

Constitution and Bylaws

The Conference

Article I Name

Section 1 The name of the organization shall be The Conference.

Article II Purpose

Section 1 The purpose of The Conference shall be for the students (officers and members) in the EVENT 486 course to design and implement an annual, on-campus conference event (The Conference) for the Iowa State University and surrounding communities.

Section 2 The Conference is affiliated with the Apparel, Events, and Hospitality Management (AESHM) Department in the College of Human Sciences at Iowa State University.

Article III Statement of Compliance

Section 1 The Conference abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section 2 The Conference agrees to annually complete President's Training, Treasurer's Training and Advisor Training.

Article IV Non-Discrimination Statement

Section 1 Iowa State University and The Conference does 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 Any undergraduate student who becomes enrolled in the EVENT 486 course is eligible for membership in the Conference.
- Section 2 Every student member shall subscribe to and be bound by the laws, student code of conduct, and ethical professional standards of Iowa State University and the AESHM Department.
- Section 3 Membership in The Conference shall be terminated immediately upon completion of the EVENT 486 course, withdrawal from the EVENT 486 course, or failure to abide by the ethical and professional standards of Iowa State University and the AESHM Department.

Article VI Officers

- Section 1 The officers of The Conference include: President (Conference Producer), Vice-President (Education and Entertainment Conference Producer), Secretary (Public Relations and Registration Conference Producer), and Treasurer (Logistics & Operations Conference Producer). The officers shall be presided over by the Faculty Advisor. Each officer shall be a member in good standing of the club and shall have one equal vote.
- Section 2 Officers are selected by AESHM faculty based upon an application and interview in March - April. Their term of service is from the first day of the fall academic term until the last day of the fall academic term.
- Section 3 The duties of the President (Conference Producer) shall be to:
- a. Serve as the official leader and spokesperson of The Conference
 - b. Reserve meeting spaces for Conference purposes
 - c. Serve as a liaison to the faculty adviser and AESHM faculty as appropriate
 - d. Oversee all student organization processes, documents, and processes, such as: the student organization database, constitution, managing the completion of required trainings, and related responsibilities.
 - e. Observe and analyze operations of The Conference to make appropriate recommendations for growth and development.

Section 4 The duties of the Vice-President (Education and Entertainment Conference Producer) shall be to oversee the management of the following for The Conference:

- a. Planning and implementation of pre-conference experiences and content
- b. Student recruitment initiatives
- c. Create and produce conference breaks
- d. Planning conference sessions
- e. All aspects of selecting and working with vendors, speakers, and talent
- f. Selecting and ordering all merchandise
- g. Distributing all conference materials, swag, and merchandise
- h. Securing event sponsorship
- i. Collaborating with all members to develop a function sheet

Section 5 The duties of the Secretary (Public Relations and Registration Conference Producer) shall be to oversee the management of the following for The Conference:

- a. Developing and maintaining The Conference website and social media accounts
- b. Designing and managing all branding
- c. Creating and distributing all promotional materials for The Conference, including electronic or digital elements, posters, flyers, and invitations
- d. Creating The Conference Program
- e. Creating and installing a display for the MacKay Hall showcase window
- f. Partnering with the Treasurer (Logistics and Operations Conference Producer) to plan and create décor and design elements
- g. Overseeing live capture of all event activities, including photography, videography, live-streaming, and social accounts
- h. Determining and managing conference registration systems, including online, early-bird, and on-site processes
- i. Securing event sponsorship, which includes planning and implementing a minimum of one fundraising initiative
- j. Collaborating with all committee members to develop a function sheet

Section 6 The duties of the Treasurer (Logistics and Operations Conference Producer) shall be to oversee the management of the following for The Conference:

