**Article 1 Name:**

AFA (Alzheimer’s Foundation of America) On Campus Chapter at Iowa State University.

**Article II Purpose:**

We are affiliated with the National Alzheimer’s Foundation of America with a common goal to end Alzheimer’s. 5.3 million people are living with Alzheimer’s currently and our mission is to bring awareness to this horrible disease. Our organization will plan fundraising events throughout campus to help aid the Alzheimer’s Association to increased research. We will also spread information about what exactly is Alzheimer’s to increase student awareness and empathy. Our organization will serve as a support system and offer resources for those who are effected by Alzheimer’s in any way. Together, we will spread hope that there can be a world without Alzheimer’s.

**Article III Statement of Compliance:**

AFA On Campus Chapter abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. AFA On Campus Chapter agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training.

**Article IV Non-Discrimination Statement:**

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

**Article V Membership:**

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

The President of AFA On Campus Chapter shall also have the role as risk management officer. The duties as risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to AFA On Campus Chapter, [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 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 AFA On Campus Chapter, 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 the Risk Management for events.

**Article VII Officers:**

Officer Duties and Terms of Service:

President: The President of AFA On Campus Chapter will be in charge of running meetings, meeting with the other executive officers outside regular meetings at least once a month, and have communication with the National Alzheimer’s Association and the Student Organizations at Iowa State. The President must be a leader consistent with the goals of the organization. The President is responsible for Risk Management. The President will also carry out fundraising events and awareness events as well as take ideas from the other AFA On Campus Chapter members. Their term will be one calendar year.

Vice President: The Vice President will take over meetings any time the President is unable to do so. The VP will be in charge of managing logistics for any event put on by AFA On Campus Chapter. They will assist the President is fundraising and awareness events as well as have frequent communication with the National AFA. The VP will offer its advice and help to the President in any way appropriate. Their term will be one calendar year.

Secretary: The Secretary of AFA On Campus Chapter will be responsible for taking descriptive notes during each meeting and sharing the notes with the other members electronically. They will be in charge of any club announcements and relaying important information to other club members. Their term will be one calendar year.

Treasurer: The Treasurer will be responsible for managing the organization’s funds given by Iowa State Student Organizations. They will also be in charge of handling the money raised during fundraisers and seeing that the money is sent and received by the National AFA in a timely manner. Their term will be one calendar year.

Vice President of Programming: This officer will be in charge of events put on by Iowa State for AFA On Campus Chapter. For example, they will plan logistics of any events, contact possible guest speakers, and be in communication with the National AFA. As VP or Programming, they will ensure events are safe and run smoothly. Their term will be one calendar year.

Media Relations Director: The Media Relations Director will share the AFA On Campus Chapter mission with the campus through social media. They will be in charge of the media relations subcommittee of the organization and find new ways to spread the news about what AFA On Campus Chapter is doing. They will monitor an AFA On Campus Chapter twitter and Instagram and any other form of social media necessary. Their term will be one calendar year.

Method of election and dates of election: The election of officers will take place through a secret ballot after open nominations. The nominees must have been in the organization for a minimum of one semester and have provided a brief statement on why they want to obtain the officer position before elections. Elections will take place during the final meeting of the spring semester and will be followed up by a brief meeting with the current officer in the position they are replacing.

Impeachment Process: Any time there is a situation deeming an officer should be impeached, any member of the organization may begin the process. After declaring reasoning for the impeachment, the officer may speak on their behalf before final voting. All members will vote with a secret ballot while the officer is not present and the majority wins. Reasons for impeachment include, but are not limited to, inappropriate use of funds, any illegal actions inhibiting the goal of the organization, and missing more than 25% of meetings/events without an acceptable excuse.

Replacement Procedure: Whenever there is an officer unable to fulfill their duty for a semester for any reason, a replacement will be appointed. The replacement will be decided and voted on by the executive officers and be effective immediately.

The officers of this organization must meet the following requirements:

1. 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 semester) 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 Registrations Requirement) during their term of office.
2. 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.
3. 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—Adviser will comply with the National AFA standards. The adviser will meet with the executive officers at minimum of once a month. The adviser will serve as a role model, a support system, and a helpful resource when planning events. The adviser will attend at least one meeting throughout each semester. The adviser can offer their input and any advice as often as they would like.

Method of election/selection of adviser(s)—Adviser will be asked to return each year if they would like to stay involved. If another adviser must be elected, the executive office will elect a new adviser before general meetings take place.

 Adviser(s) Term of Service—The adviser will continue to serve while they are at Iowa State University unless they are unable to.

Impeachment/Removal of Advisers—If someone feels the adviser should be impeached, the members of the club will vote and a 2/3 majority will win. The adviser is allowed to be present and speak, but shall not be present during the voting. Grounds for impeachment include, but are not limited to, improper use of funds or lack of support for club officers/members.

Replacement of Advisers—If an adviser is to be replaced, the executive office should elect a new adviser within one month. The adviser must be a member of the Iowa State community and share the goals and visions of the AFA On Campus Chapter organization.

**Article IX Finance:**

Dues will not be collected. AFA On Campus Chapter will receive funding through Iowa State University Student Organizations. If the club is dissolved, all remaining funds shall be donated to the National AFA. The treasurer will be responsible for handling funds raised and keeping the club on budget.

"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."

**Article X:**

Executive members are allowed to add amendments at any time and the proposed amendments must be approved by a majority vote of the entire club at a general meeting. This constitution will be adopted and can be changed at any appropriate time. In order for an amendment to be changed or deleted, the entire club must vote. It is the President’s duty to share the previous amendment and the reasoning for changing it before the vote takes place. During the first semester of each year, the constitution must be voted on and approved by the general membership of the organization. Prompt submission of an updated constitution and bylaws to the Student Activities Center should the document be amended following recognition. Amended or ratified constitution should be submitted within 10 days to Student Activities Center for approval.