### **Article I Name:**

The name of this organization shall be Plant Breeding and Genetics Student Organization at Iowa State University.

### **Article II Purpose:**

The purpose of our student organization is to provide professional and educational support to our members and encourage academic development as graduate students in plant breeding and genetics.

Our goal is to provide opportunities for involvement with educational and networking activities through the organization of an annual symposium, support to the plant breeding program seminar series, and encouragement of paper discussions and oral presentations. We want to ensure that the Plant Breeding and Genetics Graduate Program of Iowa State University will be recognized by students that show high intellectual, critical, and leadership skills.

Our student organization has no religious or political affiliation. We welcome all Iowa State graduate students to be part of our Student organization who have a passion for plant breeding and genetics topics.

###  **Article III Statement of Compliance:**

Plant Breeding and Genetics Student Organization abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Plant Breeding and Genetics Student Organization agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training (if required).

### **Article IV Non-Discrimination Statement:**

Iowa State University and Plant Breeding and Genetics Student Organization 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:**

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

### **Article VI: Risk Management:**

The role of the risk management officer is to [1] help minimize potential risks for the organization’s activities, [2] recommend risk management policies or procedures to Plant Breeding and Genetics Student Organization, [3] to submit documentation to ISU’s Risk Management Office, [4] to ensure that Iowa State University policies are followed at all of the organization’s events, and [5] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

### **Article VII Officers:**

Officer Duties

*President:*

1. Chief student organization leader.
2. Chair of the annual symposium

2.1. Coordination of elections for the symposium topic, name, and proposed speakers.

2.2. Secure grants necessary to hold the symposium.

2.3. Help the treasurer prepare the symposium budget.

2.4. Establish committees for the organization of the symposium, oversee them, and schedule meetings with all members if needed.

2.5. Ensure communication between members, faculty, departmental head, and funding sources.

2.6. Ensure deadlines are met.

2.7. Identify and implement ways to improve the symposium.

1. President’s term of service shall be for one year.
2. Elections for President shall be completed by the end of June.
3. After completing their term, the Treasurer will be nominated for the President’s position. Additional nominations will be accepted the first two weeks in June.

*Treasurer:*

1. Authorized officer to deal with the organization's finances.
2. Co-Chair of the annual symposium.

2.1. Preparation of the symposium budget with the President.

2.2. Track the symposium related expenses.

2.3. Preparation of documents to request money for the symposium in accordance with the President.

2.4. Coordinate guest speaker’s reimbursements in accordance with Department of Agronomy procedures.

2.5. Assist the President in any activity related to the coordination of the symposium.

2.6. Assume the responsibility of the President in the case of the President's absence.

1. Treasurer's term of service shall be for one year.
2. Elections for Treasurer shall be completed by the end of June.
3. Nominations for Treasure will be accepted the first two weeks in June.
4. After servings one term as Treasurer, they will be nominated as President of the organization.

*Vice-President:*

1. Support the President and Treasurer in their duties.
2. Speaker Committee Chair of the annual symposium.

2.1. Work with the organization’s members to determine a list of potential speakers.

2.2. Ensure democratic election of potential speakers.

2.3. Invite the elected speakers to participate in the symposium as guest speakers.

2.4. Call for members to collaborate in the speaker committee.

2.5. Assign one speaker to each member of the speaker committee. Each person will be in charge of contacting the speaker and request information needed to advertise the event (picture, biography, permission to post videos), reimbursement information, and travel information.

2.6. Communicate with the Promotion Committee Chair and the Technology Committee Chair to provide all the necessary information about the speakers to advertise the event and upload the information in the symposium webpage.

2.7. Work together with the Speaker Committee members on the agenda of each speaker as follows:

§ Schedule meetings of guest speakers with faculty members and groups of Iowa State University, and arrange each speaker’s itinerary during their stay in Ames.

§ Define responsibilities related to transportation of each speaker from airport to the hotel in Ames (if needed), transportation of the speakers to the symposium and other arranged meetings, and transportation from hotel to the airport (if needed).

2.8. Communicate with Co-chairs about travel expenses and information for reimbursements.

1. Vice-president’s term of service shall be for one year.
2. Elections for Vice-president shall be completed by the end of June.
3. Nominations for Vice-president will be accepted the first two weeks in June.

*Secretary:*

1. Record and file records of activities of the organization.
2. Communication and Promotion Committee Chair of the annual symposium

2.1. Call for members to join the committee.

2.2. Create advertising materials for the annual symposium such as flyers and hang them around campus.

2.3. Send e-mails and invitations to other departments, professional organizations, and funding sources.

2.4. Oversee social media accounts (Facebook and YouTube), and coordinate advertisements.

2.5. Create and print an agenda for the day of the symposium.

2.6. Create and print name tags for participants as well as comment cards for feedback the day of the symposium.

2.7. Coordinate with members of the organization to assemble welcome packets and name tags for the symposium that include: symposium agenda, comment cards and any other relevant information.

2.8. During the date of the event manage the registration tables and collect comment cards.

2.9. Work with the technology committee to enter data from comment cards.

2.10. The chair must communicate with Co-chairs about expenses.

1. Secretary’s term of service shall be for one year.
2. Elections for Secretary shall be completed by the end of June.
3. Nominations for Secretary will be accepted the first two weeks in June.

