***The Constitution***

***of***

***RootLess***

***of***

***Iowa State University***

***Preamble***
We, the members of “RootLess – Recovery On Our Time, Learning Every Student’s Story” do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

**Article I - Name:**

The name of this organization shall be RootLess at Iowa State University.

**Article II - Purpose:**

Section 1. RootLess will look to build community and promote social support to students in recovery and to students seeking recovery from issues such as substance use, gambling, gaming, and more.

**Article III - Statement of Compliance:**

Section 1. RootLess abides by and support established Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations. RootLess agrees to annually complete President’s and Treasurer’s Training.

**Article IV - Non-Discrimination Statement:**

Section 1. Iowa State University (and RootLess) 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:**

Section 1.

1. Membership shall be open to all registered students at Iowa State University.
2. Students can join RootLess at any time during the year.

 **Article VI - Officers:**

Section 1. President

* The president will help run RootLess meetings
* The president will work with the staff advisers on general oversight of organization that it is operating in conformity with standards set forth by Iowa State University and Student Activities Center
* The president will fulfil the role of risk management officer and do the following responsibilities.
	+ - Help minimize potential risks for club activities
		- Recommend risk management policies or procedures
		- To submit documentation to ISU’s Risk Management Office
		- To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Section 2. Treasurer

* The treasurer will help provide general oversite to the organization’s finances
* The treasurer will report and record all financial transactions and information.

Section 3. Officer Duties and Term of Services

1. The president and treasurer will serve in a term of service of one calendar year.
2. Officers will be selected by a hand or email vote of simple majority of membership.
3. The selection of officers will typically take place in the Spring semester for the next academic year’s officers. Special elections for officers can be held at any time during the year.
4. Officer impeachment proceedings can be called by anyone in general membership. They will be held as a special meeting or during a regular scheduled meeting. The officer is allowed to be present at speak at the meeting. A vote of at least 75% in favor to impeach is required of the general membership for an adviser to be impeached.
	1. Examples of impeachable offenses can included but are not limited too the following: officer not fulfilling duties of role, officer violating constitution or bylaws, etc.
5. If an officer position is open, it will be replaced through a special election by organization membership.
6. The following is required for all officers:
	1. 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.
	2. 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.
	3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

**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.

Section 1. Professional staff advisers shall serve during their time at Iowa State University. An adviser can resign at any point in time and a new adviser will be appointed.

1. At least one adviser of RootLess will be a professional staff person of Student Health and Wellness. Professional staff advisers are selected or appointed by their department within the Student Health and Wellness Unit. The director of the department will make the final decision on appointment.
2. There shall be at minimum two advisers for RootLess.
3. Term of service for advisers will be at their leisure or while they are at Iowa State University.
4. Advisers impeachment proceedings can be called by anyone in general membership. They will be held as a special meeting or during the RootLess meeting. The adviser is allowed to be present and speak at the meeting. A vote of at least 75% in favor to impeach is required of the general membership for an adviser to be impeached.
5. If an adviser position is open, it will be immediately replaced by the appointment of another adviser from Student Health and Wellness.

Section 2. Duties

* The adviser meets bi-weekly with the president and treasurer to discuss updates
* The adviser helps students navigate any university policies or questions they have as they are planning activities and events
* The adviser works with the treasurer during the budget submission process
* The adviser works with president and Office of Risk Management on any risk questions or procedures that come up

**Article VIII - Finances:**

**Section 1.**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 to this organization must approve and sign each expenditure before payment.

**Section 2.**       No dues will exist.

**Section 3.** Fundraising

* Rootless works with the adviser on fundraising efforts during the year. They help with planning an annual FundISU campaign and a virtual 5k run/walk, along with other activities. The treasurer is in charge of budgeting, finances, and works with the adviser on any questions that arise.

**Article IX - Amendments and Ratification:**

**Section 1.**Amendments to the RootLess constitution shall be presented to the membership for review. Changes will be sent to all members at least one week prior to the next all member meeting for review. Members have the right to ask questions about the amendments and hold discussion about the amendments during the all member meeting.

**Section 2.**       Any organization member may propose amendments to the constitution. Amendments must be approved by more than half of the organization members and, if approved, shall take effect immediately unless otherwise indicated in the approved amendment.

**Section 3.**       The affirmative vote of more than 1/2 of the RootLess membership at an all member meeting will be sufficient for the ratification of this Constitution.

**Section 4.**       Voting shall take place during any all member meeting.

**Section 5.**       Upon ratification, this Constitution shall supersede any Constitution written before the date of ratification. All rules and regulations, whether written or implied, in use at the date of ratification, shall be null and void.

**Section 6.** Prompt submission of an updated constitution and bylaws to the Student Activities Center will take place should the document be amended following recognition.