**Constitution of the Liberal Arts & Sciences Council**

**Article I – Name**

The name of this organization shall be The Liberal Arts & Sciences Council of Iowa State University.

**Article II – Purpose**

The purpose of the Liberal Arts & Sciences Council is to benefit the undergraduate student body in the College of Liberal Arts & Sciences (LAS). The goals of this organization are to promote the interests of LAS students, to inform LAS students of relevant news and pressing issues, to foster a sense of unity within the college, and to advise the Dean of the College of LAS. To achieve these goals, the Liberal Arts & Sciences Council will (1) serve as a venue for interaction within the LAS student body and between LAS students and the college administration, and (2) provide funding to LAS clubs.

**Article III – Non-Discrimination Statement**

Iowa State University and the Liberal Arts & Sciences Council 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 IV – Participation Eligibility**

Section 1. General Eligibility

All individuals, be they students, faculty, members of the Ames community, or other interested persons, are welcome to attend the meetings of the Liberal Arts & Sciences Council. Individuals interested in the Liberal Arts & Sciences Council should contact the council President to obtain up to date information on meeting times and locations.

Section 2. Club Eligibility

Clubs may participate as entities in the Liberal Arts & Sciences Council pursuant to the following rules:

1. A club shall be considered eligible to participate in the Liberal Arts & Sciences Council if they meet all of the following requirements:
	1. They are recognized by Iowa State University Student Engagement as a campus organization or a student organization.
	2. A majority of their members are undergraduate students in the College of LAS.
2. Any club that meets these requirements is eligible by virtue of meeting the requirements. No additional actions must be taken on the part of the club. Newly formed clubs and clubs wishing to begin participation in the Liberal Arts & Sciences Council should contact the council President to obtain up to date information on meeting times and locations.
3. Any club that fails to meet these requirements is considered ineligible until such time that they meet the requirements as outlined above. No additional actions must be taken on the part of the council.

**Article V – Council Representatives**

Section 1. Duties

 A Council Representative shall be responsible for the following:

1. Attending council meetings to remain eligible for funding in accordance with Article XII Section 3.
2. Communicating information presented at council meetings to their respective club.
3. Annually introducing their club via a presentation that includes but is not limited to:
	1. An overview of the organization, its purpose and goals.
	2. Events planned for the coming year.
	3. Community outreach opportunities.
	4. Fundraising activities.
4. Communicating other pertinent information about their respective club to the council as the year progresses.
5. Submitting funding proposals on the behalf of their club in accordance with Article XII Section 4.
6. Participating in council officer elections, the funding proposals of other clubs, and other voting activities as specified by this constitution.

Section 2. Voting

Council Representatives shall hold a voting position in the Liberal Arts & Sciences Council.

Section 3. Designation

Each eligible club as defined by Article IV Section 2 may designate one representative to the Liberal Arts & Sciences Council in accordance with the following rules:

1. The representative must be a registered member of the respective club.
2. The representative may not be the current representative of another club.

Section 4. Term of Service

 The service of the representative shall be determined by their respective club.

Section 5. Removal

A representative may be removed from the Liberal Arts & Sciences Council according to the following procedure:

