

# ***'The Vibe' at Iowa State University Constitution***

## **Article I - Name:**

The name of this organization shall be "The Vibe" at Iowa State University.

## **Article II - Purpose:**

The purpose and goal of The Vibe is to provide fun community based activities to help Iowa State students navigate their mental health & wellness while in school. The Vibe will focus on empowering students to their further self-confidence, step out of their comfort zone, and prioritize their wellbeing. The Vibe will also utilize connections with varying mental health resources at Iowa State to make them more accessible to members.

The Vibe abides by and supports Iowa State University policies and to create a safe environment for all.

## **Article III - Statement of Compliance:**

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

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

Iowa State University and the Vibe 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 full and part time Iowa State students. Membership may be revoked by a majority vote of The Vibe officers in cases where removing or disciplining members is required for the good of The Vibe or Iowa State University.

Iowa State University and the Vibe do not discriminate on the basis of pregnancy, physical or mental disability, genetic information, ethnicity, sex, race, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

## **Article VI - Officers:**

Officer Duties and Term of Service—

The list of officers are as follows:

President:

The President's duties will be to:

- a. Orchestrate and oversee other officers & serve as the official leader and spokesperson of the club.
- b. Preside and direct club and executive meetings.
- c. Act as liaison to the faculty advisor(s).
- d. Maintain clear communication between the executive committee.
- e. Submit activity plans and reports to the student government.
- f. Risk Management & creation of participation agreements.
  - i. help minimize potential risk for club activities
  - ii. recommend risk management policies or procedures
  - iii. submit documentation to ISU's Risk Management Office
  - iv. ensure the proper waivers and background checks are on file with Risk Management for events (if applicable)
- g. Coordinate any accident reports should they occur.

Treasurer:

The Treasurer's duties will be to:

- a. Manage and oversee funds for the Vibe.
- b. Follow the guidelines as stated in the Student Organization Resource Manual prepared by the ISU Student Organization and Activities Center.
- c. Process all Campus Organization Vouchers and the receipts of all purchases made for the club.
- d. Provide updated budgets every month for the executive committee.

Secretary:

The Secretary's duties will be to:

- a. Schedule all meetings and reserve rooms of The Vibe and the executive committee.
- b. Record, publish, and make available minutes of all club and executive meetings within five (5) days after the meeting.
- c. File and maintain minutes from all meetings in a google drive.

- d. Take attendance of The Vibe executive members at any meetings.
- e. Maintain clear communication to The Vibe members through weekly emails.
- f. Approval of outside equipment to be used for group activities.

Public Relations Chair:

The PR Chair's duties will be to:

- a. Creation and Control of Facebook and Instagram Accounts.
- b. Organize Club-fest Activities and creation of Club-Fest materials including:
  - a. Tri-Fold Club Board
  - b. Club-Fest pamphlets
- c. Recruit new members through Club-Fest, social media, and flyers.
- d. Keep social media accounts up to date with club events and meetings.
- e. Communicate with new and nonmembers.

The terms of service for all officers will be one academic year.

The method of election of officers will be as follows:

The order of elections shall be as follows:

President

Treasurer

Secretary

Public Relations Chair

Elections for officers shall take place towards the end of the spring semester, with time available after elections for previous officers to train new officers on their positions.

For President and Treasurer, a 2/3 vote is required to be voted into office. If there are more than two candidates and a 2/3 majority is not reached, the top two candidates will move onto the final stage of election, where 2/3 vote wins the election. If a 2/3 majority is unable to be reached, the president or treasurer shall be elected by a simple majority vote by the previous executive officer board.

All other executive officers, as listed above, require a plurality vote to be elected into office. As above, if there is a tie between two or more members, those members will be cast into a separate ballot with a tie breaker of plurality. If plurality is not able to be reached by the members present at election, there will be a chance for members to drop out of the race. If by plurality, an officer is unable to be elected, the officer shall be elected by a plurality vote of the previous executive board and shall include the newly elected President and Treasurer.

Impeachment of an officer can be brought up at any meeting of The Vibe. For impeachment processes to begin, evidence must be provided that the accused officer deserves to be impeached. Voting on impeachment will be postponed until the following meeting to allow accused to build their defense unless they waive this right, then voting may take place at the same meeting as impeachment is brought up. The accused is allowed to create their own defense against the impeachment. After defense is given, voting shall commence. A simple majority of members is necessary to be present at the impeachment process in order to have the voting process. The accused officer is unable to vote in the impeachment process. A 2/3 majority is required by members present to impeach the accused officer. If a 2/3 majority is not reached, the accused officer can be impeached by a unanimous decision by the executive officer board, the accused officer not included in the executive vote. If neither vote is passed, the accused officer is free to resume normal activities.

Examples of impeachment offenses:

Violation of Constitution

Advocating funds for non-club activities

Desperately low attendance

Failure to follow responsibilities and duties as stated above

Purposefully discriminating against members

If the replacement of the President or Treasurer is needed, the position shall be filled temporarily by appointed members from the executive board including advisor approval. The position shall be voted on with the above stated voting requirements when a vote is able to be fulfilled by the club. For any other members, the position can be filled by appointment by unanimous decision of the remaining executive board members. If a unanimous decision is unable to be reached, a simple majority vote of members present at the meeting shall appoint a member to the officer position which is vacant.

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 - Advisor:**

The Advisor's duties will be as follows:

- a. Oversee group activities and events.
- b. Provide mentoring, direction, and support.
- c. Communicate Iowa State policies and procedures.
- d. Assist in the planning and evaluation of programs and events.

Method of election: President shall appoint Advisor(s)

Advisor's term of service: They shall serve as long as they please, unless impeached.

Impeachment/removal of advisors: If a majority of officers agree to impeach the advisor they will be removed from their position.

Replacement of Advisors: Impeachment proceedings for the Advisors shall follow the same format as Officer impeachment proceedings. The advisor will be allowed to speak for 2-3 minutes and will not be allowed to be present for the vote. The President shall appoint a new Advisor.

### **Article VIII - Finances:**

Club Finances shall be conducted in accordance with University and SAC policy. Membership for The Vibe is free, however fees may be charged on an event-to-event basis. 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 Advisor to this organization must approve and sign each expenditure before payment. The Treasurer, Advisor or other member as appointed by the President, may collect monies on behalf of the club.

If the Club dissolves or otherwise ceases to function under this constitution, all monies are returned to the university.

**Article IX - Amendments and Ratification:**

Initial ratification of this Constitution shall be by approval of the current elected officers of the club (President, Treasurer, Secretary, and Public Relations Chair). A majority vote is required to ratify. Copies of this Constitution (hard or E copies) will be made available for member review.

Amendments to this Constitution may be proposed by any member and may be provided to the membership (hard or E copies) at any of the club meetings and voted upon at the next club meeting following the proposal. A required attendance of a simple majority of members is necessary to vote upon an amendment. The amendment(s) shall be offered by the President and open to discussion for a period of time the President desires before calling for a vote. A requirement of 2/3 majority is necessary to adopt.

A proposal to amend this constitution may be extended to Officers by any voting member of the organization. Proposals should be present to the general membership at least one week before the vote. A constitution may be amended with a 2/3 vote of members. The amended constitution will be submitted within 10 days to Student Engagement for approval.