

Constitution of the Predictive Plant Phenomics Graduate Student Organization

Article I: Name

The name of this organization shall be the Predictive Plant Phenomics Graduate Student Organization, henceforth referred to as P3GSO.

Article II: Purpose

The P3GSO will provide professional and academic support to the members of the Predictive Plant Phenomics National Science Foundation Research Traineeship (P3 NRT), and to all ISU students interested in Predictive Plant Phenomics (P3). This may include, but is not limited to: social gatherings, interdepartmental workshops, student body meetings, and an annual symposium.

Article III: Statement of Compliance

The P3GSO abides by and supports established Iowa State University (ISU) policies, State and Federal Laws and follows local ordinances and regulations. The P3GSO agrees to annually complete President's Training, Treasurer's Training, and Advisor Training (if required).

Article IV: Non-Discrimination Statement

ISU and the P3GSO do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, neurodiversity, 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 is open to all graduate students at ISU and will be automatically renewed annually. Requests for membership forfeiture will be handled on an individual basis by the BOD (as defined in Article VII).

Article VI: Risk Management

The President will be responsible for risk management of the P3GSO. As the risk management officer, the President will:

- a. help minimize potential risks for the organization's activities,
- b. recommend risk management policies or procedures to the P3GSO,
- c. submit documentation to ISU's Risk Management Office,
- d. ensure that Iowa State University policies are followed at all of the organization's events, and

- e. ensure proper waivers and background checks are on file with Risk Management for events (if applicable).

Article VII: Board of Directors

Section 1: Eligibility

- a. To be a member of the Board of Directors (BOD) for P3GSO, the graduate student must have a minimum cumulative grade point average (GPA) of 3.00 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 service.
- b. The graduate student must also be in good standing with the university and enrolled at least half time during the term of service (four or more credits) unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirements.
- c. The graduate student will be ineligible to hold a position on the BOD should the student fail to maintain the requirements as prescribed above in A and B.

Section 2: Election/Appointment

- a. A new BOD will be nominated by any member of the current BOD or current general member. Nominated members must accept nominations before the general election.
- b. The new BOD will be voted on by the general members and will require a simple majority.
- c. In the event of a tie, the current year's BOD will make the final decision as to which candidate will become the elected BOD member.
- d. The current year's BOD members are only allowed to break ties for chairs they are not candidates for.
- e. The current year's BOD will announce the elected BOD as soon as the final vote tally has been made.
- f. The general election will occur in the beginning of the Spring semester, with a new BOD being elected by the end of March.

Section 3: Term of Service

- a. All BOD members have a 2 term limit, starting after the yearly election. A term is a single year..

Section 4: Board of Directors Members

(I) Primary Officer Duties

- a. *President*
 - 1. Serves as the primary coordinator of the P3GSO.
 - 2. The President's duties include, but are not limited to: organize and preside over BOD meetings, represent the P3GSO on campus, maintain communication with the Advisor, and complete the yearly President's training.
- b. *Treasurer*

1. Authorized officer to deal with the organization's finances.
 2. The Treasurer's duties include, but are not limited to: maintain an accurate record of P3GSO transactions, cosign P3GSO checks along with the Advisor, any other duties described in Article IX, and completing the yearly Treasurer's training.
- c. *Vice President*
1. Support the President and Treasurer in their duties.
 2. Primary person in charge of all things relating to handling of speakers for the annual symposium. The Vice President's duties include, but are not limited to: facilitating the nomination process of speakers for the annual symposium, sending invitations to chosen speakers, and arranging speaker itineraries.

(II) Secondary Officer Duties

(i) The Secondary Officers are additional BOD positions but these are not required positions for the functions of the P3GSO.

(ii) The addition of these positions will be determined by the primary officers on the BOD and will require a nomination and vote in accordance with Section 2

a. *Media Committee Chair*

1. Responsible for advertisement and recording of P3GSO activities.
2. Person in charge of all things relating to advertisement of the P3 annual symposium. The Media Committee Chair's duties include, but are not limited to: create and distribute all materials related to advertising annual P3 symposium, keep P3 social media accounts (e.g., Twitter, YouTube, StuOrg, etc.) up to date, and create and distribute annual symposium agendas.

b. *Information Technology Committee Chair*

1. Responsible for all streaming and recording matters concerning the P3GSO.
2. The IT Committee Chair's duties include, but are not limited to: setting up recording and streaming technologies for the annual symposium and keeping the P3GSO website up to date.

c. *Poster Committee Chair*

1. Responsible for the poster exhibition portion of the annual P3 symposium.
2. The Poster Committee Chair's duties include, but are not limited to: soliciting poster exhibits for the annual symposium, composing a poster scoring rubric, and managing all logistics relating to displaying posters the day of the symposium.

d. *Venue and Food Venue Committee Chair*

1. Responsible for all matters concerning the venue and food for the annual P3 symposium.

2. The Food and Venue Committee Chair duties include, but are not limited to: securing the venue for the annual symposium and coordinating the food menu for the day of the symposium.
- e. *Fundraising Committee Chair*
1. Responsible for finding fundraising opportunities for the P3GSO.
 2. The Fundraising Committee Chair's duties include, but are not limited to seeking and coordinating fundraising opportunities for the P3GSO.