1. Reasons for removal include but are not limited to failure to uphold the responsibilities of their position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
2. The removal process may be initiated by any officer or representative of the Liberal Arts & Sciences Council.
3. A formal call for removal must be brought to the officers of the council. A concerned party may call for removal of another representative by emailing the President of the council and requesting to discuss their concerns.
4. All officers must meet within 14 days, at a time mutually acceptable to the officers and the concerned party. The concerned party may then present their concerns before the gathered officers.
5. The concerned party will then be asked to leave and the officers will hold a vote. Officers must have a majority vote of approval to move the removal process to a general membership vote. The vote shall be conducted through a show of hands.
6. The representative pending removal must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
7. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
8. Membership may be revoked by a two-thirds majority vote of council representatives present at the next council meeting. Voting shall be conducted through a secret ballot.
9. The representative pending removal will be allowed to speak to the council for a maximum of 5 minutes before voting occurs. The representative will be asked to leave the meeting while deliberation and voting commences. Deliberation will be allowed at least 10 minutes. The representative will be informed of the results and be allowed access to the ballots if requested.
10. If removed, the representative is barred from holding a position on the Liberal Arts & Scienced Council. The club for which the representative was serving may choose to designate a new representative according to Section 3 of this Article.
11. The removed representative may attempt to appeal the results within one week of the vote by contacting the Advisor of the Liberal Arts & Sciences Council and submitting a written statement detailing the reasons for appeal. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted. If the appeal is successful, the club president of the appealing representative must also submit a written statement to the council officers stating their intent to retain the representative.
12. The removed representative may request that their ban be removed 365 days after removal. The removed representative must submit a written request to the council officers. Officers must reach a unanimous vote to revoke the ban. Voting shall be conducted through a show of hands.

Section 6. Resignation

A Council Representative may resign from their position. The club this representative was representing may designate a new representative in accordance with Section 3 of this Article.

**Article VI – Officers**

Section 1. Positions

The officers of the Liberal Arts and Science Council shall be the President, Vice President, Treasurer, and the Outreach Liaison.

Section 2. President Duties

The President shall:

1. Facilitate officer meetings and general meetings.
2. Oversee the activities of the officers and council representatives.
3. Maintain records of membership in the student organization database.
4. Maintain contact with the Advisor regarding organization activities and concerns.
5. Notify the Student Government Speaker of the Senate when the Liberal Arts & Sciences Representative has an unexcused absence.
6. Represent the organization to the University.
7. Prepare and file any required reports
8. Oversee the election process.
9. Oversee the removal process for representatives, officers, and advisor.
10. Complete all trainings as required by Iowa State University Policy.

Section 3. Vice President Duties

The Vice-President shall:

1. Assist the President in carrying out their duties.
2. Assume the responsibilities of the Presidents in the event of the President’s absence.
3. Assume the role of president in the case of a vacancy in the President’s position
4. Serve as an ex-officio member of all council committees.
5. Carry out event authorization as necessary.
6. Oversee the removal process of the President.
7. Act as the Risk Management Officer by fulfilling these additional duties:
	1. Help minimize potential risks for club activities
	2. Recommend risk management policies or procedures
	3. Submit documentation to ISU’s Risk Management Office
	4. Ensure that Iowa State University policies are followed at all of the organization’s events
	5. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Section 4. Treasurer Duties

 The Treasurer shall:

1. Manage council finances.
2. Keep all financial records of the organization.
3. Determine eligibility for funding.
4. Facilitate deliberation for club funding proposals.
5. Notify the council representatives of the council’s budget at the beginning of each semester and at any meeting where funding proposal will be presented.
6. Work with the Advisor to approve each expenditure.
7. Hold the council purchasing card and assign additional purchasing cards to other members as needed.
8. Complete all trainings as required by Iowa State University.

Section 5. Outreach Liaison Duties

 The Outreach Liaison shall:

1. Build and maintain relationships with LAS clubs.
2. Keep representatives informed about university resources, activities, and events.
3. Maintain attendance at all meetings.
4. Keep minutes of all meetings.
5. Provide summaries of each council meeting.
6. Prepare the council schedule.
7. Reserve spaces for council meetings.
8. Inform members of the time and place of meetings.
9. Be responsible for official correspondence between the council officers and council representatives.

Section 6. Voting

These positions shall be voting positions in the Liberal Arts & Sciences Council.

Section 7. Conflicts of Interest

In the event that an officer is an executive member of a club that participates in the Liberal Arts & Sciences Council, they must excuse themselves from any vote relating specifically to that club. Their position shall not be counted when determining a majority.

Section 8. Eligibility

All officers must meet the following requirements during the semester of election as well as the semester immediately preceding the election to be elected, and must continue to fulfill the requirements for the duration of their term:

1. Be in good standing with the university and enrolled at least half time (unless less credits are required to graduate at the termination of the semester).
2. Have a minimum cumulative GPA of at least 2.00.

