**ARTICLE 1. ORGANIZATION NAME**

**1.1** The name of the Organization shall be known as "Interdepartmental Graduate Group" or abbreviated as "IDGG".

**ARTICLE 2. CONTACT INFORMATION**

**2.1** The official contact information of IDGG officers shall be found at the following URL:

https://www.stuorg.iastate.edu/site/2876/officers

**ARTICLE 3. OBJECTIVES**

**3.1** To build networks between interdepartmental graduate students.

**3.2** To provide support for interdepartmental graduate students.

**3.3** To share the research of interdepartmental graduate students with the wider campus community.

**3.4** In fulfilling the objectives above IDGG will abide by and support established ISU policies, State and Federal Laws, and follows local ordinances and regulations. IDGGagrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

**ARTICLE 4. MEMBERSHIP**

**4.1** Membership shall be open to all registered graduate students at ISU who are in good standing at ISU and have a minimum cumulative GPA of 2.00.

**4.2** ISU and IDGG do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.

**4.3** Types of membership

A) Voting members

B) Advisor(s)

**4.4** All members are encouraged to participate in all IDGG activities.

**4.5** Membership may be revoked for failing to fulfill membership requirements and/or if actions are deemed inappropriate by the membership by a 1/2 of the Executive Board and a 3/4 general membership majority. Inappropriate actions include, but are not limited to, failing to comply with the ISU non-discriminatory policy, harassment of group members or other ISU students or representing IDGGor ISU in a negative manner.

**ARTICLE 5. EXECUTIVE BOARD**

**5.1** The Executive Board shall be comprised of the President, Vice-President, Secretary, and Treasurer.

**5.2** The Executive Board shall serve for the period of one year, May 1st to April 30th, and may be re-elected for following years.

**5.3** Duties and general responsibilities of the executive board members:

**5.3.1** President

A) To represent IDGG and its members in all external matters.

B) To plan and preside over all IDGG meetings.

C) To coordinate and ensure the smooth functioning of the activities of IDGG.

D) To aid the Treasurer in soliciting and securing funds for IDGG.

E) To organize activities that will realize the objectives of IDGG as mentioned in ARTICLE 3.

F) To initiate and lead the development of subcommittees as determined necessary by members to ensure smooth functioning of IDGG activities.

G) To lead annual Constitution revisions as needed.

H) Will seek the consent of individuals to be nominated for roles of President, Vice-President, Treasurer, Secretary, and Advisor, and obtain the Advisor’s tiebreaker vote for President.

I) Will organize required secret ballots for yearly Executive Board and Advisor elections.

J) Will preside over all IDGG elections and voting.

K) Prepare IDGG meeting materials as needed.

**5.3.2** Vice-President

A) To assist the President in all the functions as in paragraph 5.3.1.

B) To act on behalf of the President in his/her absence.

C) To renew the registration of the IDGG with the Student Activities Center.

D) To foster and maintain relationships between IDGG and other associations/organizations.

E) Will serve as the risk management chair and oversee risk management responsibilities which includes recommending risk management policies to IDGG, submitting documentation to ISU’s Risk Management Office, ensuring that IDGG’s Risk Management Policy is implemented at all events to minimize potential risks at club activities, and to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

F) To participate in annual Constitution revisions as needed.

**5.3.3** Secretary

A) To assist the Vice-President.

B) To keep a current list all members.

C) To maintain all correspondence of IDGG.

D) To disseminate, via email and the IDGG social media (if applicable), minutes of the IDGG meetings.

E) To assist president in meeting planning

F) To ensure that IDGG meets the requirements of the Student Activities Center.

G) To email announcements and social media (if applicable) posts of IDGG events and activities.

H) To maintain all records of IDGG.

I) To participate in annual Constitution revisions as needed.

H) To maintain and promote IDGG through social media or other methods

**5.3.4** Treasurer

A) To maintain all financial accounts and related correspondence of IDGG.

B) To sign all financial accounts and transactions.

C) To submit a financial statement to the meetings per request.

D) To insure that IDGG fulfills all the requirements of ISU pertaining to financial matters and liaises with the Campus Organization Accounting auditors on all financial matters.

E) To participate in annual Constitution revisions as needed.

F) To insure all expenditures are countable.

G) To carry out fundraising activities as needed.

**5.4** The positions of President and Treasurer cannot be held simultaneously by a single member.

**5.5** The officers of this organization must meet the following requirements:

A) Be in good standing with the university and enrolled: at least half time (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 graduate 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).

**5.6** Members of the Executive board or the Advisor may be removed from office for failing to fulfill position requirements and/or if their actions are deemed inappropriate by the membership by a vote of 1/2 of the Executive Board and a 3/4 general membership majority. Inappropriate actions include, but are not limited to, failing to comply with the ISU non-discriminatory policy, harassment of group members or other ISU students or representing IDGGor ISU in a negative manner. Impeachment proceedings may take place when one member moves to impeach an individual, and the motion is seconded. The person who is being considered for removal has the right to present their defense to the club prior to the club’s vote, and has the right to be present during the vote.

