

CYCLONE CARNIVAL CONSTITUTION

ARTICLE I

Section A. Name

The name of this organization shall be Iowa State University's Cyclone Carnival, hereafter referred to as Cyclone Carnival.

Section B. Mission Statement

Cyclone Carnival is an event that will appeal to Iowa State students. Faculty and staff, Alumni, as well as the Ames community. We will provide opportunities to showcase Iowa State University and the surrounding community through various activities including food vendors, organizational showcases and sales, carnival rides and games, interactive novelties, family activities and much more!

Section C. Goals

1. Cyclone Carnival will provide opportunities to give back and collaborate with and Ames/Story County community.
2. Cyclone Carnival will provide opportunities for student organizations to showcase their involvement, fundraise, and collaborate with one another.
3. Cyclone Carnival will reward cyclones for their dedication to their Iowa State community.
4. Cyclone Carnival will establish overarching university wide traditions.
5. Cyclone Carnival will allow student to their diverse talents and handwork.

Section D. Compliance Statement

Cyclone Carnival abides by and supports established Iowa state University policies, State and Federal Laws and follows local ordinances and regulations. Cyclone Carnival agrees to annually complete President's Training, Treasurer's Training and Adviser Training.

Section E. Non-Discrimination Policy

Iowa State University and Cyclone Carnival do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, natural origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran

Section F. Jurisdiction

The selected members who comprise Cyclone Carnival by accordance of Article II & Article IV shall be subject to this constitution

ARTICLE II. COMMITTEE BOARD

Section A. Committee Board

i. Composition

The Carnival Committee shall consist of the following board members:

- Chair
 - A. Lead the committee to generate ideas and take correct action to execute
 - B. Serve as the main point of contact for all internal affairs
 - C. Serve on the leadership team to determine key decisions for the event
 - D. Ensure all committee members abide and demonstrate actions within university standards
 - E. Work with university service providers to ensure event success
 - F. Serve as a secondary PCard holder
- Treasurer
 - A. Serve as the PCard holder and purchaser of products
 - B. Reconcile transactions in a timely manner
 - C. Create a working budget to be used for the concurrent year as well as a resource for future years
 - D. Create funding applications to gain proper resources
 - E. Work with organizations on implementing a process for on-site sales
 - F. Help advisors and chair with other tasks as needed
 - G. Help oversee event volunteers the day of
- Student Organization Recruitment
 - A. Reach out to clubs and organizations about participating in many facets
 - B. Implement a registration process for interest and participation
 - C. Serve as the main point of contact with questions and concerns regarding student organizations
 - D. Communicate relative event information to participants
 - E. Keep an organized spreadsheet of participation information
- Marketing
 - A. Maintain social media outlets and post accurate information for recruitment and events
 - B. Create a marketing plan for internal documentation to be used as a schedule
 - C. Schedule and reserve specific times and locations for the committee to engage in face-to face and guerilla marketing on campus
 - D. Work with Memorial Union Graphics to create event materials
 - E. Maintain the Global Reach Cyclone Carnival website with accurate information and registration documents
- Logistics/Operations
 - A. Work with service providers to ensure all areas of event needs are covered
 - B. Order operational resources (tents, port-a-potties, trash cans, etc.)
 - C. Ensure the logistics needs for vendors and orgs are met within reason
 - D. Work with leadership in contacting vendors and creating contracts
 - E. Help oversee event volunteers day of
- Food Vendors
 - A. Contact food vendors to participate at event
 - B. Work with Risk Management on ensuring correct paperwork has been received
 - C. Ensure that needs of vendors are met
- Family Activities
 - A. Research activities that are family friendly to draw ISU Alumni and their families
 - B. Create budget/excel document of pricing for various activities

- C. Present ideas to the committee and work with leadership to pursue options
- D. Coordinate relevant event information with vendors
- Novelties
 - A. Research products and companies to contract for event
 - B. Work with leadership in contacting and booking vendors
 - C. Coordinate relevant event information with vendors

ii. Selection Process

Selection of the Committee Board members is at the discretion of the Chair and Adviser(s). This process should be done no later than 5 months prior to the event.

Applications shall only be accepted and reviewed by those who meet the qualifications outlined in Article II Section B.

iii. Term Length

The Committee Board shall serve from the fall through spring semester until the all transition information and documents are collected to give to the next committee.

Section B. Eligibility

To be eligible to obtain a Committee Board position one must:

- a. Have a minimum grade point average as stated below and meet that minimum GPA in the semester immediately prior to the appointment, the semester of appointment and semesters during the term of office. For undergraduate students, the minimum cumulative GPA is 2.00. In order for this provision to be met, at least six (half-time credits) must have been taken for the semester under consideration. For graduate students, the minimum cumulative GPA is 3.0.
- b. 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 or fall semesters) during the term or 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.
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)
- d. Be a registered student at Iowa State University.

Section C. Removal

i. Removal

Any committee member shall be deemed removable at the discretion of the Chair and Adviser(s) if the committee member is not performing their duties. In the event, they feel this is necessary they will first meet with said member as well as an adviser(s). All three parties will then have a discussion to decide the next best action in that specific case.

ii. Replacement of Directors

Should any member be removed the replacement of that member shall be deemed necessary by the Chair and Adviser(s). The process for replacement shall be determined by the Chair and Adviser(s).

ARTICLE III. ADVISER(S)

Section A. Qualifications and Duties

The Adviser(s) shall be the Director of the Student Activities and/or their designee. The Adviser(s) may designate student peer-advisors for the organization. The Adviser(s) shall serve as the Ex-Officio members of the Committee Board and shall provide support and guidance as needed.

ARTICLE IV. MEMBERSHIP

Section A. Membership

The membership of this organization will consist of event day volunteers and helpers. Those who want to participate will be required to fill out Risk Management waivers for Cyclone Carnival before participation is allowed.

ARTICLE V. FINANCES

All monies belonging to Cyclone Carnival shall be deposited and disbursed through an account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must be authorized 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.

Section B. Dues

Should dues be deemed necessary for Cyclone Carnival it shall be a 2/3 majority vote of the entire Committee Board. These dues shall not exceed \$25.00.

ARTICLE VI. AMENDING THE CONSTITUTION

The Constitution shall be revised as needed by the Cyclone Carnival Committee Board upon agreement by a two-thirds affirmative vote to change the document. This constitution takes effect upon the ratification of it by a majority vote of members present and voting.