Section 9. Election

 Officer elections shall be conducted according to the following procedure:

1. Elections shall be held at the second to last meeting of the Spring Semester.
2. The date of the election must be announced at least one month in advance via an email sent to all current representatives.
3. Current or former representatives who are interested in running for an officer position may communicate their interest to the current President at least one week prior to the general membership vote.
4. At the election meeting, each candidate will have 5 minutes to speak in front of the assembled representatives.
5. Voting shall occur via secret ballot on an anonymous virtual form or secret paper ballot.
6. Candidates shall be allowed to vote, and may stay in the council room as the voting takes place.
7. A majority vote shall be sufficient to elect a new officer.
	1. In the event of a tie, an immediate run-off election will be held between the tied candidates.
	2. If the tie persists, the current officers shall select a new officer from among the tied candidates. A majority of officers shall be sufficient to elect a new officer.
	3. If the current officers are unable to select a new officer due to a tied vote, the Advisor shall select a new officer from among the tied candidates.

Section 10. Term of Service

Officers of the Liberal Arts & Sciences Council shall serve a term of one academic year.

Section 11. Removal

An officer may be removed from the Liberal Arts & Sciences Council according to the following procedure:

1. Reasons for removal include but are not limited to failure to uphold the responsibilities of their position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
2. The removal process may be initiated by any officer or representative of the Liberal Arts & Sciences Council.
3. A formal call for removal must be brought to the officers of the council. A concerned party may call for removal of an officer by emailing the highest ranking officer not in question and requesting to discuss their concerns.
4. All officers, excluding the officer in question, and the Advisor must meet within 14 days, at a time mutually acceptable to the officers, the advisor, and the concerned party. The concerned party may then present their concerns before the gathered officers and the Advisor.
5. The concerned party will then be asked to leave and the officers and Advisor will hold a vote. The gathered officers and the Advisor must have a majority vote of approval to move the removal process to a general membership vote. The officer in question may not be present for the vote. The vote shall be conducted through a show of hands.
6. The officer pending removal must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
7. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
8. The officer position may be revoked by a two-thirds majority vote of council representatives present at the next council meeting. Voting shall be conducted through a secret ballot.
9. The officer pending removal will be allowed to speak to the council for a maximum of 5 minutes before voting occurs. The officer will be asked to leave the meeting while deliberation and voting commences. Deliberation will be allowed at least 10 minutes. The officer will be informed of the results and be allowed access to the ballots if requested.
10. If removed, the officer is barred from holding a position on the Liberal Arts & Scienced Council.
11. The removed officer may attempt to appeal the results within one week of the vote by contacting the Advisor of the Liberal Arts & Sciences Council and submitting a written statement detailing the reasons for appeal. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

Section 12. Resignation

An officer may resign given that they have alerted the council at least two weeks in advance. Upon notice of resignation, the officers must follow the procedure laid out for officer replacement.

Section 13. Replacement

In the case of an officer vacancy, except a vacancy in the President’s position, a special election will be held within 14 days of the previous officer’s leave. In the case of a vacancy in the President’s position, the Vice President shall assume the role of President and an election will be held to elect a new Vice President. The special election will follow the same procedures for general elections as laid out in Section 9 of this Article. If no candidates come forward for the position, the officers may appoint a general member to the position with the member’s approval.

Section 14. Exit Duties

All officers upon exiting their position shall:

1. Transfer any and all official documents in his/her possession to his successor or to the President.
2. Submit a summary report to the President at the termination of their term of office concerning his/her Council activities and recommendations for the future.
3. Unless they were removed, attend the meeting following the termination of their term of office, provided the meeting takes place in the same academic term, to help provide a smooth transition to his/her successor.

