**Constitution African American Studies Society**

**Article I Name:**

The name of this organization shall be The African American Studies Society at Iowa State University. “

**Article II Purpose:**

The purpose of the African American Studies Society is to encourage on-going dialogue among students about key issues in African American Studies. The African American Studies Society expects that through engagement, dialogue and academic scholarship, members will help foster an inclusive and supportive community dedicated to gaining greater knowledge of issues impacting our society.

**Article III Statement of Compliance:**

The African American Studies Society abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The African American Studies Society agrees to annually complete President’s and Treasurer’s Training.

**Article IV Non-Discrimination Statement:**

Iowa State University and The African American Studies Society 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 who are in good standing at Iowa State University.*

**Article VI Officers:**

* Officer Duties and Term of Service— The elective officers of shall be President, **Vice President,** Treasurer, Secretary, and **Public Relations Chair.** Each elected position serves one academic year. Students may serve in the same position for more than one year, but they will need to be re-instated. All officer positions must show interest in the minor program, but Vice President and President must have declared minors.
  + The duties of the President are:
    - To complete Iowa State University’s President’s Training.
    - To lead general and executive meetings.
    - To co-sign all checks and paperwork prepared by the Treasurer, Secretary and Academic Advisor for expenses.
    - To oversee the Vice President’s submissions with ISU’s Risk Management Office.
    - To perform other functions and exercises as determined by the organization.
    - Provide oversight and sign the final budget report prepared by the Treasurer.
    - Take food safety training course.
    - Prepare PowerPoints to be used at each meeting.
    - Outreach to club members and other organizations to coordinate events and meetings.
    - Open and close meetings.
  + The duties of the Vice President are:
    - To step in as President in the absence of President at general and executive meetings
    - Serve as Risk Management Officer to the organization:
      * Help minimize potential risks for the club
      * Recommend risk management policies or procedures.
      * Submit documents to ISU Risk Management Office.
      * Ensure that Risk Management procedures and waivers are implemented and on filed with the Risk Management for events
      * Take food safety training course
    - Coordinate events:
      * Reserve room a week in advance, ensure all supplies are accounted for, and lead specific activities
    - Provide oversight and sign final budget report, prepared by Treasurer
  + The duties of the Treasurer are:
    - To complete Iowa State University’s Treasurer’s Training
    - Attend Iowa State’s Annual Allocations meetings once a semester
    - To receive all monies of the organization and promptly (within 48 hours) deposit the same in the name of the organization to the designated organization bank or account.
      * If it is not possible to make the 48 hour deadline, the President and Academic Advisor must be notified in advanced.
    - To make authorized disbursements upon requisitions signed by the President and Adviser.
      * Any amount over one hundred dollars or more must be approved by the Executive Committee before the check is issued.
      * The Treasurer is the sole holder of the P-Card.
        + May be removed from office if funds are misused.
    - To submit reports to the Executive Committee at exact meetings over the financial condition of the organization, including receipts, disbursements and outstanding payments.
      * All expenditures and sources of income must be documented and reported.
      * The President and Secretary will provide oversight and sign the final report.

* + Duties of the Secretary
    - To keep accurate and detailed records of the procedures of the organization.
    - To keep accurate and detailed records of attendance and minutes of the organization’s meetings and events.
    - To cosign authorized payments with the President, Treasurer and Advisor.
    - To give receipts for membership fees and to transmit such fees to the organizations’ Treasurer.
    - Create the attendance sheets for each general meeting and submit each ISU Net-ID to the club roster.
    - Send out the club emails, which include reminders of meetings and events, three days prior to events.
      * Emails must be approved by the President and Advisor (Vice President if necessary)
  + Public Relations Chair
    - Update the Facebook and Instagram frequently about events (PR Chair will be sole user of the social media platforms)
      * Post reminders about events and use the platforms to spread awareness of events going on in the community or important news within the major
    - Create flyers for each event (one/month) to attach to social media posts and the email list
      * Typically are virtual flyers
    - Encourage student participation and engagement to come to events/meetings/join the social media pages
    - To keep the President and Board informed of any events of interest.
    - Reaching out to any potential speakers/organizations and CCing President in emails
  + Graduate/ Graduate Student Peer mentor
    - Attends executive meetings.
    - Assists with promotion and recruitment.
    - Helps ensure the board is completing objectives & initiatives.
    - Assists the executive board where needed.
* Date(s) for selection or election of officers— The election of officers will take place the last meeting during the Spring term by secret ballot and a simple majority is needed if club members deems necessary.
* 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)."
* Impeachment/Removal of Officers- Officers shall be removed for any of the following offenses:
  + A). Be absent from 3 consecutive meetings without advanced notice or explanation to the Secretary or President.
  + B). Those who do not preform, inadequately perform the required duties in a timely manner or those that misuse the organization’s resources.
  + C). Failing to maintain a cumulative GPA of 2.0, be in good standing with the University or drop below half-time enrollment.
  + For violations A and B the Executive Committee and/or one other general members may petition the general membership to impeach an officer by majority vote. The accused will be notified at least seven days prior to the vote and be allowed than 10 minutes to state their case. They shall not be present for the final vote.

