Constitution of the

Sudan United Students Association (SUA)

of Iowa State University

**ARTICLE I - Name**

The name of this organization shall be Sudan United Students Association (SUA) of Iowa State University.

**ARTICLE II - Purpose**

The purpose of this organization is to share and present Sudanese culture by organizing events on campus as well as in the local community. The association will also act as a social club for the members and their families.

**ARTICLE III - Affiliation**

This organization shall operate according to the most current regulations and policies of Iowa State University, and of the Constitution of the Student Government, and in compliance with all local, state, and federal laws regardless of contradictory material that may be in this document.

**ARTICLE IV - Nondiscrimination**

This organization shall not discriminate on the basis of

* Age
* Sex
* Race
* Color
* Religion
* Gender identity
* National origin
* Ancestry
* Physical or mental disability
* US veterans’ status
* Sexual orientation
* Political affiliation
* Pregnancy
* Genetic information
* Ethnicity
* Marital status

**ARTICLE V - Membership**

**Section 1**

The President of this Chapter must be a full-fee paying student of Iowa State University.

**Section 2**

All remaining officers and voting members of this organization shall be fee-paying undergraduate or graduate students of Iowa State University, carry a minimum of three credit hours.

Members of this organization shall be voluntary participants in the organization activities.

**Section 3**

All members must abide by the provisions of the constitution and bylaws of this organization.

**Section 4**

 Iowa State University, faculty, staff, and community members may be associate members but will not vote or hold office.

**Section 5**

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)." "The officers of this organization must meet the following requirements:

**ARTICLE VI - Removal of Members**

**Section 1**

Grounds for removal: Any member not fulfilling the requirements as outlined in this Constitution Article V, or in the Bylaws of this organization to the satisfaction of the voting membership or violating Iowa State University policy or the Student Disciplinary Regulations may be removed from membership. A 2/3 majority vote of the attending voting membership shall be required for removal of any member.

**Section 2**

Notice of charges: The motion to remove a member from this organization must be presented in writing to the total voting membership at least 1 week before the meeting at which the removal will be voted on.

**Section 3**

Right to a fair hearing: The member subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place.

**Section 4**

Right to appeal: Appeals relating to the removal of members shall be done through SUA officer group. Appeals must be made within one week after the vote for removal has taken place.

**Section 5**

 Form of vote: All voting under this Article shall be done by secret ballot.

**ARTICLE VII – Meetings**

**Section 1**

Quorum: To conduct business, 25% of the total voting membership must be present at the meeting. A simple majority of the total voting membership must be present for all elections.

**Section 2**

Voting percentages: Motions dealing with amendments and the removal of officers or members will require a 2/3 majority vote of the total voting membership. All other motions will require a simple majority vote of the quorum to pass.

**Section 3**

Frequency of meetings: This organization shall meet at least 1 time each semester. The President or a 2/3-majority of the total voting membership may call emergency meetings. Email notification of organizational meetings shall be given to all members at least 3 days prior to such meetings. Email notice about special or emergency meetings shall be given to all members 1 day in advance.

**Section 4**

Parliamentary authority: The Constitution of this organization shall be the supreme authority in parliamentary procedure at all meetings. The Bylaws of this organization, if and when they exist, shall be the next highest authority.

**ARTICLE VIII - Elections**

**Section 1**

Types of elections: General elections will be held to replace officers whose terms are due to expire. Special elections shall be held when an office is vacated in midterm.

**Section 2**

Nomination of candidates: A candidate for office must be nominated by a voting member each semester during the meeting in the case of general elections.

**Section 3**

Time of elections: General elections shall be held in the month of September during the fall semester meeting and special elections shall be held as necessary.

Section 4 Form of vote: Voting under this Article shall be by secret ballot.

**ARTICLE IX - Officers**

**Section 1**

Elected Officers: The officers of this organization will be:

A. President

B. Vice President

C. Secretary

D. Treasurer

E. Public Relations Officer

**Section 2**

Qualifications: The President of this Chapter must be a full-fee paying student at Iowa State University and must maintain a minimum of 2.0 cumulative GPA.

All remaining officers must be fee-paying students at Iowa State University, carry a minimum of three credit hours and must maintain a minimum of 2.0 cumulative GPA.

**Section 3**

Term of office: An officer shall serve for one year from his/her swearing-in, or until his/her successor is elected.

**Section 4**

Duties: The duties of the officers shall be as follows:

A. The President:

1. Shall be the chief executive officer of the organization and shall preside over meetings.

2. Shall submit the names of all officers of the organization to the Student Activities Center not more than four weeks after the beginning of the fall semester and within ten days of any election.

3. Shall submit additional information as it is required to the Student Activities Center.

4. Shall assist the Advisor and the Treasurer in preparation of requests for funding from the Student Government and shall sign said requests.

5. Shall assume the duties of the Special Events and Publicity Manager in the event that no individual occupies that position.

6. The president will also serve for risk management. He will be responsible for risk management to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures, [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable). Also, an emergency contact for participating individual will be provided in case of event requiring such procedure.