- a. Selecting and reserving all conference spaces
- b. Help minimize potential risks for club activities
- c. Acquiring permits and necessary legal documentation
- d. Developing and implementing a risk management plan
- e. Submit documentation to ISU's Risk Management Office
- f. Ensure that proper waivers and background checks are on file with Risk Management for events
- g. Obtaining food and beverage bids
- h. Determining the menu (snacks) for breaks
- i. Setting up and distributing all food and beverages
- j. Creating venue layouts and room set-ups
- k. Designing and installing all signage and wayfinding
- l. Developing an evaluation tool to assess the participants', vendors', talent, and speakers' experiences
- m. Managing all purchasing and expenses and updating the budget
- n. Collaborating with all committee members to develop a function sheet

Section 7 The officers of The Conference must meet the following requirements:

- a. An officer must be in good standing with the university and enrolled: At least part time (six or more credit hours), if an undergraduate student during the term of office, and at least part-time (four or more credit hours), if a graduate level student during their term in office
- b. Have at least 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
- c. Meet the minimum course requirements as set forth by the Faculty Adviser (EVENT 486 Instructor).

- d. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a), (b), and (c)

Section 8 An officer is ineligible to hold office should the student fail to maintain the requirements outlined in Section 7.

Section 9 The president shall have the power to appoint individuals who have met the requirements of membership to fill vacant executive committee positions. In the event that the president leaves office, the remaining officers and advisor shall appoint a new president and/or other vacant officer positions.

Section 10 Any officer may be removed from office by membership if he or she is found guilty by that body of neglect of duty, improper conduct, violation of university or departmental student code of conduct, dismissal from school, or other causes.

Section 11 Officers shall assume positions on the first day of the fall semester and will hold office until the completion of the fall semester. Any officer may serve more than one term.

Section 12 In the event of a vacancy in the office of the President (Conference Producer), the Vice-President (Education and Entertainment Conference Producer) shall automatically succeed to the President. Any member within the specified committee upon majority vote of the officers may fill vacancies in any other office. An officer selected to fill a vacancy shall serve until expiration of term.

Section 13 Any officer who is unable to attend a required Conference activity must notify the President (Conference Producer) or Faculty Adviser in advance.

Article VII Adviser

Section 1 The Faculty Adviser is the instructor of the EVENT 486 course shall be appointed by The AESHM Department Chair on an annual basis.

Section 2 The Faculty Adviser term of service is from the first day of the fall academic term until

the last day of the fall academic term.

Section 3 The duties of the Faculty Adviser shall be to oversee the management of the following for all of The Conference's initiatives for EVENT 486 and The Conference:

- a. Managing the application and interview processes for officers and members
- b. Designing learning outcomes and objectives
- c. Developing and facilitating all course materials, which includes discussions, assessments and other in-and-out of class learning activities for the purposes of guiding the initiatives of the officers and committee members
- d. Communicating with officers and committee members regularly
- e. Managing and approving all financial expenditures
- f. Assessing student learning, growth, and development according to the learning outcomes and course objectives

Section 4 If the faculty adviser is removed or if the position becomes vacant, the replacement shall be appointed by the AESHM Department Chair.

Article VIII Finances

Section 1 All monies belonging to this organization shall be deposited and disbursed through a bank account for this organization at the Campus Organizations Accounting Office. All funds must be deposited within 48 hours after collection. The faculty adviser of this organization must approve and sign each expenditure before payment.

Section 2 There are no dues collected from members of The Conference

Article IX Amendments

Section 1 A proposed amendment to the above bylaws requires approval from the faculty advisor for ratification.

Section 2 Any member in good standing of The Conference may propose an amendment, to be considered by the officers and faculty adviser.

Section 3 Amended constitution will be submitted within 10 days to the Student Activities Center for approval.

Section 4 Ratified constitutions must be submitted to Student Activities Center within 10 days for final approval.

On the 19th of June 2020, the executive committee for fall 2020 enacted these bylaws:

President: Tierney Lyn

Vice President: Tara Huberty

Treasurer: Kristina Happel

Secretary: Claudia Cowie

Advisor: Jamie Beyer