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# Article I - CLUB NAME

The name of this organization shall be User Experience Design Club, herein referred to as UXDC.

# Article II - PURPOSE

The purpose of the UXDC is as follows:

1. To promote learning and professional growth in the field of user experience.
2. To establish a network of like-minded individuals who want to pursue user experience.
3. To provide members with knowledge and toolbox necessary to pursue a career in user experience.
4. To provide members with a semester-long project to publish on their portfolios.
5. To connect with the greater user experience community by hosting companies at weekly meetings.

# Article III - STATEMENT OF COMPLIANCE

UXDC abides by and supports established ISU policies, State Laws, and Federal Laws and follows local ordinances and regulations. UXDC agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training (if required).

# Article IV - NON-DISCRIMINATION STATEMENT

ISU and UXDC 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 V - MEMBERSHIP

Membership shall be open to all registered students in good standing at ISU.

# Article VI - RISK MANAGEMENT

The Vice President of Risk Management shall:

1. Help minimize potential risks for club activities.
2. Recommend risk management policies or procedures to UXDC.
3. Submit documentation to ISU’s Risk Management Office.
4. Ensure that ISU policies are followed at all of the organization’s events.
5. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

# Article VII - OFFICERS

## Section 1: Composition

The officers of the UXDC shall consist of the following:

1. President
2. Executive Vice President
3. Vice President of Finance (Treasurer)
4. Advisor
5. Vice President of Risk Management (duties outlined in Article VI)

Additional appointments can be made by either club president with support from the faculty advisor and should always be made in such a way that will help the club function, such as: Vice President of Outreach, Vice President of Graphic Design, etc.

## Section 2: Duties and Responsibilities

The President shall:

* + Conduct all meetings.
  + Be the official representative of the organization at public affairs.
  + Act in accordance to the laws and rules of the constitution.
  + Lead in all distributions, organization, and implementation of information and functions of the organization.
  + Assume all duties related to the club website.

The Executive Vice President shall:

* + Act in absence of the president.
  + Assist president with information and functions of the organization.
  + Assume role of the President should elected President fail to fulfill term in office.

The Vice President of Finance (Treasurer) shall:

* + Assume all financial duties.
  + Collect, manage, and distribute funds accordingly.
  + Report to all members the financial standings of the organization.

The Advisor shall:

* + Provide general oversight to the group.
  + Ensure that the organization is operating in conformity with the standards set forth by ISU and Student Activities Center.

The Sponsor Outreach chairs shall:

* + Act appropriately when connecting with potential/current club sponsors.
  + Assume all duties related to the communication with sponsors.

The Campus Outreach chairs shall:

* + Represent the club in in a positive manner at all recruiting events
  + Act appropriately when connecting with potential/current club members.
  + Assume all duties related to the communication with students.

In addition to their specific duties, all officers will have the following general duties:

* + Make final calls on club website decisions.
  + Contribute to programming for weekly meetings.

## Section 3: Term of Service

The term of service for all officers will be one full year, from January to January.

## Section 4: Method of Election

Elections will be managed through a majority vote system.

## Section 5: Date of Election

Elections will be held within the last four weeks of fall semester at a time and place most likely to achieve maximum participation.

## Section 6: Impeachment/Removal of Officers

Impeachment may be brought against any officer of the UXDC for failure to fulfill the duties of office, failure to follow this Constitution, or for committing actions unbecoming the holder of that office. A special meeting for all members shall be called when impeachment is brought against an officer. The member bringing forth the charge of impeachment will be given time to present his or her case to the voting body. The accused will have an equal amount of time to present his or her defense. After hearing both parties, the voting body will then have time to question both sides and deliberate. Once deliberation has concluded, the assembly will vote by secret ballot. To be convicted of an impeachment charge, the officer must be found guilty by at least a two-thirds (2/3rds) majority vote.

Examples of impeachable offenses:

1. Falling below a 2.0 cumulative Grade Point Average.
2. Using club monies for illegal use or personal gain.
3. Discriminating against any members of the club based on race, gender, religion, etc.

## Section 7: Replacement of Officers

When a vacancy occurs in an officer position, the acting President shall appoint a qualified member to temporarily fill the position. Upon appointing the new officer, the President shall schedule and announce to all members the time and location of a special vote to select a member to permanently fill the position. There shall be no less than one week’s time between the announcement of the special election and the election itself. The elected officer shall serve in his or her position until the next general election.

## Section 8: Minimum Requirements

The officers of this organization must meet the following requirements:

1. 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.
2. 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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

# Article VIII - ADVISOR

## Section 1: Duties and Responsibilities

The Advisor shall:

1. Know the general purpose of the club and be familiar with its constitution.
2. Assist in club planning and development as a listener, advocate, and facilitator.
3. Help ensure the club is operating in conformity with the standards set forth by ISU and Student Activities Center.
4. Meet with the officers on a regular basis (at least once per month during the academic year).
5. Remain informed of all activities sponsored and conducted by the club, ensuring that they conform to general ISU policy.
6. Be aware of any monetary transactions of the club.
7. Encourage members to get involved in appropriate professional associations, conferences, Design Jams, etc.

## Section 2: Method of Selection/Replacement

The club officers, taking into consideration any suggestions by club members, shall select the Advisor at the end of spring semester. Should a vacancy occur, the officers will discuss possible replacement candidates with the rest of the members at a general meeting before making a making a final decision.

## Section 3: Term of Service

The term of the Advisor shall be one full year, from August to August.

## Section 4: Impeachment/Removal of Advisors

Impeachment may be brought against the advisor by a club officer for failure to fulfill the duties of office, failure to follow this Constitution, or for committing actions unbecoming his or her position. A special meeting for all members shall be called when impeachment is brought against the advisor. The officer bringing forth the charge of impeachment will be given time to present his or her case to the assembly. The accused will have an equal amount of time to present his or her defense. After hearing both parties, the assembly will then have time to question both sides and deliberate. Once deliberation has concluded, the officers will convene in private and vote by secret ballot. To be convicted of an impeachment charge, the advisor must be found guilty by at least a two-thirds (2/3rds) majority vote.

# Article IX - FINANCES

## Section 1: Management

All monies belonging to the UXDC shall be deposited and disbursed through a bank account established for the club 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 club Advisor must approve and sign expenditures before payment.

## Section 2: Dues

Membership dues for all members will be $10 per semester and will be due by the third general meeting of the semester. For members who join after the third general meeting of the semester, they will be expected to pay dues by the third general meeting after the date they joined. Dues for the semester may be waived for all members by the club Treasurer in the event that there is enough money in the club’s account to pay for all budgeted items for the semester (such as website fees, scheduled club activities, etc.). The waiving of dues will be on an “all-or-nothing” basis; either all members have their dues waived for the semester, or none have their dues waived. *NOTE: It is the goal of UXDC to waive dues every semester by raising club funds in other ways, such as by providing web development services to other clubs, students, and faculty* *members*.

## Section 3: Disposition of Monies upon Club Dissolution

In the event that the club is dissolved, the Treasurer will use any remaining funds in the club account to pay any outstanding fees owed by the club. Thereafter, if any remaining funds exist, the money shall be donated to a local charity.

# Article X - AMENDMENTS & RATIFICATION

The constitution and any amendments hereafter must be voted on and approved by the general membership of the UXDC. A two-thirds majority vote will be sufficient to ratify the constitution and any future amendments. *The new or amended constitution must be submitted to the Student Activities Center within 10 days of ratification for approval.*