

# **STAT Club at Iowa State University**

## **Bylaws and Constitution**

### **Article I – Name**

The name of this organization shall be STAT Club at Iowa State University.

### **Article II – Purpose**

The purpose of the STAT Club is to bring together undergraduate students with majors or minors in Statistics to further their knowledge and understanding of a career in statistics. The club facilitates communication between students, faculty, and persons inside and outside the university.

### **Article III – Statement of Compliance**

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

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

Iowa State University and STAT 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 V (A) – Membership**

Membership shall be open to all registered students in good standing at Iowa State University. In addition, memberships can be allowed to Faculty, Staff and people from the Ames Community.

The STAT Club consist of two parts. Those two parts are the cabinet members and the general body.

General meetings are held once a month unless otherwise noted. The network cabinet reserves the right to change the number of meetings held each month.

The cabinet consists of all members that hold a title. Cabinet members may be voted or appointed to their position. The following positions are considered to be cabinet positions:

- President
- Vice President
- Treasurer

The general body consists of all the STAT Club's members including the cabinet members. All persons who attend one or more STAT Club meetings and provide their name and e-mail address for the e-mail list can consider themselves to be a STAT Club member with voting rights. All members of STAT Club must conduct themselves in a respectable manner when representing the business network. Members are expected to carry themselves in accordance with ISU rules and guidelines for students.

### **Article V (B) - Meetings**

General meeting and cabinet are the two types of meetings that the STAT Club holds. The description and purposes are given below.

#### **General meetings:**

General meetings consist of the entire STAT Club body. The decisions that are made in these meetings will be made as a whole where everyone's input is equal. Decisions will be made by discussion and voting unless otherwise noted. Everyone's vote is equal. If a decision cannot be made the cabinet has final decision making authority. All members are expected to attend the general meetings.

Occasionally there will be a guest speaker for the general meeting. These meetings may last one to two hours and refreshments may be provided.

Other meetings may be tours of research or employment facilities. Transportation will be solely dependent on the member hence the STAT Club will not be responsible for transportation.

#### **Cabinet meetings:**

Cabinet meetings are meetings for cabinet members only, with the exception of the network advisor(s) and any other invited guest. Any other visitors should be cleared with the president prior to the meeting. Unless otherwise noted, cabinet meetings are held when found necessary by those of the cabinet. The exact date and time for cabinet meetings will be decided by the cabinet.

The purpose of cabinet meetings is to address the issues faced by the club and determine the best course of action. Most of the decisions reflecting the STAT Club's stance on

issues shall be decided by the cabinet, in the cabinet meetings. Decision will be made by discussing and voting. Everyone has equal voting power. If there is a stalemate the final decision or compromise is made by the president.

Attendance for cabinet meetings is mandatory for all cabinet members. If for some reason a cabinet member is unable to attend a cabinet meeting that member is responsible for contacting a fellow cabinet member (preferably the president) prior to the meeting and making known that they will not be attending and why.

## **Article VI – Risk Management**

The President is the risk management officer.

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to the STAT Club, [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 (A) – Officers**

Section I: Cabinet membership shall consist of 3 people unless otherwise noted by current or previous cabinet. The officers shall abide by the following:

(a) 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.

(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).

Officers are to be elected by the members of the STAT Club the day of elections. Officers are to give a speech in front of everyone present and then the members that are

present will vote on each position. The person with the majority vote wins that position. Elections will be during the last meeting of the academic year (end of spring semester).

## Section II: Officers' duties and responsibilities

### President

1. Preside over all cabinet and general meetings
2. Set agenda for the semester with consultation of the cabinet and faculty adviser.
3. Vote only in tie breaking situations
4. Perform other duties as the office shall require
5. Advise new cabinet members
6. Ensure the smooth flow of information regarding events, activities, and functions
7. Assist in the proper handling of any group conflict
8. Distribute group information in a timely manner to all interested parties when requested (Constitution, rules and protocol, marketing information etc.)
9. Record and track attendance of cabinet meeting including un/excused absences
10. Assist in the coordinating of information flow within the group (i.e., emailing out group minutes to general body when deemed necessary, emailing out reminders of group events and functions, etc.)
11. Maintain current copies of group information

### Vice President

1. Preside over cabinet and general meeting in absence of the president
2. Direct all revisions of the constitution bylaws, and rules and protocol
3. Replace the president should she/he leave the office
4. Ensure the smooth flow of information regarding events, activities, and functions
5. Record minutes of the cabinet meetings
6. Record minutes of general meetings when deemed necessary
7. Perform other duties as the office shall require

### Treasurer

1. Account for all monetary receipts and disbursements
2. Prepare vouchers for disbursements approved by the group
3. Prepare request for funds once each semester
4. Stay aware of all financial dealing of the group and current balance
5. Alert the cabinet and (or) advisor about any mishandling of group funds
6. Perform any other duties as the office shall require

Section III: Each officer shall meet with the newly elected officer to discuss duties and assist in the training for the future.

Section IV: Any cabinet member or committee chair can represent the group at university functions or other events decided by the cabinet.

