

## **[Article I] Name**

The name of this organization shall be The Graphic Design Social Club (GClub) at Iowa State University.

## **[Article II] Purpose**

The Graphic Design Social Club exists to bring the department of Graphic Design together. We aim to create and maintain a community where information, skills, and talent flow freely between individuals: upperclassmen and lowerclassmen, students and faculty.

We aim to advocate for a dedicated 24/7 workspace for Graphic Design students at Iowa State University.

We organize events that enable students of Graphic Design to work together, as well as events that improve their professional acumen. This includes organizing group work sessions, critique nights, and online forums.

## **[Article III] Statement of Compliance**

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

## **[Article IV] Non-Discrimination Statement**

Iowa State University and The Graphic Design Social 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] Membership**

The Graphic Design Social Club exists to further the cause of Graphic Design, but its membership is open to all registered students in good standing at Iowa State University. Members are expected to attend meetings and actively support organization projects, however, there is not a required amount of participation to remain an active member.

## **[Article VI] Risk Management**

The President of the Graphic Design Social Club shall be this organization's risk management officer.

Risk Management includes:

- Helping minimize potential risks for club activities.

- Recommending risk management policies or procedures to the Graphic Design Social Club.

- Submitting documentation to ISU's Risk Management Office.

- Ensuring that Iowa State University policies are followed at all of the organization's events.

- Ensuring that proper waivers and background checks are on file with Risk Management for events (if applicable).

# [Article VII] Officers

## Election to Office

Election of officers will require a 2/3 majority hand vote from the general membership in attendance.

If a candidate fails to receive a majority of votes, a run off election will be held with the top two candidates (determined by votes).

Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.

Officer positions are limited to Iowa State University students in the Graphic Design Program at Iowa State University.

## Officer Election Dates

Officers will be elected before the duration of the spring semester in April.

An officer will maintain an appointment term from May to May.

Should the student group fail to elect officers during a May to May appointment window, at the discretion of the remaining members of the Executive Committee and the Advisor, a new President may be appointed to initiate a new election process. **This appointment should take place as quickly as possible.**

Advisor is appointed by the consensus of the Executive Committee of The Graphic Design Social Club. He or she is kept for the duration of his/her tenure at Iowa State University or until resignation. In the case of a resignation, the Executive Committee will choose an alternative as quickly as possible.

## Term of Office Statement

The term of office will be one full year (May to May). Re-election is allowed. Officer positions are to be filled prior to graduation of the previous year.

All officers shall comprise the Executive Committee of the organization.

The Executive Committee shall appoint such committees that are needed to carry out organization goals.

The officers of this organization must meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semesters during the term of office. For undergraduate 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.
2. 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.

3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) and (2).

## Officer Duties

### President

1. Preside over all meetings
2. Represent organization on campus
3. Formulate a strategy statement for their term of office
4. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
5. Maintain communication with organization advisor
6. Must not be a participant in the Rome Program that semester

### Vice-president

1. Preside over meetings in the absence of the President
2. Coordinate organization promotion and publicity of events
3. Must be a second or third year in the graphic design program
4. Must not be a participant in the Rome Program that semester
5. A co-vice president will be elected if vice president is participating in the Rome Program the following year

### Secretary

1. Maintain an accurate record of all organization meetings and post for members
2. Maintain membership directory
3. Correspond when necessary with University administration and other recognized organizations

### Treasurer

1. Maintain accurate record of organization transactions
2. Develop organization budget and present to Executive Committee
3. Cosign organization checks along with the Advisor
4. Arrange fundraising opportunities for the organization
5. Solicits additional funding if needed from the Student Government Adviser
6. Maintain communication and meet with officers regularly
7. Awareness and approval of financial expenditures
8. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
9. Upon request of the President, Treasurer must produce a financial report, as specified by the President, in no more than one week.

### Advisor

1. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
2. Maintain communication with organization president
3. Cosign organization checks along with treasurer

## Officer/Advisor Removal & Impeachment

Impeachment proceedings may be initiated for failure to live up to responsibilities specified by this constitution.

The impeachment process can be initiated by any member of the Executive Committee. The concerned party approaches the President or the Advisor if the proceedings are against the President, to explain their case. At the next meeting of the Executive Committee, The President, or the Advisor, must present the case of the concerned party.

The proceedings will be initiated if a simple majority is reached by the Executive Committee.

If the Executive Committee votes to proceed, an official hearing will be scheduled at least one week, but no more than two weeks in the future. It is the responsibility of the President, or the Vice President if the President is subject to the proceedings, to ensure that the hearing is well communicated to the general membership.

Officers subject to impeachment hearings are not allowed to be present at the hearing except to make a brief statement which shall not exceed five minutes.

The officer in question shall be removed from their office if the Executive Committee reaches a 2/3 majority, and if all those of the general membership present reach a 3/4 majority.

## Officer/Advisor Replacement

In the event of a successful impeachment & removal of an officer the President may, at their discretion, appoint a replacement officer or hold an election.

## [Article VIII] Fiscal

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 24 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

Finances are to only be used for expenditures pertaining to the group. Added expense may be required from individuals participating in events.

If the organization is to dissolve, members of Executive Committee must vote on proper disbursement of funding.

The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

No dues are required or collected in The Graphic Design Social Club.

## **[Article IX] Amendments & Ratifications**

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with simple majority of the membership in attendance, not counting abstainers.

Members will be given one week to consider amendments prior to any vote. The amended constitution will be submitted within ten (10) days to Student Activities Center for approval. Ratified constitutions must be submitted to the Student Activities Center within ten (10) days for final approval.