

## ***Article I: Name***

The name of this organization shall be “Friends of MSF” at Iowa State University.

## ***Article II: Purpose***

Friends of MSF will help create spaces in which people can learn about, support, and advocate for the work of Medecins Sans Frontieres (Doctors Without Borders), through a variety of events and actions including, without limitation, meetings, film-screenings, fundraising efforts, “map-a-thons,” fieldworker talks, petition drives, and other events on and around campus.

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

Friends of MSF abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Friends of MSF at Iowa State agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.

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

Iowa State University and Friends of MSF 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, 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.

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

The responsibilities of risk management belong to the Vice-President or in absence of a Vice-President, the President. These responsibilities to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to (name of student organization), [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 VII: Officers*

Section 1: Only active members shall be eligible to hold office within the organization.

Section 2: The term of office shall be one year.

Section 3: The title of elected officers shall be President, Vice-President, Secretary, Treasurer, Volunteer Chair(s), Fundraising Chair(s), Social Chair, Doctors Without Borders Chair. Optional positions that may be elected are Membership Chair, Donations Chair, and Recruitment Chair. The need of such positions shall be decided on by majority vote of the executive board.

Section 4: Duties:

### A. President

1. Preside over all meetings
2. Oversee the scheduling of meetings
3. Council other club officers concerning their duties and responsibilities.
4. Maintain communication with the club advisor
5. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement

### B. Vice-President:

1. Preside over all meetings in the absence of the President
2. Schedule meetings/events with appropriate University offices
3. Act as consultant and assistant to the President
4. Coordinate volunteer activities for the group as needed in absence of volunteer chair

### C. Secretary:

1. Keep accurate minutes and attendance records of all meetings
2. Be responsible for recording and sending the minutes to club members in a timely manner
3. Responsible for recording and sending minutes of executive board meetings in a timely manner
4. Handle all club correspondence with University administration and other organizations

### D. Treasurer:

1. Maintain accurate record of organizations transactions
2. Collect dues
3. Create budget each fiscal year
4. Attend a treasurer training session
5. Cosign organization checks along with the advisor
6. Arrange fundraising opportunities for the organization
7. Association in conjunction with the President

E. Volunteer Chair(s):

1. Update Volunteer Opportunities Folder with new opportunities relevant to goals of the student chapter
2. Send out E-mails regarding volunteer opportunities and be sure to get details to the social chair
3. Serve as a guide to members seeking advice on where to get involved
4. Arrange group volunteer opportunities
5. There can be up to 2 elected volunteer chairs

F. Social Chair:

1. Keep the social media up to date including but not limited to the website, twitter, and Facebook page
2. Work to get the club publicity through promoting the club as well events
3. Take pictures at events

G. Doctors Without Borders Communication Chair:

1. Research and gather information on the Doctors Without Borders Organization
2. Keep in touch with the organization regarding current news and events and in turn keeping members updated through emails and announcements
3. Be involved in the events that are associated to the organization

I. Officer Removal

Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member.

Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with

impeachment proceedings, 2/3 of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front of the general membership, then a secret ballot will be held. An officer can be impeached by a simple majority vote of due-paying members. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. To fill an officer vacancy, a special election will be held within two weeks of the previous officer's leave. The special election will follow the same procedures as general elections.

#### Section 5: Requirements for Office

- A. Each officer must attend all scheduled executive meetings. If an officer is unable to attend he or she must send notice to the secretary and/or president with 24 hours advance notice.
- B. Each officer should come to meetings prepared with their announcements, plans, objectives and/or ideas to share with the group.
- C. An officer may be impeached upon a majority vote of club members.
- D. 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.
- E. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credit hours 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 to office.
- F. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (F) and (G).

#### Section 6: Election of Officers/Advisor

- A. Nominations are open to all members of Friends of MSF. The election date will be announced a few weeks before elections will be held. Nominations will be accepted via e-mail or official oral declaration during a specified nomination period. Members are allowed to nominate themselves or another member. All nominees must introduce themselves and make a statement before the voting begins. The present members will vote on the nominees. The nominee with the most votes will win the office for which they were running
- B. Elections will be held the last Monday of April. The term will be one year with re-election possible.
- C. If there are any vacancies during the year, with the exception of President, new elections will be held at the publicized meeting to fill the position. In the case of the Presidency, the Vice-President will succeed, and an election will be held for the position of Vice-President.
- D. The advisor of Friends of MSF will be Dr. Kevin Schalinske. He will remain advisor until he wishes to be relieved of this status, at that point in time he will do his best to help the club find a new advisor.

### ***Article VIII: Advisor***

#### Section 1: Duties

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

#### Section 2: Method of Selection

A. Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.

B. A candidate may be elected through a majority vote of officers.

- Officers will vote through a show of hands.

- All officers must be present for a vote to occur.

C. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.

D. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

### Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure.

### Section 4: Impeachment/Removal

A. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.

•Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.

B. The Advisor must be notified and given reason for removal at least one week prior to voting.

C. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.

D. The Advisor will be notified of the decision via email.

### Section 5: Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

## ***Article IX: Finances***

Section 1: All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization 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.

Section 2: The organization may establish reasonable dues that must be paid in order to have full membership. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and may be presented to the membership for a majority vote. Dues shall not exceed \$15.00 per semester.

Section 3: The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

### ***Article X: Amendments and Ratifications***

Section 1: Any amendments or change to this constitution shall be proposed at executive meetings and will be voted on by all members. A majority of officers present is necessary to adopt any amendments to the constitution. Amended constitution will be submitted within 10 days to Student Engagement for approval.

Section 2: This constitution shall become effective upon approval by an Executive Board majority vote. Ratified constitutions must be submitted to Student Engagement within 10 days for final approval