

The Advocates For the Alzheimer's Association Constitution

Last Ratified November 2nd, 2016



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ARTICLE I. NAME

The name of this organization shall be *Advocates for the Alzheimer's Association*. For ease of reference, throughout this document the *Advocates for the Alzheimer's Association* will be referred to as "The Association."

ARTICLE II. PURPOSE

The Association has the following purpose and goals:

1. Connect Iowa State University and the surrounding area to the Alzheimer's association, and all of those who are affected by the horrible disease.
2. Raise money and awareness for a disease that doesn't get the funding that it needs in order to find a cure.
3. Promote the value of service learning to all students at Iowa State University.
4. Provide students with the opportunity to accumulate valuable and practical knowledge through their planning and event execution work.
5. Volunteer to aid the Alzheimer's Association events in Des Moines and Ames.
6. Provide certification to our general membership for working with individuals who have Alzheimer's disease.
7. Volunteer through the Alzheimer's Association's projects, including but not limited to: The HERO Project, AAIC, Walk to Remember, Ride to Remember.
8. Serve as phone support to Alzheimer's caregivers, support group caregivers, and participate in educational outreach activities.
9. Provide a four part course for caregiver training in residential community centers.
10. Work with university researchers to communicate research results and match subjects to clinical trials.
11. Raise money to create an endowment for a research grant to fund exploratory projects in research at Iowa State University.

ARTICLE III. STATEMENT OF COMPLIANCE

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

ARTICLE IV: NONDISCRIMINATION STATEMENT

“The Association does 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

Section A. The Association shall allow all registered Iowa State University students to become members.

Section B. Associate members may include faculty, alumni, staff and community members, such as liaisons with the Alzheimer’s Association.

ARTICLE VI. RISK MANAGEMENT

The risk management officer of the The Association will be the Vice President. The role of the Vice President of Risk Prevention is to ensure Iowa State University policies are followed at all Advocates for Alzheimer’s sponsored events. The Vice President of Risk Prevention will help minimize potential for risk by recommending risk prevention policies or procedures where their duties are outlined in the officer section, under Article

ARTICLE VII. EXECUTIVE BOARD

Section A. The executive board must be comprised of students at Iowa State University who are taking at least twelve (12) semester hours during their semester of service. These students must maintain a minimum of a 2.5 cumulative grade point average.

Section B. The executive board shall be comprised of the following members. Some positions may be fulfilled by co-chairs as deemed necessary by the selection committee:

1. President
2. Vice President

3. Treasurer
4. Sponsorship Directors (2)
5. Fundraising Directors (2)
6. Certification Director/Risk Manager
7. Marketing and Public Relations Director
8. Recruitment Directors (2)
9. Event Directors (2)

Section C. The executive board will be selected by the following process:

1. Officers will serve for one calendar year from January 1st to December 31st.
2. Elections will be held within at least once in the fall semester no later than one month before finals week
3. Those who plan on running for a position must submit an application no later than 4 weeks prior to dead week
4. General Election
5. New officers will take office beginning on January 1st
6. Officers will be elected in the following order: President - Executive Director, Vice President, Sponsorship Directors, Treasurer, Event Directors, Recruitment Directors, Fundraising Directors, Logistics Director/Risk Manager, Marketing and Public Relations Director
7. Actively seek out a replacement for the end of his term.

Section D. In the event of a vacancy on the executive board, the vacancy shall be filled in the following manner.

1. The position of president, will be filled immediately by the vice president of the organization.
2. All other vacancies on the executive board will be filled within the immediate two (2) weeks following the vacancy by the same application/interview process discussed above.
3. The president, Alzheimer's Association representative, and faculty advisor, reserve the right to appoint a replacement for any vacant position on the executive board without an application and/or interview.

Section E. Officer Guidelines and Requirements

All Executive Board Members

1. Attend all executive board meetings;

2. Attend all team meetings;
3. Attend all officer transition retreats;
4. Maintain all officer transition materials;
5. Facilitate transitions with newly selected officers after installation;
6. Plan and attend all events unless previously excused.

President

1. Preside over the weekly general meeting;
2. Preside over the weekly officer meeting;
3. Meet one-on-one with other officers on an ad hoc basis;
4. Maintain consistent communication with the faculty advisor;
5. Maintain consistent communication with the Alzheimer's Association liaison;
6. Serve as an ex-officio member on all committees;
7. The president must have been a member for at least a semester prior to the election;
8. Complete the Campus Organizations President's training.

