**Article I**

The name of this organization shall be The Tea Club at Iowa State University.

**Article II**

The goal of the organization is to offer students an opportunity to meet and socialize with new people that are brought together by the common interest of tea. We want to educate students about the history and health benefits while providing a safe and friendly environment in which students can broaden their networks.

**Article III**

The Tea Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Tea Club agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training (if required).

**Article IV**

“Iowa State University and The Tea Club 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**

Prerequisites to joining the tea club are as follow: Members shall be in good academic standing, and shall have paid dues by the second week of joining the club.

**Article VI**

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 The Tea Club, [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.

**Article VII**

Officers must be:

(a) 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 service for each officer will be a full school year with elections being held during the first club meeting of April. Officers will be chosen via anonymous vote with a ⅔ majority.

Officers may be impeached for various reasons including, but not limited to: improper use of club funds, general misconduct and misrepresentation of what The Tea Club stands for, as well as miscellaneous abuse of power. The offender will get a warning depending on the severity of the crime, and will not be present during the impeachment process, if that is deemed the appropriate course of action. If officers decide on impeachment there will be a conference held to determine the fate of the accused officer(s) at that time.

In the event that an officer is unable to complete his or her elected term, a meeting will be held in which a member will have the opportunity to volunteer to serve as successor, where members will then elect a candidate of their choice, should there be more than one member seeking the position.

President

Presidential duties shall include electing officers, striving to ensure that the club stays true to its mission statement, as well as striving to continually reach out to an increasing number of people. With the help of the other officers the president shall be in charge of facilitating club activities, and keeping members caught up with important information.

Treasurer

Duties of the treasurer will include assessing and managing the organization’s funds and collecting semester dues.

 Secretary

The secretary shall be in charge of taking notes during meetings, sending out emails and contacting important personnel if necessary.

**Article VIII**

The club adviser is to serve as a “bridge” between the student body and faculty at Iowa State University. By maintaining direct contact with officials of ISU departments, the adviser establishes club’s reach and access to resources.

In accordance to ISU Policy, the adviser is a faculty member of ISU and is in good standing with the institution. No further requirements are necessary.

In the event that an adviser is suspected of breaking policy, same procedures will be made in impeaching the individual as any other officer in the club.

Club officers will discuss and determine potential advisers and will seek them accordingly.

**Article IX**

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. All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

After attendance to two meetings, prospects will be seen as official members of the club, at that time they will be expected to hand in the semester’s dues - 10 dollars/semester. After their initial payment, dues will be collected at the beginning of every following semester. Funds will be used for club activities and purposes related to the club. Should the club be dissolved, funds will be generously donated to Iowa State University.

**Article X**

The constitution in its entirety is drafted and revised by officers of the club. In the event that constitutional amendments are revised, all officers and necessary parties will review and assess the practicality of the new amendment(s) and will implement them accordingly.