**LSC SAMPLE CONSTITUTION**

**Article I - Name**

1. The name of this organization shall be the Leadership and Service Center, hereby referred to as the LSC.

**Article II - Purpose:**

1. The Leadership and Service Center seeks to help students across the Iowa State University campus to help them start organizations, find organizations to be a part of, and direct them towards service opportunities in the community.
2. LSC does this by hosting consulting sessions with students, providing workshops to organizations, and planning events centered on leadership and service.

**Article III - Statement of Compliance:**

1. The Leadership and Service Center abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
2. The Leadership and Service Center agrees to annually complete President’s and Treasurer’s Training

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

1. Iowa State University and the Leadership and Service Center 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:**

1. Membership is open to full-time, undergraduate students at Iowa State University. To be eligible for selection, you must:
   1. Maintain a X.XX/4.00 GPA at Iowa State University
   2. It is recommended that students interested in being a part of the LSC have previous leadership experience in student organizations, or other extracurricular involvement.

**Article VI - Officers:**

1. Executive Board
   1. President
      1. Responsibilities
         1. Conducting all meetings, along with the planning of the meetings
         2. Serving as the spokesperson for the organization
         3. Providing oversight to the general business of the LSC
         4. Working with the executive team to set goals and construct vision statements
   2. Vice President
      1. Responsibilities
         1. Serving as the second in command to the President, taking their place in case of an absence
         2. Acting as the Risk Management Liaison for events the organization hosts
         3. Handles the logistics of events, such as planning activities and speakers
   3. Treasurer
      1. Responsibilities
         1. Handles all finances of the organization, and is the main point of contact related to finances
         2. Handles all receipts for the organization, and serves as the liaison to Student Accounting
   4. Secretary
      1. Responsibilities
         1. Serves as the note-taker at meetings, and handles all internal communications with members
         2. Keeps records for the organization, including membership information and shirt sizes.
2. Other Positions
   1. Director of Student Relations
      1. Responsibilities
         1. Serves as the point of contact for prospective students looking to join the LSC
         2. Prepares recruiting materials each semester
         3. Tables and recruits new students on campus
   2. Marketing Chair
      1. Responsibilities
         1. Manages the LSC’s social media pages
         2. Creates marketing strategies to best align the LSC to their goals
3. Officer Requirements
   1. Officers must maintain a GPA of at least X.XX/4.00
   2. Officers must adhere to all necessary trainings, such as President’s Training, and Treasurer’s Training
4. Elections
   1. Elections will occur on an as needed basis
   2. Executive board members may serve a maximum of 2 semesters in their position
      1. Other positions will be filled on an as needed basis
   3. A secret ballot vote will be cast to determine the elections’ results
5. Impeachment/Removal of Officers
   1. If for any reason, an Officer is not able to fulfill their duties, they will be terminated from their office
      1. By vote of simple majority, the Officer would be placed on the agenda for removal at the next LSC meeting.
      2. The Officer will be notified in writing by the Executive Board prior to the date of the next LSC meeting.
      3. The Officer may request a postponement and may speak to the council at the next LSC meeting.
      4. The dismissal action shall be a written vote determined by the 2/3 majority of the group present.
   2. If an Officer is to be removed from their office, the remaining officers and the advisor shall determine the replacement options, or distributing of duties.

**Article VII - Adviser:**

1. The Ivy Student Council Adviser’s responsibilities include, but are not limited to:
   1. Attending General and Executive Board meetings as able.
   2. Offering input and advice on Ivy Student Council issues.
      1. Being aware and approving financial expenditures.
      2. Ensuring the organization is operating in conformity with Iowa State University and the Student Activities Center’s rules and regulations.
2. Selection/Replacement Process
   1. The Executive Board will choose an Advisor, or Advisors, when necessary.
3. Term of Service
   1. The adviser’s term of service will be on a year-to-year basis.
4. Termination Process
   1. Recommendations from LSC members can be given to the President
   2. If removed, replacement process follows Article VII, Section B.

**Article VIII - Finances:**

1. 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).
2. All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
3. Dues will total $15 for a single semester of membership, and $25 will constitute a yearlong membership.
4. Should the LSC dissolve, all the funds remaining will be given out as grants to student organizations seeking funding.

**Article XI – Dissolving Process**

1. The LSC shall dissolve as an organization under the following circumstances:
   1. There is no executive board candidates for an election, resulting in there being no President or Treasurer
   2. There is no Advisor found for the group at any point
2. See Article VIII, Section D for how monies will be handled in the case of organizational dissolve.

**Article X - Amendments and Ratification:**

1. Any member of the Council may propose an amendment to the constitution. The proposed amendment should be submitted, in writing, to the Council President. It will be discussed in the next general meeting, and voted on in the following general meeting.
2. This constitution may be amended with a three-fourths (3/4) vote of the Council membership, either in person, or via electronic means to the Secretary.
3. If ratified, this constitution shall become effective immediately and all previous constitutions shall become null and void.