*Information Technology (IT) Coordinator:*

1. Update website as new information is obtained for the student organization.
2. Coordinate the work of the technology committee during the annual symposium

2.1. Call for members to join the Technology Committee.

2.2. Work with the venue committee to determine technology capabilities of the venue.

2.3. Set up webinar with the Agronomy Technology Department.

2.4. Monitor registration.

2.5. Prior to the event obtain slides from the speaker committee.

2.6. During the day of the event, assist speakers with any set up needs, set up slides, etc.

2.7. During the day of the event, monitor the webinar.

1. IT Coordinator’s term of service shall be for one year.
2. Elections for IT Coordinator shall be completed by the end of June.
3. Nominations for IT Coordinator will be accepted the first two weeks in June.

*Poster Committee Chair:*

1. Coordinate the work of the poster committee during the annual symposium

1.1. Coordinate pickup and return of poster boards and stands with the Agronomy Department and symposium venue.

1.2. Organize and design slideshow for poster presenters.

1.3. Collect, organize, and confirm poster abstracts submissions from website.

1.4. Create large poster directing symposium attendees towards poster viewing site.

1.5. Invite and coordinate judges for poster competition.

1.6. Work with current faculty adviser to create scoring rubric for judges.

1.7. Design awards for poster competition.

1. Poster Committee Chair’s term of service shall be for one year.
2. Elections for Poster Committee Chair shall be completed by the end of June.
3. Nominations for Poster Committee Chair will be accepted the first two weeks in June.

Officer’s Term of Service and Elections

1. Officer’s term of service shall be for one year.
2. Terms shall run from July until June.
3. Nominations will be accepted the first two weeks of June.

3.1. All current members of the organization are eligible to serve as officers as long as they meet the minimum GPA requirements.

1. Elections will be done digitally and occur by the end of June, with each member of the organization getting one vote for each position.

Impeachment/Removal of officers

Any officer may be impeached by a written presentation of charges, in the form of a Special Order, sponsored by a minimum of 25% of the organization’s members. A vote to recall an impeached officer must be approved by two-thirds of a 60% quorum. Election of a new officer shall proceed through special elections procedures. Reasons for impeachment include, but are not limited to: not performing duties as assigned, violation to the University Honor Code, any type of moral or ethical breach.

Replacement of officers

If a vacancy occurs in an officer’s position, a new member must be elected through special elections by a majority of a 60% quorum.

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) during their term of office 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) of 3.00 and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.

(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

1. Be available to provide advice to the plant breeding and genetics graduate students and officers of the organization.
2. Act as a liaison with the University Administration and in any other situation where a non-student spokesperson is needed.
3. Maintain confidentiality on any information given or when advice is sought, except in the occasion of law or University policy violations.
4. Attend annual Adviser’s training in compliance with Student Organization regulations.
5. Sign all expenditures made by the organization.

Method of election of adviser(s)

The Adviser(s) shall be selected through consultation between the President of the Organization, the Plant Breeding and Genetics DODGE, and the Department of Agronomy Chair. A majority vote of the members of the student organization shall be required to confirm the appointment of the Adviser.

Adviser(s) Term of Service

The term of the Adviser shall be ongoing until resignation or removal by a two-thirds vote of the Organization’s members. Selection of a new adviser shall proceed through procedures outlined in the “method of election of adviser(s)”.

Impeachment/Removal of Advisers

Adviser(s) may be impeached by a written presentation of charges to the Student Organization President, sponsored by a minimum of 25% of the organization’s members. A vote to recall an impeached adviser must be approved by two-thirds of a 60% quorum. The organization decision will be informed by writing to the Plant Breeding and Genetics DODGE, and the Department of Agronomy Chair. Election of a new adviser shall proceed as mentioned under “method of election of adviser(s)”. Reasons for impeachment include, but are not limited to: not performing duties as assigned, lack of communication with the club officers, violation to the University Honor Code, any type of moral or ethical breach.

Replacement of Advisers

If, for any reason, the adviser cannot complete their term of service, a call for nominations will be opened up to active members. They will have one week to nominate current program faculty to serve as the adviser. Once the faculty accept or decline their nomination an anonymous election poll will be held if there is more than one nominee. The current president will count the votes and general majority will determine the winner. The new adviser will serve until a new DODGE is appointed for the program.

### **Article IX Finances:**

1. 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.
2. No dues shall be required for membership.

### **Article X By-laws:**

1. By-laws. A set of By-laws shall be written and maintained to specify the rules for elections and rules of procedure for the Organization Officers. Amendments to the By-Laws shall require approval from two-thirds of all members present in a minimum 60% quorum.
2. Amendments. Amendments to the Constitution may be initiated by the Organization’s members, or by a petition to the Organization President of at least ten (10) graduate students members of the organization. An amendment must be approved by two-thirds of all members present in a minimum 60% quorum.
3. Ratification. This Constitution shall be ratified upon approval of three-fourths of all members present in a minimum 60% quorum.
4. Amended or ratified constitution should be submitted within 10 days to Student Activities Center for approval.