Section 6: Removal/Replacement

- a. Potential reasons for removal/replacement of a BOD member may include, but not limited to: frequent time conflicts, at risk for academic probation, or the BOD member simply wants to withdraw for personal reasons.
- b. Proposal for the removal of a BOD member, other than the President, will be presented to the President in private. The President will develop a plan of action with the Advisor, usually starting with a private meeting to resolve any issues with the BOD member before a hearing with the other BOD members. If removal of the BOD member is deemed necessary, the President will make a new appointment to replace the removed BOD member with the consent (2/3 votes) of the remaining BOD.
- c. Proposal for the removal of the President will be presented to the Advisor. The Advisor will hold a private meeting with the President to resolve any issues before a voting by the remaining BOD members. Removal of the President will require a minimum of 2/3 votes from the BOD. If removal of the President should occur, the BOD will elect a new President from the BOD. The new President will make a new appointment to replace the vacated spot on the BOD with the consent (2/3 votes) of the remaining BOD.

Article VIII: Advisor

Section 1: Appointment

- a. The Advisor shall be selected through consultation with the P3GSO BOD.

Section 2: Term of Service

- a. There is no limit to the term of service for the Advisor.

Section 3: Advisor Duties

- a. Provide advice and guidance to the P3GSO BOD.
- b. Supervise the President, especially for risk management as described in Article VI.
- c. Be aware of financial expenditures with the Treasurer.
- d. Act as a liaison with the University Administration and in any other situation where a non-student spokesperson is needed.
- e. Maintain confidentiality on any information given or when advice is sought, except in the occasion of law or University policy violations.
- f. Attend annual advisor's training in compliance with Student Organization regulations.
- g. Facilitate BOD removals or replacements as outlined in Article VII Section 6.

- h. In the event of dissolution of the P3GSO, review applications for financial support.

Section 5: Removal/Replacement

- a. Whenever deemed necessary by a simple majority of the BOD, a motion to remove the current Advisor will be brought to the Student Activities Center Staff. If for whatever reason the position of the Advisor is vacant, the BOD will appoint a faculty member, who accepts, to serve as the Interim Advisor until a suitable permanent replacement is found.
- b. Reasons for impeachment include, but are not limited to: not performing duties as assigned, lack of communication with the club officers, violation of the University Honor Code, or any type of moral or ethical breach.

Article IX: Finances

Section 1: Financial Transactions

- a. The Treasurer shall oversee and be responsible for all financial transactions. The Treasurer will give an annual financial summary at the final general student body meeting of the Spring semester.
- b. 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.
- c. The Treasurer and the Advisor (as defined in Article VIII) must approve and sign each expenditure before payment.

Section 2: Membership Dues

- a. No dues will be assessed for being a member of the P3GSO.

Section 3: Dissolution of P3GSO

- a. In the event that P3GSO is dissolved, any remaining organization funds will be made available to the:
 - a. P3 program students through an application, that is reviewed by the Advisor, to cover any reasonable current expenses such as: travel for conferences, annual dues for memberships, registration fees, or research expenses
 - b. or returned to the Iowa State Student Senate if required by University Policy
 - c. or donated to a charitable foundation (i.e. Iowa State University Program for Women in Science and Engineering for public educational events, etc.).

Article X: Ratifications and Amendments

Section 1: Constitution Ratification

- a. The Constitution will require a 2/3 approval by the BOD before being presented to the P3GSO members.
- b. Only a simple majority vote of the participating P3GSO members will be necessary for the ratification of the newly updated Constitution. The Constitution shall be binding to all P3GSO participants: members (as described in Article V), BOD (as described in Article VII), and Advisor (as described in Article VIII).

Section 2: Constitution Amendments

- a. All proposed Amendments to the Constitution must be presented to the BOD. The BOD will consider the proposed Amendments and require a 2/3 approval by the BOD before being presented to the P3GSO members for ratification, as outlined in Article X Section 1.
- b. If a proposed Amendment does not get approved by the BOD, the BOD will contact the submitter of the proposed Amendment and give an explanation as to why the Amendment was rejected. If the submitter is still dissatisfied with the rejection after the explanation, the submitter can opt to present the amendment for voting directly to the P3GSO members. Approval will require only a simple majority vote of the participating P3GSO members.
- c. If a proposed Amendment does get approved by the BOD, the approved Amendments will be presented to the P3GSO members and will require only a simple majority vote of the present P3GSO members for approval.

Section 3: Submission to Student Activities Center

- a. Ratified Constitution and any subsequent Amendments will be submitted within 10 days to the Student Activities Center for approval.