Constitution of The Thomistic Institute at Iowa State University, IA

**ARTICLE I: NAME, PURPOSE, AND NONDISCRIMINATORY POLICY**

Section 1: Name

The name of the organization will be The Thomistic Institute at The Iowa State University, with the shortened version being The Thomistic Institute. The Thomistic Institute at The Iowa State University will be an official chapter of the greater Thomistic Institute, which is based out of the Dominican House of Studies in Washington, DC.

Section 2: Purpose

The mission of The Thomistic Institute at The Iowa State University is to foster intellectual and theological discussion on the teachings of the Catholic church and how these teachings relate to modern society, with an emphasis on the teachings of St. Thomas Aquinas. Speakers from the great Thomistic Institute will be brought to campus to touch on these topics. The target audience/member is any Iowa State student with an interest in the above.

Section 3: Nondiscriminatory Policy

The Thomistic Institute at the Iowa State University will not discriminate on the basis of gender identity, pregnancy, marital status, color, ethnicity, ancestry, race, religion, age, genetic information, HIV/AIDS status, physical disability, mental disability, military status, sex, sexual orientation, national origin, protected veteran status, or any other basis in its programming, activities, or admissions.

**ARTICLE II: MEMBERSHIP**

Voting membership is limited to currently enrolled Iowa State students. Alumni, faculty, professionals, etc. are encouraged to become non-voting members. Voting members will be eligible for leadership positions within the organization and will be able to participate in the selection process for the speakers which will be invited to campus throughout the year. Non-voting members are permitted to attend events.

**ARTICLE III: Removal of Members and Executive Officers**

Section 1: Removal of Student Leaders/Executive Officers

Any elected leader or executive officer may be removed from their position due to conduct which does not reflect the values of the Thomistic Institute or The Iowa State University. Should a member or officer notice poor behavior from a current officer, a formal report should be made to the acting president. The president will then approach the individual in question to issue a warning. Should the poor behavior continue, with the approval of two other officers and the faculty advisor the president may remove the officer in question from their position, or both their position and the organization. If the president is the officer in question, the report may be filed with the acting vice president.

Section 2: Removal of Members

Should a general body member conduct themselves not in accordance with the values of the Thomistic Institute or The Iowa State University, they may be removed from the organization. Should an executive officer notice poor behavior, a general body member may be removed with the approval of the entire executive board and the faculty advisor. General body members may file reports about poor member behavior with the acting president.

**ARTICLE IV: LEADERSHIP**

The Thomistic Institute abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. (Name of Organization) agrees to annually complete President’s and Treasurer’s Training.

All student leadership positions will be filled by elected members. The position of faculty advisor will be held until an advisor should choose to step down, in which case the acting executive board will act at their own discretion to find a new advisor. Student executive election will happen annually in the Spring, with the transition of power happening at the beginning of the following fall. Leadership positions include:

-President

*Organization figurehead. Delegates tasks and leads meetings. Heads correspondence with The Thomistic Institute HQ.*

-Vice President

*Aids the President in their duties. Acts as President in the absence of the President. Primary risk management officer. Assumes the role of President in the following academic year.*

-Treasurer

*Handles organization assets and finances*

-Director of Communications

*Directs communications with general body members and community members.*

-Event Coordinators (2)

*Plans and executes at least four speaker events per year.*

**ARTICLE V: SELECTION OF LEADERSHIP**

The officers of this organization must meet the following requirements:

* 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.
* 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 3.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
* Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

All student general body members as well as current leaders are eligible to run for leadership positions. In the first two weeks of February, interested general body members may submit applications. Applications will then be reviewed by the acting Executive Committee for approval. A candidate is approved to run for office by a 33% majority and will be added to a google form. A general body vote through google forms will then decide who will occupy each position starting in the proceeding fall semester. This form can be filled out at any time, virtually or during an in-person general body meeting. Should a leader resign or be removed from office, an application and election process will happen immediately, with the newly elected leader starting immediately.

The acting Vice President will serve as the President of the following academic year, fulfilling a two-year term. The general election to fill the other five members of the Executive Committee will take place during the two weeks following the application closing date. The threshold of votes needed to elect an officer is a simple majority. In the case of a tie, the acting President will decide the winner.

An officer for the Treasurer, Director of Communications, or Event Coordinator, can hold their position for as long as they are in good standing with the university, on campus, for the entirety of the academic year. These officers must be re-elected during the yearly February election.

**ARTICLE VI: EXECUTIVE COMMITTEE COMPOSITION**

Executive positions correspond with student leadership positions, and include the acting:

-President

-Vice President

-Treasurer

-Director of Communications

-Event Coordinators (2)

**ARTICLE VII: STANDING COMMITTEES**

Upon the establishments of the speaking events which will occur in a given semester, general body members may apply through google forms to stand on an organizational committee for each respective event. The acting President, Vice President, and Event Coordinators will select the members of each committee, with between 2-8 members per committee. Committee members will help the event coordinators in publicizing and organizing their event. Specific duties will be assigned by the Event Coordinators, and may include hanging posters, procuring food, and organizing transportation for speakers.

**ARTICLE VIII: ADVISOR QUALIFICATION**

The advisor to The Thomistic Institute at The Iowa State University must be a full-time faculty member at The Iowa State University. The responsibility of the advisor is to aid student leaders in hosting speakers, and to answer questions from student leaders. The advisor is nominated by a member of the acting Executive Committee and confirmed by a majority vote. The advisor can be impeached by the Executive Committee by a 2/3 majority vote.

**ARTICLE IX: EVENTS AND MEETINGS**

General body meetings will take place once per month and speaking events will take place twice per semester. General body members must attend at least one speaking event per year and 50% of meetings per year to maintain active status.

**ARTICLE X: ATTENDEES OF EVENTS AND MEETINGS**

The Thomistic Institute at The Iowa State University holds the right to address any member or attendee of an event who may be disruptive or conducting themselves inappropriately and may remove said person from a meeting or speaking event.

**ARTICLE XI: FINANCES**

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.

The Thomistic Institute Club receives no funding from Iowa State or Iowa State affiliation. The Thomistic Institute Club will be completely funded by the Thomistic Institute link to official website: <https://thomisticinstitute.org/#home-section>. Due to funding by the Thomistic Institute no fundraising will be necessary of our Club. The Treasurer will work with the Thomistic Institute to develop and agree upon a budget for the year. The Treasurer will also be responsible for receiving payments from the Thomistic Institute and paying for events. All transactions will have to be approved by the President before the Treasurer may take action to ensure checks and balances in the process.

Currently no bank account is necessary for the operation of The Thomistic Institute. If a bank account is required in the future this document will be updated and information will be added here. A bank account can be approved by a 50% majority vote by the Executive Committee. If a bank account is required, the treasurer will be responsible for managing, withdrawing, and depositing money into the bank account. The club requires no membership fee so money transactions will only occur between Iowa State and the Thomistic Institute.

No dues will exist for this club.

**ARTICLE XII: AMENDMENT OF THE CONSTITUTION**

To amend the Constitution a written proposal must be given to the Executive Board. The proposal will then be sent out to active members of the general body via google forms, where they will then vote whether the amendment should be made. Should over 50% of the organization desire the amendment, it will be implemented. The amended constitution will be submitted within 10 days to Student Activities Center for approval.

**ARTICLE XIII: DISSOLUTION OF THE ORGANIZATION**

Should the entire executive board as well as over 50% of acting general body members desire the dissolution of the organization, dissolution will occur. All assets and debts of the organization will be handled by the acting treasurer at the time of dissolution. Student Activities staff will be contacted by the acting president at the time of dissolution about the dissolution.