

CONSTITUTION OF THE ENGLISH CLUB

Article I Name:

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

Article II Purpose:

English Club is an organization for all students, regardless of major, who share an interest in English; this organization will hold meetings with social, professional, and outreach focuses.

Article III Statement of Compliance:

English Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The *English 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 *English 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 Membership:

Membership shall be open to all registered students in good standing at Iowa State University. Membership is determined by the following:

1. Attending at least two meetings a semester
OR
2. Volunteering for one outreach event a semester.

Article VI: Risk Management:

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 *English 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).

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Article VII Officers:

This club will include the following officers: president, vice-president, treasurer, secretary, fundraising chair (if applicable), and public relations chair (if applicable).

- Officer Duties and Term of Service—
 - President: The president will be in charge of organizing and running club meetings, as well as working with other officers to organize and plan club events. The president will also handle interactions behind the scenes with the university, including sending and responding to club related emails.
 - Vice-President: The vice-president will assist the president in organizing and running club meetings, as well as working with other officers to organize and plan club events. The vice-president will perform president's duties if the president is unable to perform them.
 - Treasurer: The treasurer will oversee the club's finances and keep accurate records of such, as well as working with other officers to organize and plan club events.
 - Secretary: The secretary will be responsible for recording meeting minutes and transcribing them to send to other members of the club via club email, as well as working with other officers to organize and plan club events.
 - Fundraising Chair: The fundraising chair will lead in organizing fundraising events for the club, they will also be responsible for organizing committees as needed.
 - Public Relations Chair(s): The public relations chair(s) will be responsible for promoting the club and club events across campus, as well as via social media. These chairs will also work with other officers to organize, plan, and promote club events.

- Method of election of officers

The election of officers will be simple majority, whether that is by secret ballot or hand vote. Each candidate is responsible for preparing a brief statement of intent.

- Date(s) for election of officers

The election of officers will be held during the first meeting of each new semester.

- Impeachment/Removal of officers—

If club members believe that an officers actions require impeachment as a consequence, they must first approach the club's adviser about the issue. The adviser may then bring forth a vote amongst the club members, which will require a 2/3 majority vote. The officer in question will be allowed to make a statement of

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their case and may choose whether or not they would like to be present during the final vote.

Examples of actions that may result in impeachment:

1. Misuse of club funds.
 2. Misuse of club or personal social media that results in the degradation of the club or university.
 3. Absence from club or officer meetings spanning more than one calendar month.
 4. If the behavior of the officer leads to degradation of the club or university.
- Replacement of officers—
The replacement of officers will be held in the same method as the initial election of officers, as needed.
 - Minimum Cumulative GPA for Officers—

The officers of this organization must meet the following requirements:

(a) 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.

(b) 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.

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

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Article VIII Adviser:

- Adviser Duties—
 - The adviser maintains communication and meets with officers when needed, maintains awareness and approval of financial expenditures, promotes publicity of the club, and ensures that they club is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
- Method of election/selection of adviser(s)— The organization's adviser(s) shall carry over from academic year to academic year, and therefore the position requires no set dates for election or appointment.
- Adviser(s) Term of Service — The organization's adviser(s) shall carry over from academic year to academic year.
- Impeachment/Removal of Advisers —If any two or more members of the *English Club* express concerns to the president over the behavior of the adviser, the removal process can begin where a secret ballot vote of 2/3 of the membership is needed for removal.
- Replacement of Advisers—In the event that the current adviser(s) are no longer able to fulfill their duties, an interested member of the English department faculty shall be chosen by popular vote by the organization's officers to fill the position.

Article IX Finances:

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.

Description of dues — there will be no dues in order to participate in this organization.

Article X: Amendments

On the second meeting of each new academic year, all members and officers will vote on the constitution. A majority vote of all members and officers is needed for any changes to be made to the existing constitution. Any future amendments made will need to have a majority vote by all members and officers to be passed. The constitution will be reviewed annually and will be updated as needed. The amended or ratified constitution will be submitted within 10 days to Student Activities Center for approval.