

## **Article I - Name:**

The name of this organization shall be **Advocating Science Policy in Research and Education (ASPIRE)** at Iowa State University. ASPIRE is a recognized Iowa State University (ISU) Student Organization. As such, ASPIRE fully complies with all University rules and regulations as well as state and federal laws. ASPIRE is also a local affiliate of the National Science Policy Network (NSPN).

## **Article II - Purpose:**

ASPIRE serves three core purposes as an Iowa State organization:

1. Provide educational resources and professional development on science policy.
2. Advocate for a science-based policymaking process at all levels of government.
3. Engage early-career scholars in opportunities related to science policy and science communication at the local and national level.

In addition, ASPIRE commits to a spirit of bipartisanship in achieving these organization mission statements.

## **Article III - Statement of Compliance:**

ASPIRE abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. ASPIRE agrees to annually complete President's and Treasurer's Training.

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

Iowa State University and ASPIRE 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, politica affiliation, or status as a U.S Veteran.

## **Article V - Membership:**

### **A. Membership Eligibility:**

1. **Full membership**

- a. Open to all registered graduate students and postdoctoral scholars (collectively known as early-career scholars) at Iowa State University.
- b. This status is contingent upon payment of both local and national membership dues.
  - i. Local membership dues can be paid to the current treasurer of ASPIRE at any time of year.
- c. National membership dues can be paid via the NSPN official website, located at <http://scipolnetwork.org/membership/> .

## 2. **Community membership**

- a. Open for any student, faculty or staff at Iowa State University that does not fulfill the requirement for full membership.
- b. There are dues collected from these members; however, they are not allowed to officially vote in business matters. They can voice their opinions during open forums for business.

### **B. Membership Rights & Responsibilities:**

- 1. Members are strongly encouraged to attend all organizational meetings and participate in activities sponsored by ASPIRE.
- 2. Only full members will have the right to vote in annual elections.
- 3. Membership may be revoked by at least a  $\frac{3}{4}$  vote by officers plus a  $\frac{3}{4}$  vote from general members if a member's actions are deemed to be inappropriate. A written submission must be reported to the leadership cabinet. The accused membership may respond with a written rebuttal, but they may not be present during the hearing and vote.

## **Article VI - Officers:**

### **A. General Requirements**

All officers must be:

- 1. In good standing with their research mentor and/or program of study committee,
- 2. serve through the calendar year as their term, and
- 3. be enrolled at least half-time and have a minimum cumulative GPA of 3.0, if a graduate student.

4. Else, if an individual fails to meet requirements (1)-(3), they shall be ineligible to hold an office in this organization.

B. Roles:

1. **Co-Chair**, a two-person position fostered by the preference that one of the chairs will represent the science, technology, engineering, and mathematics (STEM) disciplines, and the other will represent the social sciences.

- i. Duties include:

- a. Presiding over official ASPIRE meetings;
    - b. setting the agenda for ASPIRE and ensuring that events are consistent with ASPIRE's mission statements;
    - c. overseeing elections of officers (see election process);
    - d. being the official spokesperson for ASPIRE;
    - e. coordinating with the treasurer on expenditures and budget matters

- ii. **Requirement:** At least one of the co-chairs must have at minimum three semesters (1.5 years) left in their program/tenure at Iowa State University to ensure a smooth transition between cabinets.

2. **Treasurer:**

- i. Duties include:

- a. Handling finances,
    - b. collecting membership dues, and
    - c. spearheading efforts to secure organization funds

- ii. **Requirement:** Must have at minimum three semesters (1.5 years) left in their program/tenure at Iowa State University to ensure a smooth transition between cabinets.

3. **Events Coordinator**

- i. Duties include:

- a. Organizing ASPIRE events sans general and cabinet meetings;
    - b. reserving times, dates and locations for ASPIRE events;
    - c. gathering information from ASPIRE membership about types of events the organization should host during their term;
    - d. communicating with visiting speakers, panelists, and other

ASPIRE-affiliated guests;

- e. Printing and posting flyers to be posted on public information boards around campus, if necessary.

- 4. **Communications Coordinator**, a role that can be split among up to three people depending on the needs and size of ASPIRE's membership.

