Iowa Student Chapter on Family Relations

*an affiliate of the National Council on Family Relations (NCFR)*

Iowa State University

Constitution

Article I: Name

The name of the organization shall be the Iowa Student Chapter of Family Relations (ISCFR).

Article II: Mission and Purpose

Section 1: The mission of ISCFR shall be to empower families by educating and

supporting family professionals and promoting connections among those involved in research, education, policy, and practice in the field of family relations.

Section 2: The ISCFR shall be established for the purposes of:

 A) Providing a forum for ISU students to share in the development and

 dissemination of knowledge about families and family relationships.

 B) Planning and acting on concerns relevant to all forms of couples and family

 relationships.

 C) Promoting and coordinating educational efforts for council and community

 members.

 D) Encouraging research.

 E) Fostering and supporting professional development of members.

 F) Encouraging active involvement of members in NCFR conferences.

 G) Enhancing ISCFR members’ experiences at NCFR conferences through efforts

 designed to increase ISCFR members’ preparation.

 H) Providing mentorship and opportunities for undergraduate student development by

 graduate students.

Article III: Non-discrimination

***This organization shall not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, ethnicity, genetic information, marital status, mental and/or physical disability, protected veteran status, and any other status protected by applicable state or federal law.***

Article IV: Statement of Compliance

We agree to abide by all regulations described in the Guidelines for Recognized Student Organizations, all University policies, in addition to all federal, state and local laws, ordinances, and regulations, and agree to complete the annual President and Treasurer trainings.

Article V: Membership

Section 1: Membership shall be open to any currently enrolled student or employee of the

University. Specifically, any undergraduate, graduate, or employee at Iowa State University will be eligible to join ISCFR.

Section 2: In order to be a member in good standing, students must pay membership $10 dues one time per academic year and participate in at least two meetings or other ISCFR activities per academic year.

Article VI: Meetings

Section 1: Regular meetings shall be held at least two times per academic semester and are open

to all interested members. All meetings will be announced and posted at least one week prior to

the meeting.

Section 2: Emergency meetings may be called by the Executive Committee.

Section 3: Voting privileges shall be given to all members in good standing. Quorum shall be one fifth of all Members.

Article VII: Officers

Section 1: For ISCFR, the minimum GPA required of all officers is 2.2 on a 4.0 scale at the time of election and throughout their terms.

Section 2: Annual election shall take place at the last spring ISCFR business meeting of each

academic year in order to ensure a smooth transition and provide leadership through the summer

term. Term of office begins immediately following these elections and continues until the next

elections.

Section 3: Elections of Executive Committee officers are held at the beginning of every academic year. A majority vote of the Executive Committee is required to elect or remove any officers of ISCFR. In the result of a tie or impasse, the faculty advisor will rule.

Section 4: Vacancies shall be filled at the next business meeting of the ISCFR after vacancy

occurs. Offices left vacant at the conclusion of an academic year shall remain vacant until the

first business meeting at the commencement of the academic year. Vacancies shall be filled

following the same procedures as annual elections. Should an adviser position need to be filled due to removal or vacancy, the position can be filled by the President approaching an ISU HDFS faculty member who is also a member of NCFR.

Section 5: If an Executive Committee member is found not to be completing their duties set forth in article VIII, the remaining Executive Committee members maintain the power to dismiss the executive member with a majority vote.

Section 6: Grounds for removal include the inadequate fulfillment of aforementioned duties

or the violation of regulations described in the Guidelines for Recognized Student Organizations, University policies or any federal, state or local laws. A two-thirds majority vote of the Executive Committee is necessary to remove an officer from office provided a quorum is present. Quorum shall be majority of all members of the Executive Committee.

Section 7: Officers who wish to resign may do so by contacting the President and informing

them of intent to relinquish assigned duties.

Article VIII: Executive Committee

Section 1: The Executive Committee shall consist of the President, Vice President, Secretary,

Treasurer, Undergraduate Representative, and Faculty Advisor.

Section 2: President - Responsibilities include:

 A) Holding executive power within ISCFR and presiding over all business meetings.

 B) Scheduling, organizing, reserving rooms, and making general arrangements, for all

 business meetings.

