

TOWN & GOWN CONSTITUTION

ARTICLE I.

Section A. Name

The name of this body shall be Iowa State University's Town & Gown, hereafter referred to as Town & Gown.

Section B. Mission Statement

Town & Gown exists to provide opportunities to showcase Iowa State students, organizations and community.

Section C. Goals

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

Section D. Compliance Statement

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

Section E. Non-Discrimination Policy

Iowa State University and Town & Gown 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

Section F. Jurisdiction

The selected members who comprise Town & Gown by accordance of Article II & IV shall be subject to this Constitution.

ARTICLE II. EXECUTIVE BOARD

Section A. General Co-Directors

i. Selection:

The selection for General Co-Directors shall be done by the previous Co-Directors and the Adviser(s) no later than Town & Gown.

Applications shall first be made available to the previous Executive Board and Committee members and then the general student body.

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

ii. Description: The General Co-Directors Shall

- A. Be the official spokespeople and representatives for Town & Gown.
- B. Be responsible for carrying out the duties of Town & Gown.
- C. Be the chairs of all Town & Gown meetings and shall vote in the event of a tie.
- D. Take part in the selection of the Executive Board, committee members and the next General Co-Directors.
- E. These Directors will be responsible for all Risk Management related duties.
- F. Complete President's Training.

iii. Term Length

The General Co-Directors shall serve from the spring semester until the incoming General Co-Directors are chosen and transitioned following the conclusion of the Town & Gown event.

Section B. Executive Directors

i. Composition:

The Executive Board shall consist of the following members (other Executive positions may be added at the discretion of the General Co-Directors):

- Business Manager shall:
 - A. Be considered the official Treasurer for Town & Gown.
 - B. Be responsible for all sponsorships whether local, or corporate.
 - C. Complete Treasurer's Training.
 - D. Be responsible for all applications for grants.
 - E. Manage all budgets and finances for Town & Gown.
- Recruitment Directors shall:
 - A. Be responsible for the Cyclone Showcase event including recruiting Student Orgs and Colleges participation.

- B. Determine necessity and take part in the selection process of a possible committee.
- Community Service Directors shall:
 - A. Spearhead all community service initiatives and projects.
 - B. Chair their committee and determine the further members it will require.
 - C. Take part in the selection process of their committee.
- Scholarship Directors shall:
 - A. Create and distribute scholarship applications to current High School Students or current Iowa State Students.
 - B. Review applications and determine award winners and the amount of said scholarship.
 - C. Host and plan an awards banquet and ceremony where the recipients will receive their scholarship.
 - D. Determine necessity and take part in the selection process of a possible committee.
- Entertainment Directors shall:
 - A. Select and schedule both national entertainment artists and student entertainers for Town & Gown.
 - B. Take part in the selection process of their committee.
- Public Relations Directors shall:
 - A. Run all social media accounts.
 - B. Be the director of all print and online advertising.
 - C. Publicize all events and participating groups.
- Logistics Director shall:
 - A. Prepare all venues and locations for events with all equipment necessary.
 - B. Assist with the execution of Town & Gown activities.

ii. Selection Process:

Selection of the Executive Directors is at the discretion of the General Co-Directors and Adviser(s). This process shall be done no later than 7 months prior to the event. Applications shall only be accepted and reviewed by those who meet the qualifications outlined in Article II Section C.

iii. Term Length:

The Executive Board shall serve from the spring semester until the incoming Executive Board members are chosen and transitioned following the conclusion of the Town & Gown.

Section C. Eligibility

To be eligible to obtain a Director 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 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 (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.
- 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 D. Removal

i. Removal:

Any executive director shall be deemed removable at the discretion of the General Co-Directors and adviser(s) if the director 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. 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 General Co-Directors and Adviser(s). The process for replacement shall be determined by the aforementioned officers.

ARTICLE III. ADVISER(S)

Section A. Qualifications and Duties

The Adviser(s) shall be the Director of Student Activities and/or their designee. The Adviser(s) shall serve as Ex-Officio members of the Executive Board and shall provide support and guidance as needed.

ARTICLE IV. COMMITTEES

Section A. Committees

- Recruitment Committee shall:
 - A. Recruit students, student organizations, faculty and staff, and the community to participate and be involved in Town & Gown.
- Community Service Committee shall:
 - A. Assist to plan and provide community service projects for the students participating in Town & Gown.
- Entertainment Committee shall:
 - A. Assist Entertainment Directors in determining performances by artists and students throughout Town & Gown.
- Public Relations Committee shall:
 - A. Promote and advertise all aspects of Town & Gown to acquire involvement from students.
- Logistics Committee shall:
 - A. Assist in preparation for all venues and Town & Gown execution through set-up and management.

Section B. Selection and Eligibility

i. Selection:

Selection of the Committee Members shall be at the discretion of the Committee Director, General Co-Directors and Adviser(s). This process shall be done no later than 6 months prior to the event.

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

ii. To be eligible to obtain a committee 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 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 (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.

- 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 D. Removal of Committee Members

i. Removal:

Any member shall be deemed removable at the discretion of the General Co-Directors and Adviser(s) in the event 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. All three parties will then have a discussion to decide the next best action in that specific case.

ii. Replacement of Officers:

Should any member be removed the replacement of that member shall be deemed necessary by the Director of their previous committee and the General Co-Directors. The process for replacement shall be determined by the aforementioned officers.

ARTICLE V. FINANCES

All monies belonging to Town & Gown shall be deposited and disbursed through an 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 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Section B. Dues

Should dues be deemed a necessity for Town & Gown it shall be decided by a $\frac{2}{3}$ majority vote of the Executive Board. These dues shall not exceed \$25.00.

ARTICLE VI. AMENDING THE CONSTITUTION

The Constitution shall be revised as needed by Town & Gown Executive 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.