**Constitution of the FSHN Entrepreneurship Club**

Established April 1, 2020 by Dr. Stephanie Clark and Dr. Nicolas Delchier.

Constitution approval by student membership: in attendance (5 students and 2 advisors) September 14, 2021

Revised with input from Student Engagement, February 7, 2022

**Article I – Name:**

FSHN Entrepreneurship Club

**Article II – Purpose:**

The FSHN Entrepreneurship Club provides opportunities to develop and launch new and innovative food products over an academic year under real industrial constraints. Students involved in the club will acquire a systemic vision of the conception of a food product through to production. They will have the opportunity to take part in a global and collaborative project and its management, under technical and industrials constraints, and transfer their theoretical knowledge into practical conception, as well as develop new skills and networks.

**Article III – Statement of Compliance:**

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

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

Iowa State University and the FSHN Entrepreneurship 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.

**Article IV – Officers:**

Club officers include: President, Treasurer, and Team captains.

Officers will be elected annually, by October 10, at a club meeting. Students interested in serving as an officer, state their intention, make a statement, exit the room during voting. Election is successful for the candidate receiving at least 2/3 (66%) votes of those in attendance.

Officially, an officer's term begins on election day, and ends on election day the following year. Since the bulk of the team activities occur in the fall of each school year, and some students graduate, many officer terms tend to run out in December. Selection of new officer(s) is necessary upon graduation of any officer.

*Officer Duties and Terms of Service*

President: Works with the adviser(s) to organize meetings, speakers. Ensures that each officer and team captain fulfills the duties of his/her office. Facilitates team member participation in team activities. Holds a club p-card and uses it responsibly. Complete president training.

Treasurer: Holds record books for the club and keeps track of expenses (ensuring each team $100 towards ingredients/supplies), reimburses members when applicable, works with advisers to provide finances for travel. Holds a club p-card and uses it responsibly. Complete treasurer training.

Team captain(s): Facilitates team member participation in team activities. Holds team members accountable to responsible time management, resource utilization, timely requests for ingredients, report submission, meeting deadlines, etc. Shares team accomplishments with membership and department.

*Risk Management Officer*

The President of the club will be the designated risk management officer. The President will ensure that food safety protocols are followed during food product development and that any taste panels are performed using sanitary practices. The President will be required to submit documentation to the Risk Management office. The President will defer to the Advisors and Student Engagement with any risk management questions. Duties are as follows:

(a) help minimize potential risks for club activities,

(b) recommend risk management policies or procedures,

(c) to submit documentation to ISU’s Risk Management Office and

(d) to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

*Impeachment/Removal of officers*

Impeachment or removal of an officer can be initiated by any club member in good standing. The person being impeached has the right to speak for up to 5 mins to all in attendance at the time of impeachment. A meeting shall be convened; approval requires at least 50% votes of those in attendance.

Impeachable offenses include but are not limited to: 1. Exploitation of members (e.g., making unrealistic or unfair demands of members), 2. Poor behavior (e.g., disrespect, foul language), and/or 3. Not performing designated tasks as entrusted to (e.g., lack of leadership).

*Replacement of officers*

Selection of new officer(s) is necessary upon graduation of any officer. Students interested in serving as an officer, state their intention, make a statement, exit the room during voting. Election is successful for the candidate receiving at least 50% votes of members.

*Minimum cumulative GPA for officers*

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(s)**

*Advisor/advisors duties*

Advisors serve as mentors and role models to students in the Entrepreneurship club. Advisors help model good leadership skills, including but not limited to communication, time management and facilitation of work responsibilities. Fiscal responsibility includes reconciling Workday transactions in a timely fashion.

*Method of election/selection of advisor(s)*

An advisor may be any faculty or staff member of Iowa State University. Any member in good standing may approach a faculty or staff member to express an invitation to serve the club. The faculty or staff member may present themselves (volunteer to serve as advisor) if they would like. Election will involve an opportunity for the potential advisor to state qualifications and desire to serve, followed by at least 2/3 (66%) votes of approval by those in attendance.

*Advisor(s) term of service*

Once elected, an advisor’s term continues until they step down, are impeached, or are removed. Advisors will not need to be re-elected once in position.

If the club has two advisors, one advisor may step down at any time, or upon impeachment or removal.

If the club has only one advisor, the retiring advisor must inform the club President or Treasurer of the intent to step down, to enable the officers time to find a replacement prior to stopping advisor duties.

*Impeachment/Removal of advisor(s)*

Impeachment or removal may be initiated by any club member in good standing. A meeting shall be convened of members (advisor does not have to be informed); approval requires at least 50% votes of members.

*Replacement of adviser(s)*

Replacement involves inviting a new advisor, agreement, and Student Organization compliance filing.

**Article VIII – Finances:**

Dues are not required of members.

Monies are obtained by donations and fundraising activities.

Additionally, 10% of all contest money award monies are to be returned to the club. For instance, for an award of $2000, $200 is immediately rendered to the club.

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.

Teams needing finances to conduct food product development are allotted $100 per annual year without question. For expenses above the allotted $100, written permission must be requested to the president and treasurer, or fundraising must be conducted, or both.

For award trips, fundraising is required to support travel and hotel expenses. Participation in the fundraising activity(ies) is expected of all team members planning to participate in the travel.

**Article IX – Amendments and Ratification:**

Amendments to the constitution may be brought to the attention of the President at any time. Amendments must be approved by at least 50% votes of the membership. Prompt submission of an updated constitution to the Student Activities Center (within 10 days of amendment) is required before holding members to requirements.