

# **Constitution of the Iowa State University**

## **International Agriculture Club**

**Article I. NAME.** The official name of this organization shall be "International Agriculture Club." The official abbreviation is IAAS ISU.

**Article II. PURPOSE.** The objectives of this organization shall be:

- To promote the exchange of experience, knowledge and ideas, and to improve the mutual understanding between students in the field of agriculture and related sciences all over the world.
- To provide an opportunity for students and others to learn about agriculture around the world
- To provide a forum for discussion for the Iowa State Community about issues related to international agriculture
- To abide by and support established Iowa State University policies, and State and Federal Laws.

**Article III. STATEMENT OF COMPLIANCE.**

**SECTION ONE:** The International Agriculture Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations

**SECTION TWO:** The International Agriculture Club agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required)

**Article IV. AFFILIATION.** IAAS ISU is a local committee of the International Association of Students in Agricultural and Related Sciences – United States of America (IAAS-USA). IAAS-USA is a country member of the International Association of Students in Agricultural and Related Sciences, also known as IAAS. IAAS an international, completely student-run, not-for-profit, non-governmental organization registered in Belgium. IAAS-USA is officially a member country of the Americas Region of IAAS.

**Article V. NON-DISCRIMINATORY STATEMENT.** Iowa State University and the International Agriculture Club 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.

**Article VI. MEMBERSHIP.** Full membership shall be open to registered students at Iowa State University. Participation shall also be open to any student, faculty member, staff, or relative of staff. Dues are \$5 per member per semester.

**Article VII: OFFICERS AND ELECTIONS.** The officers of the organization shall be President, Treasurer, Vice President and Risk Management Officer, Secretary, Outreach Coordinator, and Raiser of Funds.

**OFFICER REQUIREMENTS.** The officers of this organization must meet the following requirements:

- (a) Have a minimum cumulative grade point ratio (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.
- (b) 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.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

## **OFFICER DUTIES**

### President

- Preside over all meetings
- Represent the organization on campus
- Maintain communication with organization advisors
- Schedule meetings and events
- Have the power to form special committees to address specific issues
- Manage the email account: iaasisu@gmail.com

### Treasurer

- Maintain accurate record of organizational transactions
- Develop organization's budget and present to the general assembly for a  $\frac{3}{4}$  vote if necessary, the general assembly shall be defined as all full members present at any given meeting
- Solicit additional funding if needed from the student government

### Vice President and Risk Management Officer

- Manage risks of travels and events in coordination with the Office of Risk Management and the College of Agriculture Global Programs Office
- Work to minimize risks for club activities
- Submit documentation to ISU's Risk Management Office and ensure ISU policies are followed
- Assist the President in coordination of organization activities
- Maintain communication with the IAAS-USA Executive Committee and be familiar with international IAAS activities
- Serve as interim President, in consultation with the President, when said officer is unable to attend a meeting or is absent from organizational activities
- Maintain the organization office: 1007 Agronomy Hall

### Secretary

- Maintain an accurate record of organizational meetings and disperse records to members
- Serve as the representative for the International Agriculture Club on the Agricultural & Life Sciences Student Council

### Outreach Coordinator

- Coordinate recruitment of new students to the organization
- Facilitate organizational participation in campus and community activities
- Meet on a regular basis with members of the College of Agriculture & Life Sciences Study Abroad Office to collaborate on recruitment activities

### Raiser of Funds

- Develop and lead fundraising activities

### Organization Advisors

- Maintain communication and meet with officers when needed
- Awareness and approval of financial expenditures
- Ensure the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activity Center

## **ELECTIONS**

Elections shall be held during the last month of the spring semester, with the exception of the election of Secretary, which will be held during the last month of the fall semester in conjunction with the terms for representatives on the Agriculture & Life Sciences Student Council. Elections will be coordinated by the core officers and will be conducted by an agreed upon volunteer. Only full members will be allowed to vote. Simple majority determines the winner, but in the circumstance of a tie, a second secret ballot will determine the winner. The terms of the officers shall be for 1 calendar year beginning upon election. Officers may be re-elected for an unlimited number of terms as long as they meet the requirements above.

Advisors shall be nominated and selected for two-year terms, to be staggered between advisors. For example, if the organization has two advisors, elections shall be timed such that one advisor is finishing their term as the other is finishing their first year.

Impeachment of officers or advisors may be proposed by organization members. Removal will occur by unanimous decision among officer members.

## **SPECIAL ELECTIONS.**

In the case of impeachment or if an officer steps down before term expiration, remaining officers will vote on a replacement officer. The replacement must be eligible as formerly specified and be unanimously approved by officers.

This constitution shall be effective upon approval by a  $\frac{3}{4}$  vote of the full membership. Ratified constitutions must be submitted to Student Activities Center within 10 days for final approval.

**Article VII. FINANCES.** All monies belonging to this organization shall be deposited and distributed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organization Accounting Office). All funds must be deposited within 48 hours after collection. An advisor to this organization must approve and sign each expenditure before payment. The treasurer shall maintain all financial records. There are no dues to be paid by Members or Officers

**Article VIII. MEETINGS.** The organization shall meet on a bi-weekly basis on alternating weeks. Meetings shall be scheduled by the President and other officers and notification of events will be sent out via email. The meetings will be conducted following standard practices for order. Items must be submitted to the President in advance to be considered on the agenda.

**Article IX. TRAVEL.** Members must pay dues, pay the trip fee, attend at least half of the meetings the semester before and after their trip, and deliver a presentation about the trip to their club in order to be eligible to go on an IAAS trip. Alternate arrangements can be worked out if necessary and agreed upon unanimously by the executive team. If any member misses their flight for an IAAS trip, they will be responsible for the cost of rebooking their flight, and could potentially be suspended from further IAAS travel.

**Article X. AMENDMENTS AND RATIFICATION.** Amendments to this constitution must be submitted in writing to the President of the organization. In order to adopt the amendment a unanimous approval by the officers is necessary. If a proposed amendment is defeated twice it cannot be resubmitted for 1 semester. All proposed amendments will remain on file by the secretary.