B. Vice President:

1. Shall assist the President in the performance of his/her duties.

2. Shall act on behalf of the President and assume the President’s responsibilities upon the absence of the President.

C. Secretary:

1. Shall keep records of all meetings.

2. Shall prepare the outgoing mail of the organization.

D. Treasurer:

1. Shall be the financial officer of the organization.

2. Shall report an accounting of revenues and expenses upon request at any organizational meeting.

3. Shall prepare, at the end of each school year, all financial records for audit.

4. Shall assist the Advisor and the President in preparation of requests for funding from the Student Government, and shall sign said requests.

5. Shall order any supplies the organization requires to conduct its activities.

6. Shall assume the responsibilities of the Secretary in the event that no individual occupies that position.

E. Public Relations Officer

1. Shall coordinate all outreach and public communication activities performed by the organization.

**ARTICLE X - Executive Committee**

**Section 1**

 Responsibility: Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold this constitution.

**Section 2**

Membership: Membership shall consist of President, Vice President, Secretary, Treasurer, Public Relations Officer, and the Advisor as ex-officio, non-voting member.

**Section 3**

 Meetings: The Executive Committee shall meet at least once a semester to organize and plan future activities and agenda items for meetings.

**Section 4**

 Quorum: A quorum of this committee shall consist of at least 2/3 of the members.

**ARTICLE XI - Removal of Officers**

**Section 1**

Grounds for removal: Any officer not fulfilling his/her duties as outlined in this Constitution Article IX, Section 4 or in the Bylaws of this organization to the satisfaction of the voting membership or who has violated a University policy or the Student Disciplinary Regulations, may be removed from office. A 2/3 majority vote of the total voting membership shall be required for removal of any officer.

**Section 2**

Notice of charges: The motion to remove an officer from his/her position must be presented in writing to the total voting membership at least 2 weeks before the meeting at which the removal will be voted on.

**Section 3**

Right to a fair hearing: The officer subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place.

**Section 4**

Right to appeal: Appeals relating to the removal of officers shall be done through the organization advisor. Appeals must be made within two weeks after the vote for removal has taken place.

**Section 5**

Form of vote: All elections under this Article shall be done by secret ballot.

**ARTICLE XII - Advisor**

**Section 1**

Selection: This organization shall annually designate an Advisor at the time of the regular organization elections. Said Advisor shall have no voting privileges.

**Section 2**

Duties: The Advisor shall assist the Treasurer and the President in preparation of requests for funding from the Student Government and shall sign said requests.

The Advisor shall consult with the officers about the organization’s activities in compliance with University Policies.

**ARTICLE XIII - Financial Support**

The finances of this organization will come from fund-raising projects, individual contributions, the Student Government and/or from Iowa State University, when appropriate.

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.

Membership dues shall not exceed $25 per semester. Dues shall be paid no later than the fourth week of the semester.

**ARTICLE XIV - Committees**

**Section 1**

 The President shall have the authority to appoint any special committees, with the approval of the Executive Committee that will meet the needs of the organization.

**ARTICLE XV - Bylaws**

**Section 1**

Provision for bylaws:

A. This organization may approve bylaws for the specific operation of the organization.

B. No bylaw shall be adopted that is contrary to the provisions of this Constitution.

**Section 2**

Vote Required:

A. The organization may adopt, amend or rescind any bylaw by a 2/3 vote of the membership.

B. Any proposed bylaw must be publicized in writing to the members at least one week prior to the meeting at which it is to be voted upon.

**ARTICLE XVI - Amendments**

**Section 1**

A proposed amendment must be adopted in accordance with Article VII, Section 2. When amendments to this Constitution are presented to the Student Government, the entire document must be brought to compliance with all current Iowa State University policies.

**Section 2**

A proposed amendment to this Constitution must be presented to the total voting membership in the form of a written motion at least 7 days before it is to be voted on.

**Adviser**

1. Maintain communication with the executive officers periodically.
2. Awareness and approval of financial expenditures as well as signing of vouchers after approval.
3. Ensure that the organization is running in conformity with the policy standards set forth by Iowa State University and Student Activities Center.
4. The organization adviser shall be elected at a general meeting of the association held at the end of each academic year. The first election shall be in April.
5. **The term of the office** shall be one full year from May to April of the following year.
6. The organization adviser must be an ISU faculty member.
7. The process of election will be the majority vote of executive officer nominations of an adviser and the President shall ask him/her if he/she is interested in holding position. If the nominated adviser is not interested, executive officers will keep nominating and asking potential advisers until one accepts.

**Officer/Adviser Removal**

Officers or the organization adviser may be removed from office by ½ of the votes of the other officers and 2/3 of the general membership if actions are deemed inappropriate by those in membership. The officer or adviser is permitted to speak before the executive committee and general membership about the charges made concerning his/her performance. The officer or adviser is **not** permitted to participate in the deliberation of the executive committee regarding the charges.