CONSTITUTION of

Corpus Linguistics Student Organization (COLISTO)

Iowa State University, Ames, IA

**ARTICLE I – NAME**

The name of the organization shall be the Corpus Linguistics Student Organization (COLISTO).

**ARTICLE II – PURPOSE**

The Corpus Linguistics Student Organization (COLISTO) is an organization for all students at Iowa State University (ISU) who are interested in the study of corpus linguistics methods for language analysis and language teaching. Corpus linguistics is a research methodology that is applied in multiple sub-disciplines within the Applied Linguistics program at ISU and requires knowledge of several fields, such as discourse analysis, statistics, and natural language processing. COLISTO hopes to help ISU build an even stronger program in corpus linguistics, and become visible in the corpus linguistics community. The organization aims at providing a forum for the discussion and analysis of current and relevant issues in the field of corpus linguistics, as well as a forum through which its members can learn more about specific corpus linguistics subfields, tools and skills of interest to them, especially those that are currently either not available or not easily acquired at ISU. Knowledge of such subfields, tools, and skills will be acquired both by means of interaction/discussion among the members of the COLISTO organization during the meetings held and by means of inviting other ISU PhD students or scholars/experts outside of ISU to give corpus linguistics-relevant talks or offer practical workshops to COLISTO members and other interested individuals within the ISU community.

**ARTICLE III – STATEMENT OF COMPLIANCE**

Section I – Policies and Laws

COLISTO abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section II – Annual Training

COLISTO agrees to annually complete President’s Training, Treasurer’s Training, Advisor Training, and other officer positions training when required.

**ARTICLE IV– NON-DISCRIMINATION STATEMENT**

Iowa State University and the Corpus Linguistics Student Organization (COLISTO) does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.

**ARTICLE V – MEMBERSHIP**

Section 1 – Membership

1. Membership is open to all students in good standing with the university and ISU alumni.
2. Members shall be removed from the organization upon commencement unless they express their interest in remaining as an affiliate member, or if they behave in a way that the general members or the university deem as inappropriate. The improper behaviors are:
3. Any sort of verbal and physical disrespect or foul language towards any other members of the organization or any members of the university at large.
4. Any behavior during meetings of the organization which are deemed as inappropriate by more than half of the members of the organization.
5. Any improper use of money which is allocated for the organization, either through member dues, fundraising, or ISU funding. All the expenses must be approved by the Treasurer and are open to scrutiny by any members of the organization.
6. Failure to pay the required membership dues.

An individual may appeal a recommendation for removal at a meeting set by the President. Removal will occur with a one-half vote of the general membership.

**ARTICLE VI – OFFICERS**

Section 1 – The Executive Board

The Executive Board officers of COLISTO shall be President, Vice-President, Treasurer, Social Event Manager, Senior Officer, and Adviser. The President, Vice-President, Treasurer, Social Event Manager, and Senior Officer must meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) of 3.00 during the semester of the election and of the term of office. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
2. Be in good standing with the university and enrolled: at least half time (four or more credits unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Section 2 – Officer Selection

Any member may nominate any individual(s) with good standing in COLISTO and the university for an office and who meet the academic requirements as stated above. The election of officers will be held at the beginning of the Fall semester and will be decided by a majority vote from the general membership. If necessary, a run-off election will be held with the top candidates that received the most votes.

Section 3: Impeachment and replacement of the officers:

To fill an officer vacancy, an election will be held within two weeks of the previous officer’s leave. This election will follow the same procedures as general elections. Candidates will speak for 5 minutes with club members during a general meeting and there will be voting by secret ballot after candidates speak. Only the due-paying members are required to elect an officer.

Section 4: Impeachment or removal of an officer:

If an officer fails to uphold the duties of their position or commits wrongdoing against another club member, the impeachment or removal of an officer may be considered.

Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with impeachment proceedings, 2 or 3 of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front of the general membership, then a secret ballot will be held. Only due-paying members can vote for an officer impeachment.

