

Article I Name:

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

Article II Purpose:

This organization aims to promote creativity and socializing here at Iowa State University.

Article III Statement of Compliance:

DIY Craft Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. DIY Craft Club agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

Article IV Non-Discrimination Statement:

Iowa State University and DIY Craft 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:

Membership in the DIY Craft Club shall be open to all registered students in good standing at Iowa State University.

Article VI Risk Management:

The risk management officer of the DIY Craft Club is Abby Oxley. 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 DIY Craft 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 organizations events and

[e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Article VII Officers:

- Officer Duties and Term of Service

President: The duties of the president include conducting weekly meetings, run the events, oversee the officers to help them and make sure they are performing their duties, and keeping track of member attendance.

Treasurer: The duties of the treasurer include working with the supply chairs to purchase supplies for the events, manage the money acquired from members, and make budgets for the events.

Advisor: The duties of the advisor is to oversee group activities and events, provide mentoring, direction, and support, communicate Iowa State policies and procedures, and assist in the planning and evaluation of events.

Vice President: The duty of the Vice President is to assist the President with any concern regarding the DIY Craft Club and risk management.

Craft Chair: The duty of the craft chair is to find ideas of crafts to make at events, to present their ideas at meetings, and to inform members of how to make the crafts at events. The term of the craft chair is one academic year.

Supply Chairs: The duty of supply chair is to gather supplies for events, to set up/clean up events, and to assist members during events. The term of the supply chair is one academic year.

Secretary- The duty of the secretary is to take notes at meetings, send the notes to the members of DIY Craft Club, and assist members during events. The term of the secretary is one academic year.

Social Chair- The duty of the social chair will be to manage and post on the DIY Craft Club social media pages.

- Method of Election of Officers

Officers will be elected by a majority hand vote.

- Date for Election of Officers

The election for officers of DIY Craft Club will be the last meeting before the last event in second semester.

- Impeachment/Removal of Officers

Impeachment proceedings would begin with the issue being brought up at a council meeting. The issue would then be discussed by the council. A final vote will take place with the person being impeached allowed to speak before the vote, but will not be allowed to be present during the vote. The vote must be 2/3 majority by secret ballot. Examples of offences that would result in impeachment include: mistreatment of another member or repeated failure to fulfill their stated duty.

- Replacement of Officers

In the event of an impeachment, a new officer would be appointed using regular election

- Minimum Cumulative GPA for 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 of office.
- (b) Have a minimum grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election,

the semester of election and semesters during 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 office should the student fail to maintain the requirements as prescribed in (a) and (b).

Article VIII Advisor:

- **Advisor Duties:** Duties of the advisor include overseeing events, to provide mentoring, direction, and support, communicate Iowa State policies and procedures, and to assist in the planning and evaluation of events.
- **Method of Election/Selection of Advisor:** An advisor will be selected by an officer and the cabinet will vote for or against them. The vote will be a majority hand vote.
- **Advisor Term of Service:** The term of service of the advisor is one academic year.
- **Replacement of Advisor:** An advisor will be replaced if the current one is absent in performing their duties.

Article IX Finances:

- All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.
- **Description of dues**
Dues will not exceed \$40.00 a semester.

Article X

Amendments and Ratification: Constitutional amendments are made by taking into consideration the needs of the club and how to keep it controlled so it is in good standings with Iowa State University. This constitution will be adopted by a majority vote by the members of the club. Any future amendments can be adopted by a majority hand vote of the officers. If this constitution shall be amended following the cubs recognition, there should be a prompt submission of an updated constitution and bylaws to the Students Activities Center.