**Article VII - Advisor**

Section 1. Duties

The Advisor of the Liberal Arts & Sciences Council is responsible for the following duties:

1. To keep the council informed about important matters happening in the college and the university administration at large.
2. To provide general oversight to the council and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.
3. To co-sign official documents.
4. To attend council meetings as they fit and to provide advice at said meetings.
5. To attend as they see fit any meeting that entails the gathering of officers.

Section 2. Voting

The Faculty Advisor shall be a non-voting position in the Liberal Arts & Sciences Council.

Section 3. Eligibility

 The Faculty Advisor shall be a member of the Liberal Arts & Sciences faculty.

Section 4. Selection

 The Faculty Advisor shall be selected according to the following procedure:

1. Upon beginning a search for a new Advisor, all officers must meet within 7 days, at a time mutually acceptable to the officers.
2. Officers are expected to bring nominations to this officers meeting.
3. A nomination may be confirmed through a majority vote of officers.
4. Once a nomination is confirmed, the President will contact the nominee to offer the position.
5. If the nominee declines, the officers must repeat steps 1-4.

Section 5. Term of Service

The adviser shall serve as adviser until they are no longer employed with the University or is removed/resigns.

Section 6. Removal

 The Faculty Advisor may be removed according to the following procedure:

1. Reasons for removal include but are not limited to failure to uphold the responsibilities of their position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
2. The removal process may be initiated by any officer or representative of the Liberal Arts & Sciences Council.
3. Once concerns have been raised, all officers must meet within 14 days, at a time mutually acceptable to the officers and the representative, if applicable.
4. If the concern was raised by a representative, the representative may then explain their concern.
5. Once discussion is complete, the officers must hold a vote, If the concern was raised by a representative, the representative will be asked to leave prior to the vote.
6. Officers must have a majority vote of approval to move the removal process forwards. The vote shall be conducted through a show of hands.
7. If a majority vote is achieved, the Advisor must be notified and given a summary of the charges against them.
8. The officers and Advisor must then meet within 7 days, at a time mutually acceptable to the officers and the Advisor.
9. The Advisor will be allowed to speak to the officers for a maximum of 5 minutes before voting occurs. The Advisor will then be asked to leave the meeting while deliberation and voting commences. The officers must reach a unanimous decision must to remove the Advisor from their position. If a unanimous decision is not reached, a majority vote of approval may move the removal process to a general membership vote.
10. The Advisor will be informed of the decision via email.
11. The Advisor must be provided an updated summary of the reasons for removal at least one week in advance of the general membership vote.
12. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
13. The Advisor may be removed by a two-thirds majority vote of council representatives present at the next council meeting. The vote shall be conducted through a secret ballot.
14. The Advisor will be allowed to speak to the council for a maximum of 5 minutes before voting occurs. The Advisor will be asked to leave the meeting while deliberation and voting commences. Deliberation will be allowed at least 10 minutes. The Advisor will be informed of the results and be allowed access to the ballots if requested.
15. If removed, the Advisor is barred from being an Advisor of the Liberal Arts & Scienced Council and the officers must follow the procedure laid out for Advisor selection.

Section 7. Resignation

The adviser may resign given that they have alerted the council at least two weeks in advance and has consulted the Office of the Dean of the College. Upon notice of resignation, the officers must follow the procedure laid out for Advisor selection.

**Article VIII – Student Government Representatives**

Section 1. Duties

The Student Government Representatives for the College of Liberal Arts and Sciences are responsible for the following duties:

1. To represent the interests of the Liberal Arts & Sciences Council as well as students in the College of Liberal Arts & Sciences at Student Government meetings.
2. To keep the council informed about important matters happening in Student Government.

Section 2. Voting

The Student Government Representative Advisor shall be a non-voting position in the Liberal Arts & Sciences Council.

Section 3. Eligibility

The Student Government Representative shall be an undergraduate student in the College of Liberal Arts & Sciences.