Vice President

1. Preside over meetings in the absence of the president;
2. Record and distribute meeting minutes;
3. Maintain and update the organization's calendar;
4. Maintain and update the organization's list-servs;
5. Maintain and update the organization's email inbox;
6. Write agendas, take attendance at meetings, and mandatory events;

Treasurer

1. Maintain accurate records of all finances;
2. Present an annual budget for approval by the executive board;
3. Maintain an up to date running ledger of all deposits and withdrawals, sharing an electronic version on google drive with viewing ability for all members of the Association;
4. Oversee all organizational purchases using the purchasing card;
5. Upload all receipts to Accessplus for approval;
6. Submit applications each semester for potential funding, E.G. Government of the Student Body;
7. Submit ledger to Campus Organizations Accounting office for review during the summer;
8. Complete Campus Organizations Accounting Treasurer's and P card training.

Sponsorship Directors

1. Solicit donations from businesses to cover operating costs of the Association;
2. Share sponsorship proposals with businesses on a regular basis and encourage them to become a corporate sponsor of Iowa State's Advocates for the Alzheimer's Association;
3. Record current and past sponsors including the business name, contact information, address of the business, donated items and amount of donation;
4. Assemble sponsorship packet materials;
5. Send thank you letters to all donors.

Fundraising Directors

1. Coordinate fundraising activities;
2. Work closely with the Certification Director/Risk Manager and Events Director to execute fundraising events that have an attractive return on investment for participants;
3. Make records of fundraising received from any fundraising events including, but not limited to canning, side events, giveback nights, sponsorship, and concessions stand fundraising;
4. Work with the executive board to create and maintain a running budget for all events;
5. Manage donations the Association receives towards the operating costs of events.

Certification Director/Risk Manager

1. Minimize potential risks for club activities;
2. Recommend risk management policies or procedures to The Association;
3. Submit appropriate documentation to ISU's Risk Management Office;
4. Ensure all Iowa State University policies are followed at all of the organization's events;
5. Coordinate all educational, training, and programming sessions involving risk prevention, including but not limited to Events Policy Training, hazing education and prevention, and sexual assault awareness;
6. Meet with the Office of Judicial Affairs when necessary;
7. Manage and distribute materials for training certificates;

8. Work with the Alzheimer's Association to coordinate dementia training for all members;
9. Run all training seminars each semester to provide the dementia certification training.

Public Relations Director

1. Create and distribute advertising materials;
2. Manage and promote events on social media accounts including but not limited to Facebook, Twitter, Instagram, and Snapchat;
3. Document and photograph all events;
4. Implement a campus and community public relations campaign in conjunction with AFA On Campus;
5. Distribute brochures and materials from the Alzheimer's Association to collaborating organizations;
6. Coordinate all awareness and publicity activities during Iowa State's Brain Awareness Week;

Recruitment Directors

1. Recruit individuals to join the organization;
2. Oversee the application process and announce membership decisions at the start of each semester;
3. Select recruitment committee members;
4. Run a weekly recruitment committee meeting;
5. Hold committee members accountable and track overall recruitment progress
6. Participate in Recruitment Events, including but not limited to Destination Iowa State, Clubfest, etc.

Event Directors

1. Work with all other executive board members to coordinate events;
2. Oversee and plan all events and event logistics;
3. Ensure all logistical needs are at the event site, including, but not limited to, technology, power, tables, chairs, sound, etc;
4. Create detailed schedules for each event;
5. Work with Certification Director/Risk Manager to ensure all events have been approved and all necessary forms have been completed prior to any event.

Section F. Good Standing:

Officers must 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.

ARTICLE VIII – ADVISOR

Section A. A member from the university faculty or staff is chosen to serve as the chapter advisor.

Section B. 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.

Section C. The duration of the advisor’s tenure is individually determined, but must be at least two academic years.

Section D. Each advisor’s responsibilities include:

1. Assist in the preservation of the chapter.
2. Assist the executive board with any questions, concerns or problems that may arise throughout the year.

Section E. A graduate student in good standing with the university will also serve as an adviser to assist the faculty adviser.

ARTICLE IX– DUES AND FINANCE

Section A. The semesterly membership dues shall not exceed \$20.00 and will be required to be paid in full to the Advocates of the Alzheimer’s Association treasurer upon by the end of each semester.

Section B. 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

Section C. Annual Budget

1. The fiscal year budget shall be presented by November 1st and is to be approved no later than December 1st.
2. The budget will be subject to approval from a majority vote of all executive members.

ARTICLE X - OPERATIONS MANUAL

The Association will follow all procedures outlined in the *Operations Manual*, specifically addressing: Activities & Travel, Equipment & Emergency Protocols, Finances & Fundraising, Marketing & Meeting Schedule, Adviser/Coach, Committees, & Affiliation, and Membership Applications.

ARTICLE XI – AMENDMENTS

Amendments to the constitution or bylaws shall be presented by members of the chapter in writing and read at a regular meeting but shall not be voted upon until the next regular meeting and then only after informing each member of the proposed amendments. A majority of two-thirds of the members present and voting shall be required. In order for an amendment to be approved it must receive two-thirds of present votes.