**Constitution of the Iowa Uganda Alliance**

**Article I – NAME:**

The official name of this organization shall be the “Iowa Uganda Alliance”. The official abbreviation shall be IUA.

**Article II – PURPOSE:**

The objectives of this organization shall be:

* To promote the exchange of experience, knowledge and ideas between students, faculty, and alumni, and improve the mutual understanding of the Iowa State University Uganda Program (ISU-UP).
* To provide an opportunity for students, faculty and alumni to learn about various issues related to Uganda and more specifically, ISU-UP.
* To encourage learning and discussion of development issues as they relate to Africa and the role of ISU-UP in Uganda.
* To conduct sales of products produced by rural enterprise projects associated with ISU-UP to increase economic opportunities and market access
* To support development projects in Kamuli, Uganda through targeted donations of proceeds as available
* To abide by and support established Iowa State University policies, and State and Federal Laws.

**Article III - STATEMENT OF COMPLIANCE:**

**SECTION ONE:** The Iowa Uganda Alliance abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

**SECTION TWO:** The Iowa Uganda Alliance agrees to annually complete President’s, Treasurer’s, Advisor, and other trainings as required.

**Article IV - NON-DISCRIMINATION STATEMENT:**

Iowa State University and Iowa Uganda Alliance 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.

**Article V - MEMBERSHIP:**

Full membership shall be open to all registered students at Iowa State University in good standing, all faculty members, staff, and alumni of Iowa State University. Participation shall also be open to all students and general community members.

**Article VI – OFFICERS:**

The officers of the organization shall be President, Vice President and Outreach Coordinator, Treasurer, Fundraising Director, Secretary and Risk Management Officer, and Communications Director.

**OFFICER REQUIREMENTS:** The officers of this organization must have the following requirements:

1. Have a minimum cumulative grade point ratio (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election, the selection of election and semesters during the term of office. For undergraduate, graduate and professional students, the minimum GPA is 2.50. In order for this provision to be met, at least six credit hours (half-time credits) must have been taken for the semester in consideration.
2. 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 their degree as defined by the Continuous Registration Requirements) during office.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in a) and b).

**OFFICER DUTIES**

All Officers

* Attend all organization meetings
* Attend all officer meetings
* Facilitate transitions with newly selected officers after installation
* Plan and attend all events unless previously excused

President

* Preside over all meetings and write agendas
* Represent the organization on campus
* Meet one-on-one with other officers on an ad hoc basis
* Supervise over fundraising activities
* Maintain communication with organization advisors and contacts in the Tusubila Crafts Group and other rural enterprise projects groups
* Schedule meetings and events
* Have the power to form special committees to address specific issues
* Manage the organization’s email account
* The president must have been a member for at least one semester prior to the election

 Vice President and Outreach Coordinator

* Assist the president in coordination of organization activities
* Maintain communication with contacts at ISU-UP and in Uganda
* Maintain and update the organization’s calendar and list-servs
* Take attendance at meetings and mandatory events
* Coordinate recruitment of new students to the organization
* Facilitate organizational participation in campus and community activities
* Serve as interim president, in consultation with the president, when said officer is unable to attend a meeting or is absent from organizational activities

Risk Management Officer and Secretary

* Manage risks of travel and events in coordination with the Office of Risk Management and the Center for Sustainable Rural Livelihoods
* Work to minimize risks for club activities
* Submit documentation to ISU’s Risk Management Office and ensure ISU policies are followed
* Maintain an accurate record of organizational meetings and disperse records to members via google doc

Treasurer

* Maintain accurate record of organizational transactions
* Develop organization’s budget and present for approval to officers
* Maintain an up to date running ledger of all deposits and withdrawals, sharing a version on Google Drive to all organization members
* Submit applications each semester for potential funding, e.g. Government of the Student Body

