***Article I Name***

The name of this organization shall be the ISU Bridge Club.

# Article II Purpose

The purpose of the ISU Bridge Club (referred to from here on as ISUBC) is to welcome any and all students interested in the game of Contract Bridge, helping them learn the game as well as competing in American Contract Bridge League competitions.

# Article III Statement of Compliance

“ISU Bridge Club” abides by and supports established Iowa State University policies, and State and Federal Laws and follows local ordinances and regulations. ISU Bridge 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 ISU Bridge 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 shall be open to all registered Iowa State students, faculty and staff, and the Ames community. As a member, one is required to attend organization meetings regularly and actively support organization projects.

# 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 ISU Bridge 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 proper waivers and background checks are on file with Risk Management for events (if applicable).

# Article VII Officers

ELECTION OF OFFICERS

Election of officers will require approval from the general membership. Members interested in becoming an officer must meet the following academic requirement:

1. **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 students, the minimum GPA is 2.50. 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 (a) and (b).**

Members interested in becoming an officer can announce their candidacy or nominated by the general members. All officers are elected by 2/3rd hand vote of the general membership for actions deemed appropriate by the membership. Elections take place at the end of the fall and spring semester.

TERM OF OFFICER

The term of office will be one full semester, officers may stand for re-election. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet prior to regular organization meetings. The Executive Committee shall appoint such committees as needed to carry out organization goals.

OFFICER DUTIES

1. President
   * Preside over all meetings
   * Represent the organization on campus
   * Ensure that the organization is operating in conformity with the standards set forth by

Iowa State University and the Student Activities Center

* + Maintain communication with the organization adviser

1. Vice-president
   * Preside over meetings in the absence of the President
   * Schedule meetings/events with appropriate University offices
   * Coordinate organization promotion and publicity of events
2. Secretary
   * Maintain an accurate record of all organization meetings and post for members
   * Maintain membership directory
   * Correspond when necessary with University administration and other recognized organizations
3. Treasurer
   * Maintain accurate records of organization transactions
   * Collect dues if required
   * Develop the organization budget and present it to membership for ¾ vote
   * Cosign organization checks along with the Adviser
   * Arrange fundraising opportunities for the organization
   * Solicit additional funding if needed from the Student Government
   * Association in conjunction with the President

REPLACEMENT OF OFFICERS

If an officer is removed the replacement procedure is the same as the election procedure described in the section of ELECTION OF OFFICERS. It shall take place at the first meeting following the removal of the previous officer.

IMPEACHMENT/REMOVAL OF OFFICERS

Officers may be removed from office by ½ votes of the other officers and ¾ of the general membership for actions deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. Offenses to warrant an impeachment include, but are not limited to: embezzlement of club funds, having more than two (2) unexcused absences from mandatory clubs meetings, not following the guidelines set forth by the club’s constitution, etc.

# Article VIII Advisor

ADVISOR DUTIES

* + Maintain communication and meet with officer(s) regularly
  + Be aware of and approve financial expenditures
  + Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activity Center

METHOD OF ELECTION/SELECTION OF ADVISOR(S)

The adviser will be selected by the officers and then voted on by the general membership. A majority vote is needed for an adviser to be selected.

ADVISOR(S) TERM OF SERVICE

The term of the adviser will be one full year (from August to August).

IMPEACHMENT/REMOVAL OF ADVISORS

The impeachment/removal process of advisors is the same as regular officers listed in IMPEACHMENT/REMOVAL OF OFFICERS, but with minor changes. Instead of a ½ vote of officers and ¾ vote of the general membership, the process involves having at least a ¾ vote of officers and ¾ vote of the general membership.

REPLACEMENT OF ADVISERS

If an advisor is removed the replacement procedure is the same as the election procedure described in the section of MEDTHOD OF ELECTION/SELECTION OF ADVISOR(S). It shall take place at the first meeting following the removal of the previous advisor.

# Article IX Finances

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 Adviser to this organization must approve and sign each expenditure before payment. Dues can be collected if required. However, all dues collected by the organization shall not exceed $150.00.

# Article X Amendments & Ratification

AMENDIMENTS

Amendments to this constitution must be submitted in writing at a regular meeting of the organization.

Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary. **The amended constitution will be submitted within 10 days to the Student Activities Center for approval.**

RATIFICATION

This constitution shall become effective upon approval by a ¾ vote of the membership. **Ratified constitutions must be submitted to the Student Activities Center within 10 days for final approval.**