappropriate by the membership. The Adviser is permitted to speak before the Executive Committee 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. Special elections will be held after the removal of the Adviser, conducted similar to the regular elections.

Article IX Finances

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.

The organization may establish reasonable dues that must be paid by all members. The amount of dues will be determined at the beginning of each semester by the Executive Committee and presented to the general membership for a majority vote. Dues will be (a) \$8 / semester, \$15 / Year (b) Dues will not exceed \$10/semester, \$20/ year or (c) no dues will exist.

Article X

This constitution may be amended and ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, not counting abstainers. Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Members will be given one week to consider amendments. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of $\frac{2}{3}$ from the general membership is needed. Amended Constitution will be submitted within 10 days to Student Activities Center for approval.

This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the membership. Ratified constitutions must be submitted to the Student Activities Center within 10 days for final approval.