Fundraising Director

* Solicit additional funding if needed from the student government and non-charitable donations
* Develop and lead fundraising activities, in coordination with the president and faculty adviser
* Work closely with other officers to execute fundraising events that have an attractive return on investment for participants and make records of fundraising received
* Work with other officers to create and maintain a running budget for events and manage donations received toward operating costs of events

Communications Director

* Develop a cohesive communications strategy and ensure quality control of all information released
* Create and distribute advertising materials
* Prepare table and materials for ClubFest
* Manage and promote organization and events on social media accounts including but not limited to Facebook, Twitter and Instagram
* Document and photograph all events
* Project a positive image of the organization to the public through advertisement and marketing strategies

**ELECTIONS**

Elections shall be held during the last month of the spring semester. Elections will be coordinated by the core officers and will be conducted by an agreed upon volunteer. Only full members will be allowed to vote in elections, and simple majority of secret ballots will determine the winner. In the circumstance of a tie, a second secret ballot will determine the winner. The terms of the officers shall be for 1 calendar year beginning upon election. Officers may be re-elected for an unlimited number of terms as long as they meet the above requirements.

Impeachment of officers may be proposed by organization members. Removal will occur by unanimous decision among officer members.

**SPECIAL ELECTIONS**

In case of impeachment or if an officer steps down before the end of the term, remaining officers will vote on a replacement officer. The replacement must be eligible as previously specified and be unanimously approved by officers.

This constitution shall be effective upon approval by unanimous approval by officers and must be submitted to Student Activities Center within 10 days for final approval.

**Article VII – ADVISORS:**

Duties of the Organization Advisors shall include:

* Maintain communication and meet with officers when needed
* Awareness and approval of financial expenditures
* Assistance with coordination of fundraising activities
* Ensure the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activity Center

Election and Impeachment of Advisors:

Advisors shall be nominated and selected for two-year terms, to be staggered between advisors. For example, if the organization has two advisors, elections shall be timed that one advisor is finishing up their term as the other is finishing their first year, with the exception of the first term. Advisors shall be selected by unanimous decision among organization officers.

Impeachment of officers may be proposed by organization members. Removal will occur by unanimous decision among officer members. In case of impeachment or vacancy, advisors will be replaced by appointment through unanimous decision among officer members.

**Article VIII – FINANCES:**

**Section A:** All monies belonging to this organization shall be deposited 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 advisor of this organization shall approve and sign each expenditure before payment. If the organization is dissolved, all money will immediately be donated to the Tusubila Crafts Group or other associated ISU-UP project.

**Section B:** The organization may establish reasonable dues that must be paid by all members. The amount of dues shall be determined in the beginning of each academic semester by the president and treasurer, with consultation of the adviser. Dues must be paid in full within one month of the first organization meeting each semester. The treasurer shall maintain all financial records and shall counter sign with the advisor for all organization transactions. Dues will have different levels depending on affiliation of members. For students, dues will generally be ten dollars and will not exceed fifteen dollars. For faculty, staff, alumni, and community members, dues will generally be twenty dollars and will not exceed twenty-five dollars.

**Article IX – AMENDMENTS AND RATIFICATION:**

Amendments to this constitution must be submitted in writing to the President of the organization. In order to adopt the amendment a unanimous approval by the officers and advisor is necessary. If a proposed amendment is defeated twice it cannot be resubmitted for one semester. The Risk Management Officer and Secretary will keep all proposed amendments on file.

**Article VIII – GENERAL:**

 **Section A: The Constitution**

The constitution shall be revised as needed by ISU-UA upon unanimous affirmative vote of officers to change the document. This constitution takes effect upon the ratification of it by unanimous approval of all officers and advisor.

**Section B: The Meetings**

IUA meetings shall be held on a monthly basis but may be subject to changes. The newly appointed officers may change the meeting times only in the event of a 2/3 majority favor of the change. Preceding each organization meeting shall be an executive meeting of the officers. Unless excused beforehand, it is expected that each executive board member will attend the executive board meetings.