Constitution of the Taxidermy, Articulation, and Preservation Society

Article I Name:

The name of this organization shall be “The Taxidermy, Articulation, and Preservation Society.”

Article II Purpose:

The purpose of The Taxidermy, Articulation, and Preservation Society is to provide and education and practice in the art of taxidermy, articulation, preservation, and other related fields.

Section 1. **Education**

The Taxidermy, Articulation, and Preservation Society will provide education on the process of applying for taxidermy licensure, and will work with Iowa State University, zoos, and others who are able to provide legal specimens to the club. The Taxidermy, Articulation, and Preservation Society will teach members how to apply the curatorial sciences. We will also consult with taxidermists and invite them to speak with our club. We will educate students in manners of preservation of other natural resources, such as flowers or insects.

Section 2. **Practice**

The Taxidermy, Articulation, and Preservation Society will taxidermy and and prepare carcasses that are brought to us with the goal of creating well done examples, and will mascerate, articulate, diaphonize, and/or preserve specimens that will not be used for taxidermy. The Taxidermy, Articulation, and Preservation Society will allow students to preserve flowers, insects, and other natural items in a suitable manner. We will be able to provide Iowa State University with teaching specimens as well as restore aging University collections. The Taxidermy, Articulation, and Preservation Society will provide laboratory space for students to complete club or personal projects.

**Article III Statement of Compliance:**

The Taxidermy and Articulation Society abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Taxidermy, Articulation, and Preservation Society agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training (if required).

 **Article V Membership:**

Section 1. **Membership Qualifications**

Membership shall be open to all registered students in good standing with Iowa State University. Members must be full- or half-time students of the university. Members may be undergraduate or graduate students and faculty of the university. Members must be 18 years of age or older.

Section 2. **Non-Discrimination Statement**

Iowa State University and The Taxidermy, Articulation, and Preservation Society 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.

Section 3. **Admission**

To be admitted into The Taxidermy, Articulation, and Preservation Society, prospective members must

1. Meet the Membership Qualifications *(Article V, Section 1)*
2. Attend at least one Society meeting
3. Pay membership dues *(Article VIII, Section 1)*

Section 4. **Member Requirements**

 To maintain membership status, members must

1. Pay membership dues. *(Article VIII, Section 1)*
2. Maintain Membership Qualifications. *(Article V, Section 1)*
3. Attend at least one Society meeting per semester
4. Abide by The Taxidermy, Articulation, and Preservation Society Constitution.
5. Follow proper parliamentary procedure during every meeting

 Section 5. **Rights of Membership**

Every dues paying member has the right to

1. Vote on decisions made within the organization
2. Voice his or her opinion during any meeting, in accordance with parliamentary procedure *(See Robert’s Rules of Order)*
3. Use any facilities or supplies that the organization has acquired

Section 6. **Removal of Membership**

If it is seen fit that a member’s membership status should be revoked, a motion to do so must be brought up at the next Society’s meeting. Removal of membership requires a 2/3 vote. The member in question may speak or have the president speak on his or her behalf. Regarding the vote, the member in question will be asked to leave the room.

 **Article VI Officers:**

Section 1. **Officer Duties**

The role of the president is to

1. Preside over the meeting and maintain the rules of parliamentary procedure. *(See Robert’s Rules of Order)*
2. Fulfill any requirements demanded by Iowa State University to hold office.
3. E-mail the society relevant information
4. Maintain the listserv (if applicable)
5. Act as a spokesperson for the organization.

The role of the vice-president is to

1. Preside over meetings in the absence of the president
2. Maintain the website and any social media related to the society
3. Assist the president whenever needed

The role of the treasurer is to

1. Receive all funds of the organization
2. Pay any bills incurred by the organization
3. Maintain financial records of the organization
4. Prepare a yearly budget to be approved by the organization (if applicable)

The role of the risk management officer is to

1. Help minimize potential risk for club activities
2. Recommend risk management policies or procedures to the Taxidermy and Articulation Society
3. Submit documentation to ISU’s Risk Management Office
4. Ensure that Iowa State University policies are followed at all of the organization’s events
5. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

The role of the supply officer is to

1. Maintain the stock of society supplies
2. Order supplies as needed for projects
3. Coordinate with the treasurer to allocate funds for supplies

The role of the acquisition officer is to

1. Lead the acquisition committee
2. Obtain specimens for the club to prepare
3. Contact local taxidermists, zoos, museums, etc.
4. Coordinate with the treasurer to allocate funds for specimens

Section 2. **Election, Replacement, and Term of Service of Officers**

1. Elections will be held the last meeting of the spring semester. Elections will be held via secret ballot. Each candidate will be allowed to speak for three (3) minutes while the other candidates are absent. There will be a two (2) minute time for questions available after they speak. After all candidates have spoken there will be an additional five (5) minutes for discussion. Ballots shall then be cast.
2. Replacement of an officer, for any reason, must occur during the current meeting, or at the next scheduled meeting. Until that time, the treasurer or president will take over the roles of the absent officer.
3. Officers will serve for a whole school year, and the summer before that school year.

Section 3. **Impeachment/Removal of Officers**

Impeachment/Removal of an officer must be done by 2/3 vote. The motion can be brought up at any time during the regular meeting. The person in question may speak or have another elected officer who is willing to speak on his or her behalf, When it comes to the vote, the member in question will be asked to leave the room.

Some reasons for impeachment may include but are not limited to

1. embezzlement of money from the organization’s funds
2. purposely damaging another member's project specimen
3. overall member disapproval of behavior of the officer

Section 4. **Requirements of Officers**

 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 semesters) during the term of office, and at least half time (four or more credits) if a graduate level students (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office
2. Have a minimum cumulative grade point average of 2.50, as stated below, and meet the 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 the 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 and office should the student fail to maintain the requirements as prescribed in a) and b).

**Article VII Adviser:**

Section 1. **Selection and Qualifications**

The adviser will be selected by the officers. The adviser must have some knowledge and experience in the life sciences, taxidermy, articulation, and/or appeal to the nature of the organization.

Section 2. **Duties**

The duties of the adviser may include, but are not limited to

1. giving advice on ways to obtain and prepare a specimen
2. attend Society meetings if available

Section 3. **Term of Service**

The adviser’s term of service is up to his or her discretion and/or the discretion of the current officers. If the adviser must be replaced, for any reason, the officers must find a temporary or permanent replacement by the start of the next meeting.

**Article VIII Finances:**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for The Taxidermy, Articulation, and Preservation Society at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization vie 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.

 Section 1. **Dues**

All dues must be submitted in the budget and approved by the members with a 2/3 vote once per semester (if applicable). Dues will be set a reasonable amount that accurately represents the monetary needs of the organization for that year. Once approved by the members, all dues must be paid within one week.

 Section 2. **Income**

The Taxidermy, Articulation, and Preservation Society may receive income only if it abides by Iowa State University rules, as well as State and Federal Law.

 Section 3. **Expenditures**

Any expenses made with The Taxidermy, Articulation, and Preservation Society’s funds must for the use and/or betterment or the organization. Acceptable expenditures may include but are not limited to

1. Supplies
2. Specimens
3. Meeting space
4. Work space

**Article IX - Amendments and Ratification:**

Section 1. **Making an Amendment**

A proposal to amend this constitution may be extended to Officers by any voting member of the organization. Proposals should be presented to the general membership at least one week before the vote.

A constitution may be amended with a 2/3 vote of members at the meeting.

The amended constitution will be submitted within 10 days to Student Engagement for approval.