Camp War Eagle Staff Constitution

2021

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# Article I.

## Name

The name of our club shall be Camp War Eagle Staff.

# Article II.

## Purpose and Goals

The purpose of this club is as follows: Camp War Eagle Staff is a student organization designed to promote Camp War Eagle and host events for interested students and former staff. The goals are as listed below.

* Spread awareness about Camp War Eagle on campus
* Host events to facilitate relationships amongst prospected staff
* Communicate with prospected staff
* Create long lasting relationships between professionals and students

# Article III.

## Membership

Camp War Eagle Staff abide by and support established Iowa State University policies, State and Federal Laws, and follow local ordinances and regulations. Camp War Eagle Staff agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

# Article IV.

## Non-Discrimination Statement

## Iowa State University and Camp War Eagle Staff 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 is available to all students that are interested in the mission of the organization and are in good standing with the university. No dues are required for membership.

# Article VI.

**Risk Managemen**t

Along with the Secretaries expected roles, they will also serve as the club’s Risk Management Officer. The role of the risk management officer is to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures to Camp War Eagle Staff, (c) to submit documentation to ISU’s Risk Management Office and (d) to ensure that Iowa State University policies are followed at all of the organization’s events and (e) to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

# Article VII.

## Officers

Officers shall be elected every November by the members. Candidates will be nominated at the beginning of the meeting. Then the new officers will be decided by a simple majority vote by the members. A president, a treasure, and a secretary shall be elected. In addition, new officer positions may be created at any time should the need arise. An officer may be impeached if they are found guilty of not fulfilling their duties, having lied about their status with the university, or if they are found to be destructive to the club in any other way. The evidence against the officer will be presented within a time period of no longer than 5 minutes. The officer in question will be allowed to present a defense lasting no longer than 5 minutes. Then the officer will leave the room and the members in attendance will vote. An officer can only be impeached with a 2/3 majority vote. The president’s duties are to oversee the operations of the organization and maintain compliance with the university. The treasurer’s duties are outlined in Article IX. The secretary shall record and distribute meeting minutes to all club members found on the contact list.

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).

**Officer Responsibilities**

President Role

The President shall oversee the activities of the organization, preside over all meetings, and keep files of the organization’s duties and traditions. The President’s term of service shall be one academic year.

Treasurer Role

The Treasurer shall oversee the finances of the organization, assist the president in any needs, and ensure a good standing with the university. The Treasurer’s term of service shall be one academic year.

Secretary Role

The Secretary will keep an accurate record of meetings and organize any communication that is necessary to club members. The Secretary will also serve in the role as the club’s Risk Management Officer. The Secretary’s term of service shall be one academic year.

**Officer Replacement**

To fill an officer vacancy, a special election will be held within two weeks of the previous officer’s leave. The special election will follow the same procedures as general elections.

Article VIII.

**Advisors**

Advisors will be selected by the members. The prospective advisor will then be asked by one of the officers if they would like to advise the club. The advisor may advise the club for as long as they would like; however, if they would like to leave the position they must provide a 2 week notice. An advisor may be impeached if they are found guilty of not fulfilling their duties, having lied about their status with the university, or if they are found to be destructive to the club in any other way. The evidence against the officer will be presented within a time period of no longer than 5 minutes. The advisor in question will be allowed to present a defense lasting no longer than 5 minutes. Then the advisor will leave the room and the members in attendance will vote. An advisor can only be impeached with a 2/3 majority vote. A new advisor will be selected by the members. The prospective advisor will then be asked by one of the officers if they would like to advise the club.

# Article IX.

## Meetings

The president shall direct discussion in both the officer pre-meeting and the general meetings. The acting officer team shall meet prior to the meeting where they shall institute previously reviewed directives and propose new ones regarding the organization’s arm, including but not restricted to: coordinating programs and regular internal review. Each general meeting will last no longer than sixty minutes.

# Article X.

## Finances

The financial affairs regarding the organization will be overseen by the elected treasurer. The treasurer shall maintain a paper ledger and an electronic ledger narrating the previously stated affairs. The ledgers shall be examined by the officers at each officer pre-meeting. 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.

Article XI.

**Amendments and Ratification**

This constitution will be submitted at the next general meeting. Every member in attendance will be allowed to read over the document at the meeting. A vote will then be held by the members, and with a 2/3 majority the constitution will be ratified. Any Amendments to this constitution may be submitted at the general meeting two weeks after officer elections. The amendments will be presented in a speech lasting no longer than three minutes. Then a vote will be held by the members in attendance, and with a 2/3 majority the amendments will be ratified. Then within ten days of this meeting the amended constitution will be submitted to the Student Activities Center.