**ARTICLE 6. THE ORGANIZATION ADVISOR(S)**

**6.1** In accordance with the university requirement IDGG shall have an Advisor(s) who is a member of the faculty or staff of ISU.

**6.2** After initial appointment upon founding, members shall by simple majority vote, elect an Advisor(s) as a part of the yearly elections.

**6.3**  The role of the Advisor(s) shall be as envisaged in the requirements of ISU.

**6.4** In the event of an Advisor vacancy, the replacement of an advisor will be voted upon using election procedures outlined in ARTICLE 7.6.

**6.5** In the event of an election tie for an executive board position in which the current President is a candidate, the Advisor will serve as a tiebreaker.

**6.6** Advisor(s) must approve and sign each account expenditure before payment.

**ARTICLE 7. ELECTIONS**

**7.1** The election meeting shall be held annually by the end of the academic year.

**7.2** All members of the Executive Board (i.e. President, Vice-President, Secretary, and Treasurer) and the organization Advisor must be elected at an election meeting.

**7.3** The President must attend the election meeting, tally results, and declare the incumbents at the conclusion of the election meeting, via email, and through social media.

**7.4** The President must abstain from voting and reserve his/her vote for a tie-breaker.

**7.5**  All voting shall be secret ballot.

**7.6** Nominations

**7.6.1** Interdepartmental graduate students, either member or non-member, may be nominated for Executive Board positions.

**7.6.2** Nominated individuals will be asked to confirm their willingness to participate as a candidate in the elections and as a member of the Organization via email from the President.

**7.6.3** To be considered eligible for nomination for election to the executive board, candidates must be in good standing with ISU and a graduate student at ISU.

**7.7** Election Procedure

**7.7.1** The President should solicit the Advisor’s tiebreaker vote for the next positions via email before the election meeting in case the need for the Advisor’s vote arises. The President must bring a copy of the Advisor’s vote to the election meeting.

**7.7.2** The President will be elected first, followed by the Vice-President, Secretary, Treasurer, and the Advisor.

**7.7.3** All positions must be filled by election at the election meeting.

**7.7.4** The Executive Board positions shall be elected yearly by popular vote.

**7.7.5** The following format shall be used for balloting:

A) The President will disperse secret ballots to voting members in attendance at the election meeting. The ballots will be dispersed in the order previously stated.

B) Each voting member voter shall choose the candidate for the Executive Board position and Advisor per secret ballot.

C) The President shall announce the results of the election of each Executive Board and Advisor position, immediately after counting the votes.

D) All members have the right to verify the results of the election.

E) In the event of a tie, the President will vote. In the event that the President is a candidate for the position, the Advisor’s vote will serve as the tie-breaker.

F) If only one candidate is nominated for a position, the candidate automatically is the incumbent (i.e. no voting ensues).

**7.8** In the event any position on the Executive Board or the Advisor is vacated, the position(s) shall be filled via an additional election meeting following the items 7.3 through 7.7.

**ARTICLE 8. ORGANIZATION MEETINGS**

**8.1** Two categories of meetings

A) General Meetings

B) Election Meeting(s)

**8.1.1** The Secretary shall notify all members of the date of all meetings via email at least one week in advance.

**8.1.2** All meeting attendees are eligible to participate in all discussions during the meetings.

**8.1.3** The minutes of the previous meeting will be available for review by members via email by the Secretary.

**8.1.4** Voting on matters arising shall be based on a simple majority of the members present unless otherwise specified in the Constitution.

**ARTICLE 9. AMENDMENTS TO THE CONSTITUTION**

**9.1** All amendments to the Constitution can only be made at a general meeting.

**9.2** All amendments must be formally proposed and seconded by a member.

**9.3** All amendments shall be discussed before putting to a vote.

**9.4** Amendment to an amendment

**9.4.1** An amendment to an amendment must be discussed and voted on prior to voting on new, first amendments.

**9.5** An amendment must be discussed and voted on prior to discussion and voting for the next amendment(s).

**9.6** All amendments to the Constitution must have at least 2/3 voting member majority.

**9.7** Changes to the Constitution must be submitted to the Student Activities Center within 10 business days of voting for approval.

**ARTICLE 10. FINANCES**

**10.1** The Treasurer shall oversee and be responsible for all financial transactions.

**10.2** All monies belonging to IDGG shall be deposited and disbursed through a bank account established for IDGG at Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office).

**10.3** All funds must be deposited in the appropriate IDGG account within one month after collection.

**10.4** The Treasurer and an Advisor(s) must approve and sign each expenditure before payment.

**10.5** In the event of the dissolution of IDGG any remaining funds shall be given to the Graduate College with the stipulation that they be used to benefit graduate students.

**10.5.1** Dissolution can only be proposed by the Executive Board and be presented to the voting members at a general meeting for a ¾ vote.

**10.6** IDGG will not collect dues from its members.

**ARTICLE 11. MISCELLANEOUS**

**11.1** Except for the provisions of this Constitution, all procedural matters and standing orders shall follow normal parliamentary practice.

**11.2** This Constitution shall be binding to all members as prescribed in the Article 4.