**By-laws of Wild Animals Club**

***Article I-Name***

The name of this organization shall be Wild Animals Club at Iowa State University.

***Article II-Purpose***

The main purposes of this club are to further gain experience and education with the animals that we share the world with. With hands-on learning experiences, volunteering opportunities, and guest lectures, we hope to inspire the Iowa State community to actively help the animals in our world.

***Article III-Statement of Compliance***

WAC: Wild Animals Club abides by and supports established Iowa State University Policies, State and Federal Laws and follows local ordinances and regulations. WAC: Wild Animals Club agrees to annually complete any officer training.

***Article IV-Non-Discrimintion Statement***

Iowa State University and WAC: Wild Animals 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-Members***

Membership shall be open to all registered students in good standing at Iowa State University. Member meetings will be monthly or bi-weekly, depending on if there is a need for an informational meeting about an upcoming trip or event. Monthly meetings are mandatory. Dues will be $10.00 a semester and will be required from all members of the club. This money will go toward funding events for the club.

***Article VI-Officers***

**Officer Selection**

Any appointed officers must be chosen by the graduating senior officers and the current officers of the club. This process will be done by interviews with all who apply to be considered for a position. This will be done at the end of the spring semester. When choosing who will be offered the corresponding position, the panel of officers needs to come to an agreement on one candidate that best suits the position. This will be done by a majority vote between the officers. If the position of an officer needs to be split between two people, this needs to be agreed upon by the panel of interviewers.

**Officer Term Limit**

The officers will keep their appointed positions until they quit, are impeached, graduate, or change positions. The panel can choose as a group to create new positions as they see fit to fulfill the club workload.

**Committees**

Requests for support committees for officers can be granted by the president. Officers who have these support committees can organize meetings consisting only of these committees. These support committees are run and organized by said officer, meaning said officer has full responsibility for any action or inaction committed by the supporting committee.

**Impeachment**

If there is a need for the impeachment of any officer, the current officers will vote on whether or not to impeach. If there is a majority vote, then the officer will be released from their club duties and interviews to find a replacement can start as soon as possible.

**Officer Eligibility**

Any appointed officer must be a student at Iowa State University, and will be a student for the remainder of their term. Said officers must have a GPA of 2.0, and have a sound academic record at Iowa State University or other universities they have attended. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. 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. Additionally, officers must be ineligible to hold office should the student fail to maintain the requirements as prescribed above.

**Officer Meetings**

The executive officers will meet bi-weekly to discuss future events and plans of the club, these meetings may also be attended by committee members and any new incoming officer shadowing a current officer. These meetings are mandatory for all officers. Failure to show to these meetings consistently can result in impeachment, this shall be decided on a case by case basis. Should an officer not be able to attend any meeting they must inform the President. Additional meetings can be requested by any officer but must be approved by the President.

**Officer Positions**

President: Will be the face and voice of the club. Actions, decisions, meetings, and elections will be run with the oversight of the president. The president will also be the designated position for university communications. Will generally be in charge of running monthly meetings.

Vice President: Will serve as the hand of the president, assisting and advising the president with all matters. Whilst the decision of the president is final, the most important role of the VP is to provide checks and balances for said president in order to serve the club and the university in the best way possible.

Treasurer: Will act as the master of coin for this club. Will maintain current and accurate records of all money coming in and out of the club. The treasurer will also give updates during each main club meeting to make sure the financial wellbeing of the club is transparent to all members. Will also handle all correspondence with Iowa State University and its financial offices in Beardshear.

Risk Management: Will work with Iowa State in order to help minimize potential risks for club activities, recommend risk management policies or produced, submit proper documentation to ISU’s Risk Management Office, and ensure the proper waivers and background checks are on file with Risk Management for events (if applicable).

Event Planners: This will consist of two event planners, one with a focus on outside events and one on inside events. Outside events include trips to the zoo, sanctuaries, volunteer work at locations off campus, and any other event that happens off campus. Inside events include setting up events to watch documentaries, guest speakers, any celebrations. Both will work alongside the rest of the officers as needed to set up their event. Such as both will also work alongside the treasurer in order to obtain the finances needed for the events.

Community Manager: Will be in charge of all social media for the club, advertisements for the club itself, and work with committee members for fundraising. This officer will also assist the president in advocating for club members and the club itself. This officer is also in charge of setting up a booth for club fest.

Secretary: This position will include tasks such as taking notes during executive meetings and recording attendance at such meetings. Any communications with club members will also be handled by the secretary. This includes possibly sending out informational letters or reminders about club activities. The secretary will also handle records of club members and club officers, including contact info and names. Will also work in conjunction with the Treasurer to keep accurate records of members who have paid dues.

***Article VII-Event Planning***

Events may be proposed by any officer or member of the general club, with the event planners handling the logistics. That being said, events must be voted on by the executive board and must pass with a majority. The President only gets to vote as a tiebreaker, they shall not vote in any other case. The President is allowed the power to veto any event. This veto may be overruled by the executive board through a unanimous vote to do so.

***Article VII-Adviser***

To select an adviser for this club, said advisor needs to be a current faculty member at Iowa State University and will provide consent to act as an adviser for this club. As an adviser, he or she will assist officers in planning logistics for meetings, trips, guest speakers, and any other activities when needed. The selection process for an advisor is as follows: the current officers of the clubs will come together and discuss who is eligible, and a simple majority vote will determine who the next adviser is. An adviser’s term is a full school year, and will be able to extend their spot with confirmation from officers. If impeachment is necessary, the officers will determine when and why this is necessary, impeach by a simple majority vote, and elect a new adviser. The adviser will be allowed to speak during the final votes. If there is a sudden adviser vacancy that isn’t close to the club elections, then the officers will choose a new adviser and elect using normal election proceedings.

***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. Dues will be of minimum $10.00 per semester, and the specific amount will be decided by a simple majority vote held by the officers. All money must be given to the President, Vice President, Community Manager, and or Treasurer, and then forwarded to Treasurer for recordings and processing.

***Article IX-Amendments and Ratification***

When amendments are requested by club members or officers, the amendment must first be approved by the President, Vice President, and Adviser. Once approved by these three officers, then a 3/4ths majority vote will be held with all members of the club. If the amendment is passed, the president will write the amendment into the constitution and submitted amendments to the Student Activities Center within 10 days for approval.