**Iowa State University Escape Room Club Constitution**

**Article I - Name:**

The name of this organization shall be “THE ESCAPE ROOM CLUB” at Iowa State University.

**Article II - Purpose:**

The purpose and goal of the Escape Room Club is to provide a creative atmosphere for the study and creation of escape rooms. The club will focus on learning the theory behind and in escape rooms, researching different types of rooms and visiting various rooms, and designing and building original escape rooms on campus. The club shall consist of members of various experience with escape rooms.

The Escape Room Club abides by and supports Iowa State University policies and to create a safe environment for all.

**Article III - Statement of Compliance:**

The Escape Room Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Escape Room Club agrees to annually complete President’s and Treasurer’s Training.

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

Iowa State University and the Escape Room 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 in good standing at Iowa State University as *Full Members*. Staff, Faculty and non-registered students, as well as students from other colleges may be *Associate Members* of the Escape Room Club, without office-holding privileges. Membership requires the payment of semester dues as provided for in the club operations manual, dues will be decided by the new officer team for their respective term; August – May.

Those interested in becoming members may attend club meetings as a non-member but will not be allowed to participate in any special events until membership is granted. Attendance at special events requires membership. Membership may be revoked (with no dues refunded) by a majority vote of the Escape Room Club officers in cases where removing or disciplining members is required for the good of the Escape Room Club or Iowa State University.

Iowa State University and the Escape Room Club do not discriminate on the basis of pregnancy, physical or mental disability, genetic information, ethnicity, sex, race, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

**Article VI - Officers:**

Officer Duties and Term of Service—

The list of officers are as follows:

 President:

The President’s duties will be to:

a. Orchestrate and oversee other officers & serve as the official leader and spokesperson of the club

b. Preside and direct club and executive meetings

c. Schedule all meetings of the Escape Room Club and the executive committee

d. Act as liaison to the faculty advisor(s)

e. Post all club meetings and activity times

f. Arrange all class announcements for the promotion of the meeting and activity attendance

g. Reserve rooms and areas for conducting club and executive meetings

 Vice President:

The Vice President’s duties will be to:

1. Support the President in fulfilling their responsibilities
2. Act as President when required
3. Perform other Club duties as directed by the President
4. Enforce the Escape Room Club’s Risk Management Policy
5. Creation of waivers/liability forms for Club created escape rooms
6. Coordinate any accident reports should they occur

 Treasurer:

The Treasurer’s duties will be to:

a. Duty is to manage and oversee funds.

b. Follow the guidelines as stated in the Student Organization Resource Manual prepared by the ISU Student Organization and Activities Center

c. Keep an account journal of all transactions made through the

d. Process all Campus Organization Vouchers, and the receipts of all additional purchases made by a club member or the club advisor(s)

e. Provide updated budgets of the financial situation of the Escape Room Club at all executive committee meetings and to the club advisor(s)

 Secretary:

The Secretary’s duties will be to:

1. Record, publish, and make available minutes of all club and executive meetings within five (5) days after the meeting
2. File and maintain minutes from all meetings in a google drive
3. Take attendance at The Escape Room Club executive members at any meetings

 Public Relations Chair:

The PR Chair’s duties will be to:

1. Creation and Control of Facebook, Instagram, and Twitter Account
2. Organize Club-fest Activities and creation of Club-Fest materials including:
	1. Tri-Fold Club Board
	2. Club-Fest pamphlets
3. Recruit new members through Club-Fest, social media, and flyers
4. Advertise the club on social media and at Club-Fest
5. Keep social media accounts up to date with club events and meetings

The terms of service for all officers will be one academic year.

The method of election of officers will be as follows:

 The order of elections shall be as follows:

 President

 Treasurer

 Vice President

 Secretary

 Public Relations Chair

 Elections for officers shall take place towards the end of the spring semester, with time available after elections for previous officers to train new officers on their positions.

 For President and Treasurer, a 2/3 vote is required to be voted into office. If there is more than two candidates and a 2/3 majority is not reached, the top two candidates will move onto the final stage of election, where 2/3 vote wins the election. If a 2/3 majority is unable to be reached, the president or treasurer shall be elected by a simple majority vote by the previous executive officer board. If there is a tie between two or more members, a simple majority vote by due paying members will send the majority winner on further in the election.

 All other executive officers, as listed above, require a simple majority vote to be elected into office. As above, if there is a tie between two or more members, those members will be cast into a separate ballot with a tie breaker of simple majority. If a simple majority is not able to be reached by the members present at election, there will be a chance for members to drop out of the race. If by simple majority, an officer is unable to be elected, the officer shall be elected by a simple majority vote of the previous executive board and shall include the newly elected President and Treasurer.

 Impeachment of an officer can be brought up at any meeting of The Escape Room Club. For impeachment processes to begin, evidence must be provided that accused officer deserves to be impeached. Voting on impeachment will be postponed until the following meeting to allow accused to build their defense unless they waive this right, then voting may take place at the same meeting as impeachment is brought up. The accused is allowed to create their own defense against the impeachment. After defense is given, voting shall commence. A simple majority of due paying members is necessary to be present at the impeachment process in order to have the voting process. The accused officer is unable to vote in the impeachment process. A 2/3 majority is required by members present to impeach the accused officer. If a 2/3 majority is not reached, the accused officer can be impeached by a unanimous decision by the executive officer board, the accused officer not included in the exec board vote. If neither vote is passed, the accused officer is free to resume normal activities.

 Examples of impeachment offenses:

 Violation of Constitution

 Advocating funds for non-club activities

 Desperately low attendance

 Failure to follow responsibilities and duties as stated above

 Purposefully discriminating against members

 If the replacement of the President or Treasurer is needed, the position shall be filled temporarily by appointed member from executive board including advisor approval. The position shall be voted on with the above stated voting requirements when a vote is able to be fulfilled by the club. For any other members, the position can be filled by appointment by unanimous decision of the remaining executive board members. If a unanimous decision is unable to be reached, a simple majority vote of members present at the meeting shall appoint a member to the officer position which is vacant.

  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)."

**Article VII - Adviser:**

The Advisor’s duties will be as follows:

Oversee group activities and events

Provide mentoring, direction and support

Communicate Iowa State policies and procedures

Assist in the planning and evaluation of programs and events

Method of election: President shall appoint Adviser

Adviser’s term of service: He or she shall serve as long as they please, unless impeached

Impeachment/removal of advisers: If majority of officers agree to impeach adviser they will be removed from their position.

Replacement of Advisers: President shall appoint new Adviser

**Article VIII - Finances:**

Club Finances shall be conducted in accordance with University and SAC policy. The dues will not exceed $30.00. 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 Advisor to this organization must approve and sign each expenditure before payment. The Treasurer, Advisor or other member as appointed by the President, may collect monies on behalf of the club.

If the Club dissolves or otherwise ceases to function under this constitution, all monies divided among the existing qualified membership at the time of dissolution.

**Article IX - Amendments and Ratification:**

Initial ratification of this Constitution shall be by approval of the current elected officers of the club (President, Vice President, Treasurer, and Public Relations Chair). A majority vote is required to ratify. Copies of this Constitution (hard or E copies) will be made available for member review.

Amendments to this Constitution may be proposed by any member and may be provided to the membership (hard or E copies) at any of the club meetings and voted upon at the next club meeting following the proposal. A required attendance of simple majority of due paying members is necessary to vote upon an amendment. The amendment(s) shall be offered by the President and open to discussion for a period of time the President desires before calling for a vote. A requirement of 2/3 majority is necessary to adopt.