# **Community Engagement Club Constitution** April 2019

# Article I. – Name:

# The name of this organization shall be *Community Engagement Club* at Iowa State University, also referred to as CEC.

# Article II. – Purpose:

# The purpose of *Community Engagement Club* is to act as a hub for students, volunteers, researchers, teachers, faculty, and leaders of organizations to collaborate for the benefit of all parties and the state of Iowa. *Community Engagement Club* believes in enabling individuals to lift their community to new heights by providing a platform through which they can track and measure the impact of their teaching, research, learning, or volunteerism in their local communities. Our goal is to achieve collaboration through facilitating opportunities for engagement between Iowa State University and the community. This is done by creating and sharing opportunities for volunteerism and engagement using Iowa State University’s *GivePulse* platform. *Community Engagement Club* is affiliated with U-TuRN (University Translational Research Network).

# Article III. – Statement of Compliance:

# *Community Engagement Club* abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. *Community Engagement Club* agrees to annually complete President’s and Treasurer’s Training.

# Article IV. – Non-Discrimination Statement:

# Iowa State University and *Community Engagement Club* 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 at Iowa State University, as well as non-students, faculty, staff, researchers, and members of the community.

# Article VI. – Officers:

# *Section 1*

# 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).

# *Section 2*

# The officers of *Community Engagement Club* are as follows:

# 1. President

# a. Presides over meetings

# b. Ensures that the organization is operating in conformity with the standards set forth by Iowa State University

# c. Supervises and coordinates cooperation among officers

# d. Represents organization on campus

# e. Corresponds with adviser when necessary

# f. Have full administrative privileges of *GivePulse*

# g. Presents budget request to Student Government

# h. Emails organization information to members and officers

# i. Responsible for advertising in the absence of an Advertising Officer

# 2. Vice President

# a. Assumes Presidential Duties in the absence of the President

# b. Helps president

# c. Reviews constitution on a yearly basis

# d. May be held by another officer

# 3. Treasurer

# a. Maintains accurate record of organizations transactions

# b. Collects dues when necessary

# c. Creates a budget of all needed funds

# d. Solicits funding needed from the Student Government

# e. Corresponds with Campus Organizations Accounting Office when necessary

# 4. Secretary

# a. Maintains membership directory and assists Treasurer in maintaining record of due payment

# b. Records meeting minutes

# c. Corresponds when necessary with University administration and other recognized organizations

# d. May be held by another officer

# 5. Advertising

# a. Designs and prepares flyers and other advertising material

# b. Prepares table for ClubFest

# c. Increases group membership through visibility

# d. Contacts local news services to increase group presence in Ames and surrounding area

# e. Organizes putting up advertising around campus and booths around free speech zone

# f. There may be up to 3 advertising chairs at once

# 6. Risk Management

# a. Makes sure risks of event are limited and coordinating with Iowa State so *Community Engagement Club* follows all procedures

# b. May be held by another officer

# 7. Adviser

# a. Signs university paperwork

# b. Acts as a spokesperson and advocate for club

# Article VII. – Adviser:

# The adviser will be elected by any member of *Community Engagement Club* and then elected by a majority vote. The adviser will serve yearly and will be welcomed back each year if they voluntarily decide to serve again. If an adviser is to be replaced, the new adviser must be a member of the Iowa State community and share the goals and visions of the *Community Engagement Club*. Preferably, the advisor will be a faculty member of U-TuRN or hold a position that has emphasis on community engagement and/or engaged scholarship. Removal of an adviser occurs when 1) ¾ officers vote for removal due to activities that do not align with the goals and visions of the club and 2) when adviser has not had contact with any officer for a period of 6 months.

# Article VIII. – Finances:

# All money 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 of this organization must approve and sign each expenditure before payment.

# No dues will exist.

# Article IX. – Amendments and Ratification:

# During the first semester of each year, the constitution must be voted on and approved by the general membership of the organization.

# Proposal: One or more members of Community Engagement Club may draw up an amendment to this constitution at any time. The amendments must be presented during an official meeting.

# Ratification: Once in its final form, the amendment must be approved by half of all members within two weeks of its proposal. The ratification can be done in a meeting or by petition. The constitution shall become effective upon ratification and shall supersede and make void any previous sections in the constitution that it contradicts. The President shall then be responsible for the adding of the amendment to the constitution and the prompt submission of an updated constitution to the Student Activities Center.