27 September 2017

Constitution

# Article I: Name

### We shall be called The Coffee Club at Iowa State University

# Article II: Purpose

### The Coffee Club was founded by people who love coffee for people who love coffee. Our goal is not just to drink coffee, but to use a coffee break as a time to socialize with members, make new friends, complete assignments for school, and enjoy unique brews from around the world.

### The Coffee Club is important because it offers an easy way to open the door to an extra social opportunity. Comparable to Greek Life, social clubs are a great way to keep busy and meet new people that you never would have had the chance to meet without the help of the club. This can lead to future networking benefits and potential longtime friendships.

# Article III: Statement of compliance

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

# Article IV: Non-Discrimation

### The Iowa State University Coffee Club 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 is open to anyone that is felt to contribute to a positive atmosphere for the Club.

### In order for a member to have voting ability they must be officially added to the Student Organization Database as a member of the Coffee Club.

# article Vi: risk management

### The role of our risk management officer is to (1.) help minimize potential risks for club activities, (2.) recommend risk management policies or procedures to The Coffee Club (3.) to submit documentation to ISU’s Risk Management Office and (4.) to ensure that Iowa State University policies are followed at all of the organization’s events.

# article vii: Officers

## Officer Duties

### President: The President is the main leader of the organization and must complete training to be responsible for all club activities. Nothing can occur without approval from this officer. Also responsible for Risk Management (see article VI).

### Vice-President: The acting President if the President is unable to attend for a valid, undisclosed reason.

### Treasurer: Responsible for keeping track of purchases and making sure that the budget isn’t broken.

### Coffee Gatherer: Responsible for researching and obtaining the coffee used in meetings. Must get treasurer’s approval with cost information.

### Public Relations: Responsible for marketing the club on and off of campus and interacting with other organizations to benefit the club.

### Social Media: Responsible for running club social media accounts.

## Terms of Service

###  President, VP, and treasurer positionsafter 2 years or /University exit from all voting membersIn case of a tie, the acting president will decide between the candidates.

### Terms of Service for the Coffee Gatherer, Public Relations, and Social Media positions are year-long (unless the officer misses a semester due to study abroad, withdrawal or another reason). The election process is a blind vote and the majority wins. It will occur on the final meeting of the academic year. In case of a tie, the acting president will decide.

## Impeachment or Removal of Officers

### If an officer has violated this constitution in any way, the officers can discuss putting that officer up for an impeachment trial. If the majority of the officers (not including the one under investigation) vote to impeach the officer, then they will be stripped of their officer title.

#### Ex. If an officer of The Coffee Club fails to complete their responsibilities over numerous cases, they could be a candidate for impeachment.

#### Ex. An officer violating Student Conduct of Iowa State can be up for impeachment.

### If someone is impeached, then there will be one week for members of the club to decide if they want to run for the position. At the following meeting, a vote will be held to replace the officer. The Election Process is a blind vote and the majority wins.

### An officer can also be impeached if they are no longer eligible in the eyes of the University (see below).

## Officer Eligibility

### The officers of this organization must meet the following requirements:

#### 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.

#### 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.

#### Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

# article vIII: Advisors

## Responsibilities

### The advisor of The Coffee Club is expected to oversee the activities and events when available, provide direction and support to club members, and communicate Iowa State policies and procedures.

## Replacement

### The advisor of The Coffee Club is allowed to serve at his/her leisure, but if they happen to choose to not be the acting advisor anymore, they can be replaced. The President will search for advisors on campus to find someone who is a good fit. It is preferred that an exiting advisor warns The Coffee Club President two weeks in advance before their official exit.

# Article IX: finances

### All money in the fund for The Coffee Club is to be spent on meeting purposes included coffee, coffee makers, and food. It shall be tracked by our active treasurer.

### 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.

### Dues for The Coffee Club are $10 a semester. If this changes, it is promised that dues will never exceed $20 a semester.

# ARticle X

### If a change to the constitution is proposed, a simple majority of the voting members of the club are needed to ratify a change or update. The proposed changes will be made available to the membership no fewer than a week in advance of the meeting where the vote will take place.

### If changed, the constitution will be re-submitted to the Student Activities Center within 10 days for approval.