- i. Duties include:

- a. Representing ASPIRE on social media platforms,
    - b. maintaining ASPIRE's professional image both online and offline,
    - c. coordinating with events coordinator on outreach efforts, broadly defined.

- 5. **NSPN Liaison**

- i. Duties include:

- a. Attending the National Science Policy Network (NSPN) national and regional video conferences as needed
    - b. Informing the membership about opportunities that NSPN offers
    - c. Will be responsible for risk management for ASPIRE to minimize potential risks for activities and will recommend risk management policies or procedures, to submit documentation to ISU's Risk Management Office and to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

#### C. Election Methods

- 1. **Timing:** Elections will start in November and close in December, at the discretion of the current cabinet.
- 2. **Method:** The voting for elections will be done electronically so that all membership will have the opportunity to participate. A simple majority of votes submitted will count towards election of new officers.
- 3. **Host:** An outgoing member of the current cabinet who is ineligible for or not running for a position in the following year's cabinet will host the election.

#### D. Impeachment

1. **Qualifications** for impeachment include violation of university and organization

codes of conduct. Examples of impeachable violations include:

- i. Using organization funds for personal purchases
- ii. Engaging in behavior that constitutes discrimination or harassment as defined by Iowa State University

2. **Method.** A written submission by any member to the ASPIRE cabinet must be documented to begin the process. A hearing must be done within two weeks, or at the next leadership meeting, whichever comes first. The accused officer will have notice but not be present for the hearing and may submit a written rebuttal for the hearing. The final vote will be a majority vote of the entire cabinet. Should a tiebreaker be needed, the advisor will make a decision.

E. Replacement

- 1. Mandatory cabinet roles that must be filled each term are the Co-Chairs, Treasurer, and NSPN liaison.
- 2. If there is a vacancy of the current cabinet, a voluntary call will be made to the entire membership.
  - i. Should there be only **one entry**, the individual will become a member of the cabinet.
  - ii. Should there be **multiple entries** for the vacancy(ies), an election shall be held electronically outside of the normal election time to elect the cabinet member by majority vote.

## Article VII - Adviser:

A. Duties

- 1. Collaborating with organization leadership to carry out current goals and establish future goals
- 2. Provide resources for developing professional connections and networks related to science policy and advocacy.

B. Selection

- 1. General membership of ASPIRE shall be solicited in selecting and retaining an adviser each year

2. The cabinet shall make the final determination regarding selection of an advisor.
- C. Term
1. The adviser(s) of ASPIRE shall serve for one year at minimum. This can be renewed upon the change of the cabinet at the beginning of the calendar year.
- D. Removal
1. The removal of an adviser must be mutually agreed upon by a majority of the cabinet and the adviser(s) of ASPIRE.
- E. Replacement
1. If an adviser is deemed ineffective by the cabinet or the adviser themselves, the cabinet will reach out to the ASPIRE membership to procure suggestions before discussing who would be best to fill in the role of adviser.
  2. The final decision will be made between the cabinet and adviser-to-be, akin to the Selection process.

## **Article VIII - Finances:**

### **A. Financial Statement**

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.

### **B. Dues**

1. Can be paid at anytime to ensure membership is up-to-date.
  1. Should members pay dues towards the last quarter of the year (October-December), the ASPIRE membership will roll over into the following calendar year.
  2. The amount due for local membership to ASPIRE will be in the amount of **\$10**. If a member is interested in the larger umbrella organization of the National Science Policy Network (NSPN), they are to pay the **\$20** dues at the [website](#) and confirm their membership with the cabinet.

## **Article IX - Amendments and Ratification:**

### **A. Proposed Amendments**

1. Proposed constitutional amendments or changes shall be presented to ASPIRE in writing at least one meeting before it may be voted on. Justification must be included with the submitted amendment.

### **B. Ratification**

1. The proposed amendment will be brought up at a general meeting. There will be a count of votes for those present at the live meeting. Simultaneously, an electric poll will be made available for all of the voting members of ASPIRE for a week following the general meeting.
2. Approval by two-thirds of the voting members during a week-long window will pass a proposed change. Changes accepted shall be put into effect immediately after the votes, unless otherwise stipulated in the amendment.
3. A copy of any alteration to this document will be filed within 10 days after any substantive change or amendment with the Students Activities Center at Iowa State University.

Amended 02/13/2020