Section 4. Selection in Case of Vacancy

The election and impeachment of Student Government Representatives shall be carried out by the Student Government. In the event of impeachment, resignation, or other event that creates a vacancy outside of the Student Government election season, the council shall nominate a replacement according to the following procedure:

1. Upon beginning a search for a new Student Government Representative, the officers of the Liberal Arts & Sciences Council are responsible for advertising the position to the members of the undergraduate LAS community.
2. After receiving sufficient responses, as determined by the officers, all officers and the Advisor must meet within 7 days, at a time mutually acceptable to the officers and the Advisor. The officers and Advisor must decide on the criteria for selection. These criteria may include, but are not limited to, the following:
	1. Previous experience in leadership roles.
	2. Demonstrated commitment to the LAS community.
	3. Concrete vision for improvements.
3. One or more officers must then interview each of the candidates individually and evaluate them based on the predetermined selection criteria.
4. After all candidates have been interviewed, the officers and the Advisor must meet within 7 days, at a time mutually acceptable to the officers and the Advisor.
5. The candidates shall be discussed, and one candidate shall be nominated through a majority vote of officers. The vote shall be conducted through a show of hands.
6. Once a nomination is made, the President will contact the Student Government to ask that the nominee be confirmed.
7. If the Student Government rejects the nominee, the officers must repeat steps 1-6.

**Article IX – Liberal Arts & Sciences Faculty Representative Assembly**

The President, or a voting member of the Council designated by the President, shall be a member of the Liberal Arts & Sciences Faculty Representative Assembly.

**Article X – Committees**

Section 1. Committees

 There shall be the following committees:

1. Cabinet
	1. The cabinet shall consist of the officers of the Liberal Arts & Sciences Council as defined by Article VI Section 1.
	2. The President shall serve as chairperson of the cabinet
	3. The purpose of the cabinet is to manage council meetings and oversee other committees.

Section 3. Creation of Committees

 Additional committees may be created according to the following procedure:

1. Any officer or representative of the council may initiate a motion to create a committee.
2. Once the motion has been initiated, the officers and the initiating party must meet within 14 days, at a time mutually acceptable to the officers and the initiating party.
3. A majority vote of officers shall be sufficient to create the committee. The vote shall be conducted through a show of hands.
4. The officers must then codify the structure and purpose of the committee in Section 1 of this Article.
5. A majority vote of officers shall be sufficient to select a chairperson for committee. The vote shall be conducted through a show of hands

Section 4. Disbandment of Committees

 Committees may be disbanded according to the following procedure:

1. Any member of the cabinet or the committee in question may initiate the disbandment of a committee on grounds including but not limited to:
	1. The completion of the committee’s stated purpose.
	2. Lack of continued relevance of the committee.
	3. Failure to fill positions in the committee.
2. Once concerns have been raised, the officers and any remaining members of the committee must meet within 14 days, at a time mutually acceptable to the officers and the remaining committee members.
3. The gathered individuals may then discuss the continued need and practicality of the committee.
4. A unanimous vote of the remaining committee members or a majority vote of the officers is sufficient to disband the committee. The vote shall be conducted through a show of hands
5. The officers must then remove the committee from Section 1 of this Article.

**Article XI – Council Schedule**

The council shall follow these guidelines for determining meeting schedules:

1. There shall be a minimum of six regular meetings during each semester of the school year.
2. A special meeting may be called at the request of one-sixth of the representatives of the Council or at the request of the President.
3. In extreme circumstances, as determined by the unanimous agreement of the officers and the Advisor, the number of meetings per semester may be reduced.

**Article XII – Finances**

Section 1. Finance Statement

All monies belonging to the council shall be deposited and disbursed through the Campus Organizations Accounting Office. All funds must be deposited within 48 hours after collection. The Adviser to this organization and the treasurer must approve and sign each expenditure before payment.

Section 2. Dues

No dues exist.