Section V: When necessary, the President, and/or Treasurer can take on the duties of the Vice President.

Section VI: Depending, a Vice President may not be elected if not found necessary at the time or in relevance to the amount of members within the club.

### **Article VII (B) - Suspension and Removal from Office**

Section I: Any cabinet member can take a voluntary leave of absence from the group. This is the decision of that individual and must be made known to the cabinet and shall take effect at the time chosen by the individual.

Section II: Any cabinet member who is not fulfilling their responsibilities or causing discord in the group can be placed on suspension from their position by the cabinet as long as  $\frac{3}{4}$  (of the cabinet) is present. These changes must pass by as  $\frac{3}{4}$  votes of the cabinet members present during the meeting. The member in question must be made aware of the voting prior to the meeting which the voting is to take place and has the right to speak and/or attend the final vote.

Section III: Any Cabinet position left vacant due to suspension (voluntary or non-voluntary) for a period of 1  $\frac{1}{2}$  months is considered vacant and may be filled by another person.

### **Article VII (C) – Officer Attendance**

#### **General and Cabinet meetings:**

Cabinet members are encouraged to attend all general meetings however, general meetings are not mandatory. All cabinet meetings are mandatory for cabinet members. If for some reason a cabinet member is unable to attend a cabinet meeting you are required to notify another cabinet member of the reason why. Any cabinet member can be notified however it is preferred that you notify the president. If a cabinet member is a no-excuse/no-show the following steps are taken. These steps are to be documented by the president.

1. No-excuse/no show.....Documented
2. No-excuse/no-show.....Spoken to regarding the matter
3. No-excuse/no-show.....Review of desire to be a cabinet member
4. No-excuse/no-show.....Suspension from cabinet

If a person is suspended from the cabinet, that individual can still be a member of the STAT Club; if he/she chooses so.

### **Attendance/Participation at functions STAT Club is involved in:**

Each member is expected to live up to their word. If a member says that he/she will be somewhere, participate in, or help in anything that the network is involved with, he/she is expected to do just that.

If for some reason a member is unable to fulfill their obligation(s), that person is expected to call all parties involved prior to the event and cancel their obligation(s). Please call in enough time to for the other people involved to make alternate plans.

If cabinet member is no-excuse/no-show the following steps are taken:

1. No-excuse/no-show.....Documented
2. No-excuse/no-show.....Spoken to regarding the matter
3. No-excuse/no-show.....Review of desire to be a cabinet member
4. No-excuse/no-show.....Suspension from cabinet

If a person is suspended from the cabinet, that individual can still be a member of the STAT Club; if he/she chooses so.

(This attendance policy applies to cabinet members only. If this type of behavior is noticed in a representative it is suggested that cautions is used when assigning task to that representative)

Each member of the group is expected to treat each other group member with respect. There is no cursing allowed during any of the STAT Club's meetings.

### **Article VIII – Adviser**

Appointing an Adviser:

The term of the adviser will be one full year (from August to August). The adviser will be selected by the officers and then voted on by the general membership at the last meeting of spring semester. A majority vote is needed for an adviser to be selected.

Adviser:

1. Maintain communication and meet with officer(s)
2. Awareness and approval of financial expenditures
3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

Impeachment/Removal from Office:

The adviser who is not fulfilling his/her responsibilities or causing discord in the group can be removed from his/her position by the cabinet as long as  $\frac{3}{4}$  (of the cabinet) is present. These changes must pass by a  $\frac{3}{4}$  vote of the cabinet members present during the meeting. The adviser in question must be made aware of the voting prior to the meeting which the voting is to take place and has the right to speak and/or attend the final vote.

Replacement of Adviser:

The replacement adviser will be selected by the officers and then voted on by the general membership at the soonest meeting possible.

Current:

The current factuality adviser for the STAT Club is Kevin Kasper in the Statistics Department.

### **Article IX – Finances**

Membership dues are currently \$0 per semester. In the case that there are dues, individuals that have paid their dues will receive all benefits and advantages that come along with their involvement within the organization. In case of if special events such as tours of research or employment facilities are coupled with food, the cabinet may set a fractional fee for each member to go towards food while the club covers the rest.

The Statistics Department is funding 100% of our club. If the organization dissolves, the money will go back to the departments.

The Stat Department will go about funding in one of two ways:

- 1) GEC (General Error Correction): Club will notify departments when we incur a charge and they will move expenses from our club account to their own.
- 2) DI (Distribution of Income and Expense): Club will notify departments when we incur a charge and they will move the actual funds to our account, sponsoring our event.

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.

### **Fundraising:**

The STAT Club cabinet will have final decision on any fundraising that the network undertakes.

## **Article X**

The bylaws can be amended at any regular meeting or cabinet meeting. The amendment must be submitted in writing at least one meeting prior to the voting meeting. If a member is absent, he or she may submit a written ballot to the cabinet prior to the meeting.

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments. Ratified amendments to this Constitution must be submitted to the Student Activities Center within (10) days.