* Vacancies of Office
  + If the President is unable to serve, the Vice President shall serve as President
  + If other officers are unable to serve, the President will allow members to express interest. Executive committee and the club will vote
  + If the Treasurer is vacated, the Secretary will fill the position until a member can be elected and trained.
* Impeachment/Removal of Officers
  + Any complaints or issues with members of the executive board should be brought to the Adviser for mediation and reconciliation.
  + The officer will be notified at least seven days prior to the vote for removal. The officer will be allowed to address the organization for no more than ten minutes to provide a defense.
  + After the majority vote, the officer will be removed from duties.

**Article VII Adviser:**

All recognized student organizations at Iowa State University must provide a general statement about the duties and method of selection of the club’s adviser. Discuss adviser duties, terms of service, method of election, selection or appointment, impeachment, and replacement of advisers here.

* Organization Adviser must be employed at Iowa State University and part of the African and African American Studies program. The adviser will serve at their leisure until they no longer feel comfortable serving and will be replaced by someone within in the department.
* The Academic Adviser is appointed by the Chair of Af Am Studies and should be okayed by the Executive Committee.
* Duties of the Advisor
  + Attend all Executive Meetings
  + To serve as a mediator if necessary.
  + Help members become self-sufficient leaders.
  + Liaise between the Af Am Studies faculty and organization.
  + Co-sign checks with President, Treasurer and Secretary.
  + Be aware of university policies that restrict or assist the organization.
  + Be aware of officers’ academic progress and intervene when necessary.
  + The adviser is required to co-sign all vouchers and intramural purchase orders and is aware of the financial status and condition of the organization.
  + To ensure and prevent unauthorized expenditures.
  + To be knowledgeable about federal, state, local laws and university policies and to dissuade organizational officers from activities that seem hazardous or may violate university policy or laws.
* Impeachment/Removal of Adviser
  + Any complaints or issues with the adviser shall be first discussed with the Chair of Af Am Studies.
  + The adviser will be notified at least seven days prior to the vote for removal. The adviser will be allowed to address the organization for no more than ten minutes to provide a defense.
  + After the majority vote, the advisor will be removed from duties and a new advisor will be named by the Chair of Af Am Studies and okayed by the Af Am Studies Society.

**Article VIII 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.*
* The President, Treasurer, Secretary and Adviser must approve and sign for each expenditure before payment.
  + The Treasurer oversees all finances and fundraising processes. The President must directly work with the Treasurer to ensure that budgeting and expenditure are acceptable and efficient.
* No indebtedness or obligation shall be incurred by the chapter or any of its officers or agents in the name of the organization.
* The organization may raise funds for local or national purposes within the scope of the organization.
  + Fundraising should be coordinated by all members of the executive board (President, VP, Treasurer, Advisor, PR Chair, and Secretary) to ensure adequate and diverse spread of ideas. Funding ideas include running game day food stands, car washes for Hyvee, and funding through the Multicultural Student Leadership Council Funding.
* Membership dues will not exceed $15.00/semester but are typically $5.00/semester, paid to the Treasurer.

**Dissolving the Organization**

In the event that the organization falls out of good standing with the University or there is misuse of the organization’s resources, the Chair of African and African American Studies can decide to dissolve the organization.

**Article IX: Amendments and Ratification**

All proposed changes to the constitution must be proposed in writing to the President, Vice President, and Advisor. Afterwards, changes will be presented to the general club-body in a specific “ratification” meeting, available for all members interested in attending. In such meetings, any and all members are encouraged to voice their opinions on current or future additions to club documents. After the voting process among members, an in-depth discussion will take place among executive board members on proposed amendments, against the expectations in the President’s training guidelines. Agreed changes to the constitution must be approved by the President, Vice President, and Advisor. The general club must be informed of the changes at the next successive meeting since vetoed or approved changes. The amended constitution will be submitted within 10 days to the Student Activities Center for approval.