Section 3. Eligibility for Funding

A club shall be eligible to request funds from the Liberal Arts & Sciences Council if they meet the following requirements:

1. They have a representative actively serving in the council.
2. Their representative presented a club introduction according to Article V Section 1 during the current academic year.
3. Their representative had no more than one absence during the previous semester. When counting absences the following rules are to be followed:
	1. An absence at the first meeting of the Fall Semester shall not be counted.
	2. An absence that was excused by an officer of the Liberal Arts & Sciences Council prior to the absence occurring shall count as one half of an absence.
	3. An unexcused absence may be converted to an excused absence given a unanimous vote from the officers of the Liberal Arts & Sciences Council.
	4. An absence in which the representative designated a temporary replacement to attended the meeting in lieu of the official representative shall not be counted. This temporary representative must meet the same requirements as an official representative as described in Article IV Section 2. This temporary representative shall hold a non-voting position.

Section 4. Distribution of Funds

 Funds shall be distributed according to the following procedure:

1. The council representative must submit an application for funds that includes the following information:
	1. The organization’s name
	2. The number of members in the organization
	3. Their semester dues
	4. The reason for requesting funding
	5. The amount of funding requested
	6. Any attempts to raise funds through other means
	7. An itemized list detailing how funds will be spent
2. This application must be signed by the following people:
	1. The organization’s council representative
	2. The Treasurer of their organization
	3. The President of their organization
	4. The Advisor of their organization
3. Upon receipt of the completed request forms, the representative must present the funding proposal before the council at a meeting with open time for presentation. The presentation must include but is not limited to the information in step one of this procedure. The representative must be given at least 10 minutes to present.
4. After presenting, the assembled representatives shall have at least 10 minutes to ask questions. This time may be cut short if no questions are raised.
5. The presenting representative will be asked to leave the meeting while deliberation and voting commences. The deliberation must be allotted at least 10 minutes. This time may be cut short if a resolution is reached. A majority of the gathered representatives shall be sufficient to reach a resolution. Voting shall be conducted through a show of hands. The assembled representatives may resolve to:
	1. Approve the proposal in full
	2. Approve the proposal in part
	3. Reject the proposal
	4. Request additional information
6. In the event that additional information is requested, the presenting representative shall be recalled to the meeting for 5 additional minutes to respond to questions. They will then be asked to leave the meeting while deliberation and voting resumes. The deliberation must be allotted 5 additional minutes. At this time, the representatives must resolve to:
	1. Approve the proposal in full
	2. Approve the proposal in part
	3. Reject the proposal
7. After a resolution has been reached, the presenting representative is recalled to the council and informed of the decision.
8. If the council resolved to approve the proposal in part or to reject the proposal, the presenting representative may elect to decline the decision. In this case, they must present again at the next meeting with open time for presentation, repeating only steps 1-7.

Section 5. Disbandment

Upon disbandment of the Liberal Arts & Sciences Council, all funds and properties in excess of liabilities and expenses of dissolution will be distributed evenly to all funding eligible clubs as described in Section 3.

**Article XIII – Statement of Compliance**

The Liberal Arts & Sciences Council abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Liberal Arts & Sciences Council agrees to annually complete President’s and Treasurer’s Training.

**Article XIV – Amendments**

An amendment to the Liberal Arts & Sciences Council constitution may be made according to the following procedure:

1. Requests for an amendment may be initiated by any officer or representative of the Liberal Arts & Sciences Council.
2. A proposed amendment must be brought to the officers of the council. A proposed amendment may be communicated to the officers by emailing the President of the council and requesting to discuss an amendment.
3. Officers must meet and discuss the proposed amendment within 14 days, at a time mutually acceptable to the officers and the party proposing an amendment. The amendment may then be discussed.
4. Officers must have a majority vote of approval to move the amendment process to a general membership vote. The vote shall be conducted through a show of hands.
5. Proposed amendments must be presented to the general members at least one week before the vote.
6. The constitution may be amended with a two-thirds majority vote of council representatives present at the next council meeting. The vote shall be conducted through a show of hands.
7. If approved, the amended constitution will be submitted within 10 days to Student Engagement for university approval.
8. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
	1. Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
	2. Notification of these changes must be communicated at the next full organizational meeting.