1. **President** – Schedules meeting times and locations, creates agendas, sees that all voting requirements are properly upheld, and manages communication of COLISTO events and activities, and departmental funding opportunities. The President, like other active members, should be active in trying to locate scholars and students within and outside ISU who have expertise in a corpus-linguistics relevant area and who could contribute to COLISTO through a talk, workshop, webinar, or other similar activities. The president is also responsible for risk management to help minimize potential risks for club activities, to 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).
2. **Vice-President** – The Vice-President’s primary role is to fill in for the President whenever the latter is, for some justifiable reason, unable to perform their duties. The Vice-President is also in charge of submitting for voting possible talks and workshops which might require paying the speaker or workshop holder with COLISTO finances (regardless of their source). The Vice-President, like other active members, should be active in trying to locate scholars and students within and outside ISU who have expertise in a corpus-linguistics relevant area and who could contribute to COLISTO through a talk, workshop, webinar, or other similar activities.
3. **Treasurer** – Manages any funds the university bequeaths to COLISTO and funds coming from other sources, such as member dues and fund-raising events. They are also responsible for tracking and reporting the budget and use of funds each semester. The Treasurer should attend all training sessions scheduled by the Student Activities Center throughout their term. The Treasurer, like other active members, should be active in trying to locate scholars and students within and outside ISU who have expertise in a corpus-linguistics relevant area and who could contribute to COLISTO through a talk, workshop, webinar, or other similar activities.
4. **Social Event Manager** – Plans social events (e.g., fundraising activities) for members in the organization, and ensures that the events run smoothly and successfully.
5. **Senior Officer** – Provides advice on how to organize COLISTO events successfully based on her/his previous experience with the organization as a board member. This position is expected to give recommendations on topics such as funding opportunities, funding proposal reviews, and other application forms necessary to complete to hold events at ISU.
6. **Adviser** – Advise students as to which of the talks, workshops, or other event possibilities should be prioritized in view of the corpus linguistics field and the skills required to be successful in it. The Adviser, like other active members, should be active in trying to locate scholars and students within and outside ISU who have expertise in a corpus-linguistics relevant area and who could contribute to COLISTO through a talk, workshop, webinar, or other similar activities.

Section 3 – Term

1. The term of office for all officers will be one full academic year, starting from the beginning of the Fall semester to the end of the Spring semester. All officers shall comprise the Executive Board of the organization. The Executive Board shall appoint such committees that are needed to carry out organization goals.
2. If elected in the middle of the year, the duration of the term would be until the end of the term.
3. Officers may be replaced if they behave in a way that the general members or the university deem as inappropriate. The improper behaviors are similar to those defined for other COLISTO members in Article V – Section 1.B. An ad hoc committee will be formed by the general membership at this time, and the individual officer may appeal the recommendation for removal at a meeting set by this committee. Removal will occur with one-half vote of the general membership.
4. When necessary, mid-term elections will be held in the same manner as the original election process.

**ARTICLE VII – ADVISER**

Section 1 – Faculty Advisers

1. Term of Service — The Adviser of this organization shall serve an indefinite term length at their leisure. If the Adviser decides to leave their duties or needs to be replaced, elections will be held. In this case, any member of COLISTO may nominate any half-time or full-time, permanent English Department faculty members to serve as faculty advisers. A majority vote from the general membership will decide on a list of individuals to ask to be the advisers. The individual with the most votes will be asked first, the individual with the second most votes will be asked second, and so forth.
2. The President will gain consent from the faculty members.
3. The advisers may ask to be relieved of his/her duties at any point during the academic year with the expectation that he/she will continue to hold the position until the end of the term in which they request to be relieved.
4. An adviser may be replaced if they behave in a way that the general members or the university deem as inappropriate. The improper behaviors are similar to those defined for other COLISTO members in Article V – Section 1.B. An ad hoc committee will be formed by the general membership at this time, and the individual advisers may appeal the recommendation for removal at a meeting set by this committee. Removal will occur with one-half vote of the general membership.
5. When necessary, midterm elections will be held for the adviser position in the same manner as the original election process.

**ARTICLE VIII – FINANCES**

Section 1 – University Funding

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 must approve and sign each expenditure before payment.

Section 2 – Dues, Funds, and Grants

COLISTO will collect dues in the amount of $10 per member on an annual basis, to help foster the aims of the organization. This money, which will not be substantial, will be added to the funds provided by Iowa State University so that the organization can pay for workshops, talks, and webinars in target areas of corpus linguistics. COLISTO Treasurer will apply for funding or grants. COLISTO will use these funds for substantial expenses for events: registration/travel fees for members, travel and accommodation costs for guest speakers, speaker honorarium.

Section 3 - Budget/Financial Records:

The treasurer shall maintain all financial records, monitor the organization’s budget, report the budget and use of funds each semester to the advisor and other officers.

**ARTICLE IX – AMENDMENTS**

Amendments to this constitution shall be developed by the Executive Board and passed by a three-fourths (3/4) majority affirmative vote.

Amended or ratified constitution will be submitted within 10 days to Students Activities Center for approval.