Rare Disease Awareness Club (RDAC) Constitution

**Article I Name**

The name of this organization shall be the Rare Disease Awareness Club at Iowa State University.

**Article II Purpose**

Section 1: The purposes of this organization shall be:

A. To spread awareness about rare conditions

1. To shed light on the issues faced by the individuals affected by rare conditions
2. To motivate students to study rare conditions in their careers

Section 2: Rare Disease Awareness Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Rare Disease Awareness Club agrees to annually complete President’s and Treasurer’s Training.

**Article III Non-Discrimination Statement**

Iowa State University’s Rare Disease Awareness 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. The club will be conscious of the fact that it has members with disabilities and will do its best to ensure their proper accommodation.

**Article IV Affiliation**

This organization will operate according to the regulations and policies of Iowa State University. This organization will be affiliated with the National Organization for Rare Disorders.

**Article V Membership**

Section 1: Meetings and events are open to anyone interested in learning about rare conditions.

Section 2: To receive active membership status and receive all the benefits of the club, a reasonable due may be required each semester.

**Article VI Officers**

Section 1: Only active members who are registered students at Iowa State University shall be eligible to hold office within the organization.

Section 2: The term of office shall be one year.

Section 3: The title of elected officers shall be President, Vice-President, Secretary, Treasurer, Awareness Chair, Fundraising Chair, and Volunteer Chair. The need of additional positions shall be decided on by majority vote of the executive board.

Section 4: Duties:

1. President
   1. Preside over all meetings
   2. Oversee the scheduling of meetings
   3. Council other club officers concerning their duties and responsibilities
   4. Maintain communication with the club adviser
   5. Develop and oversee the club’s speaker selection process
   6. Be responsible for risk management
   7. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
2. Vice-President:
   1. Preside over all meetings in the absence of the President
   2. Schedule meetings/events with appropriate University offices
   3. Act as consultant and assistant to the President
   4. Coordinate organization promotion and publicity of events
3. Secretary:
   1. Keep accurate minutes and attendance records of all meetings.
   2. Be responsible for maintaining good communication with the club members
   3. Handle all club correspondence with University administration and other organizations
   4. Maintain club social media sites
   5. Take photos at club events and meetings
   6. Assist the Awareness Chair in constructing the monthly newsletter
4. Treasurer:

Maintain accurate record of organizations transactions

Collect dues

Create budget each fiscal year and make financial decisions with the help of the President and the input of the other cabinet members

5. Attend a treasurer training session

6. Cosign organization checks along with the adviser

7. Assist Fundraising Chair in planning and arranging fundraising opportunities for the organization

8. Provide an accounting to the executive board at the end of each term of office and make available to all members upon request

1. Volunteer Chair:
   1. Provide information to members about volunteer opportunities to spread awareness about rare conditions
   2. Serve as a guide to members seeking advice on how to get involved
   3. Make tabling reservations and schedule volunteer opportunities
   4. Organize groups of volunteers for awareness endeavors
   5. Assist Awareness Chair in poster campaigns and at other times if necessary

F. Awareness Chair

1. Construct monthly newsletters with the help of the President and Secretary

1. Reach out to appropriate faculty regarding the display of posters and other awareness efforts
2. Organize monthly poster campaign
3. Design monthly posters for spotlight conditions with the help of the President
4. When necessary, work with the Iowa State Daily to arrange the monthly spotlight articles
5. Communicate with the Treasurer and Fundraising Chair about how funding for awareness should be utilized
6. Fundraising Chair

Actively brainstorm, seek, and arrange fundraising opportunities

Ensure that fundraising opportunities

are properly advertised

3. Be responsible for planning and implementing a club point system for attending meetings, activities, and events

H. Adviser

1. Maintain communication and meet with the officers

2. Awareness and approval of financial expenditures

3. Ensure that the organization is operating in conformity standards set forth by Iowa State University Student Activities Center

I. Officer/Adviser Removal

Officers and Advisers may be removed from office by a majority vote of the other officers. The officer is permitted to speak before the Executive Committee about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Section 5: Requirements for Office

1. Each officer must attend all scheduled executive meetings. If an officer is unable to attend he or she must send notice to the secretary and/or president with 24 hours advance notice.

1. Each officer is allowed no more than 2 unexcused absences per semester. Any officer not abiding by this rule may lose their position. The executive board is expected to be understanding of absences so long as the circumstances are reasonable and be flexible to rescheduling, if possible.
2. Each officer should come to meetings prepared with his/her announcements, plans, objectives and/ or ideas to share with the group.
3. Officers must 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, officers must be enrolled at least half time during the term of office, unless fewer credit hours are required for graduation.

1. Officers will be ineligible to hold an office should the student fail to maintain these requirements during their term of office

Section 6: Election of Officers/Adviser

A. Nominations are open to all members of the Rare Disease Awareness Club. The election date will be announced a few weeks before elections will be held. Nominations will be accepted via e-mail or official oral declaration during a specified nomination period. Members are allowed to nominate themselves or another member. All nominees must introduce themselves and make a statement before the voting begins. The present members will vote on the nominees. The nominee with the most votes will win the office for which they were running.

1. Elections will be held at the end of the Spring Semester. The term will be one year with re-election possible.

C. If there are any vacancies during the year, with the exception of President, new elections will be held at the publicized meeting to fill the position. In the case of the Presidency, the Vice-President will succeed and an election will be held for the position of Vice-President. If at any time a current officer is elected into another position, there will immediately be an election to fill the open position.

D. The advisers of the Rare Disease Awareness Club shall hold their appointments until they wish to be relieved of their status, at which point they will do their best to help the club find a new adviser.

**Article VII: Meetings**

Section 1. General club meetings will be held on a monthly basis throughout the schoolyear to spread awareness about the spotlight condition(s) of the month.

Section 2. Executive board meetings will be held when deemed necessary by the executive board, most likely at the beginning of each semester.

Section 2. Notification of meetings will be by e-mail.

Section 3. Business will be conducted informally at any regularly scheduled meeting. A necessary quorum of simple majority will be used for transactions of business.

**Article VIII:** **Finances**

Section 1: All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Section 2: The organization may establish reasonable dues that must be paid in order to receive full membership. The amount of the dues will be determined at the beginning of the academic year by the Executive Committee. Dues shall not exceed $10.00 per semester.

Section 3: The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

**Article IX: Amendments**

Section 1: Any amendments or changes to this constitution shall be proposed at general club meetings at which the majority of officers are present and will be voted on by all club members present at the meeting. A majority vote of all club members present is necessary to adopt any amendments to the constitution. Amended constitutions will be submitted within 10 days to Student Activities Center for approval.

**Article X: Ratification**

Section 1: This constitution shall become effective upon approval by a Executive Board majority vote. Ratified constitutions must be submitted to the Student Activities Center within 10 days for final approval.