**Constitution**

**Article I Name:**

The name of this organization shall be, A Novel Idea at Iowa State University.

**Article II Purpose:**

The purpose of this organization is to bring together individuals who share an interest in reading. The goals of this organization are to introduce a wide variety of books to those a part of the organization and to discuss and analyze different books.

**Article III Statement of Compliance:**

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

**Article IV Non-Discrimination Statement:**

“Iowa State University and A Novel Idea 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 shall be open to all registered students at Iowa State University that are in good academic standing.

**Article VI: Risk Management:**

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 A Novel Idea, [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 (if applicable)

**Article VII Officers:**

* Officer Duties and Term of Service— This organization will include a president, treasurer, secretary and an adviser.

The president will be in charge of planning and running each meeting. The president is in charge of getting the correct amount of books that are needed for the members as well. The presidents’ service will begin at the start of the academic year in August and will continue until the following academic year when another election will take place. He or she will be required to attend all meetings unless there is an emergency that prevents them from being able to attend. He or she will evaluate the progress of the organization and discuss feedback with the adviser when needed. If a club budget is needed, he or she will discuss the budget with the treasurer that will be used for the duration of the club. The president is in charge of risk management responsibilities and will contact the members’ emergency contact if an emergent occurs. Lastly, the president will provide an inviting environment for all members and will be responsible for making sure all officers are performing their duties successfully.

The treasurer of this organization will be responsible for the finances if there are any. He or she will keep record of the organizations money and will discuss a budget with the president if it is needed.

The secretary will be responsible for sending out emails to all members about meeting times and locations. He or she will also be responsible for sending an email out after each meeting to all members about what we discussed and what book is being read for the current month.

* Method of election of officers—The election of officers will be a majority vote. Those who are interested in running for election will be required to explain why they should be elected for that position. Once all of those who are running for officer positions explain their reasoning’s, a majority vote will be taken for each positon. Those who receive the most votes, will be elected into office.
* Date(s) for election of officers—Election dates will be held the first meeting of the academic year.
* Impeachment/Removal of officers— In an extreme case if any officer is abusing their power or not completing their required duties, a majority vote will be held. The individual will be allowed to speak to explain why he or she should not be impeached. However, they are not allowed to be present during the voting process.
* Replacement of officers— In the case that a vacancy occurs, regular election procedures will be used. If there is no one willing to fill the vacancy, a replacement will be appointed temporarily until a permanent replacement has been elected.
* 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 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)."

**Article VIII Adviser:**

* Adviser Duties— The adviser is responsible for ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center. He or she will also discuss feedback with the president and indicate any changes they think should be made.
* Method of election/selection of adviser(s)— The adviser of the organization will be chosen by the president of the organization.
* Adviser(s) Term of Service—The adviser will be serving at his or her leisure. He or she is not required to attend meetings if they chose not to. However, the adviser needs to be able to communicate via email if questions arise and his or her opinion is needed.
* Impeachment/Removal of Advisers— In an extreme case if any advisor needs to be impeached/removed a majority vote will be held. Examples of an extreme case would be, the adviser does complete their duties, or if they are no longer able to continue as adviser. The adviser will be allowed to speak to explain why he or she should not be impeached/removed. They are not allowed to be present during the vote**.**
* Replacement of Advisers— If a vacancy occurs, suggestions for a new adviser will be taken from members and officers of the organization. The regular election procedures will be used so the president will make the final decision on the replacement adviser.

**Article IX Finances:**

Provide a general statement about the manner in which the finances of the organization should be handled, including what should happen to the organization's funds if the organization is dissolved. Detailed financial procedures including the amount and collection procedures for dues, if any, should also be outlined here if not already appearing in the bylaws.

NOTE: All recognized student organizations at Iowa State University must include the following statement (or its equivalent) in their constitution:

* "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 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment."
* Description of dues—There will be a charge of $10 a semester for membership dues for the organization A Novel Idea.

**Article X:**

On the second meeting all members and officers will vote on the constitution. A majority vote of all members and officers is needed for any changes to be made to the existing constitution.

Future amendments will be made by the constitution but will need to have a majority vote by all members in order to be passed. The constitution will be updated every three years if needed.

An updated constitution and bylaws needs to be submitted within ten days to the Student Activities center should the document be amended following recognition.