 C) Chairing the Executive Committee.

 D) Serving as a liaison for NCFR.

 E) Being informed of the duties of all officers on the Executive Committee in order to

 assist with the coordination of ISCFR activities.

 F) Establishing committees and sub-committees as necessary with approval from the

 Executive Committee.

 G) Representing ISCFR on campus and at NCFR conferences as needed.

H) Recruiting new officers at the time of elections by distributing officer responsibility lists no less than one week before elections.

I) Help minimize potential risks for club activities

 J) Recommend risk management policies or procedures

 K) to submit documentation to ISU’s Risk Management Office

 L) ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Section 3: Vice President – Responsibilities include:

 A) Assisting the President with preparation for business meetings.

 B) Serving the role of President in case of absence or vacancy.

 C) Actively promoting membership in NCFR.

 D) Helping ISCFR members prepare for NCFR conferences.

 E) Circulating NCFR and ISCFR promotional materials and website information.

 F) Disseminating announcements of professional development lectures and other

 opportunities to all ISCFR members.

Section 4: Secretary – Responsibilities include:

 A) Organizing and distributing calendar for ISCFR events.

 B) Recording accurate minutes of business meetings.

 C) Providing important updates to the HDFS webmaster.

 D) Making business meeting minutes available to ISCFR’s members and the Faculty

 Advisor through email or public posting.

 E) Monitoring attendance and voting, unless doing so would constitute a conflict of

 interest.

 F) Writing letters of thanks to all individuals who assist ISCFR in fulfilling its

 purposes.

 G) Maintaining digital records of documents pertinent to the organization. (e.g.,

 constitution, brochures, other promotional materials, and business meeting minutes).

 Section 5: Treasurer – Responsibilities include:

 A) Maintaining an accurate and updated record of all expenses of ISCFR activities.

 B) Authorizing expenditures with the approval of the Executive Committee.

 C) Providing financial reports at each business meeting.

 D) Working with the Executive Committee in generating additional funds to be used

 toward fulfilling ISCFR’s purposes.

 E) Maintaining the ORG database in the President’s absence.

 F) Applying for and keeping records of all funding requests and their status(e.g.,

 pending, approved, denied).

 G) Publicizing the availability of ISCFR funds at business meetings.

Section 5: Treasurer – Responsibilities include:

1. Maintaining an accurate spreadsheet of available ISCFR funds and expenditures.
2. Depositing ISCFR funds into the ISCFR bank account.
3. Purchasing materials for any events or meetings hosted by ISCFR.
4. Processing and collecting ISCFR annual membership dues.
5. Regularly attends ISCFR officer meetings.

Section 6: Undergraduate Representative – Responsibilities include:

 A) Maintaining and distributing an accurate list of ISCFR undergraduate members including addresses, phone numbers, email addresses, and other relevant information.

 B) Serve as a liaison for undergraduate members to the ISCFR officers.

 C) Promoting NCFR membership among the ISU student population.

 D) Representing the interests of undergraduate ISCFR members.

 E) Regularly attends ISCFR officer meetings.

Section 7: Faculty Advisor – Responsibilities include:

 A) Advising Executive Committee members as needed.

 B) Informing Executive Committee of important events and activities that may enhance

 professional development.

 C) Liaison between ISCFR members and faculty.

Impeachment of an Officer: If an officer is impeached, they are allowed to speak or be present during the final vote of the impeachment process.

Article IX: Advisor

The organization must select one faculty or staff member (at least 75% FTE) to serve as advisor.

Grounds for removal include the inadequate fulfillment of aforementioned duties or the violation

of regulations described in the Guidelines for Recognized Student Organizations, University policies or any federal, state or local laws. A two-thirds majority vote from all active members is needed to remove an advisor. The advisor’s term of service shall be annual.

Article X: Finances

Section 1: ISCFR funds may be used for the purchase of materials to be used for promoting the

education and professional development of ISCFR members.

Section 2: ISCFR funds may be used to sponsor mini-grants of travel and other expenses

incurred by ISCFR members attending professional conferences who are in good standing with

ISCFR in regards to dues and involvement.

Section 3: 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

Amendments to the Constitution must be submitted to and approved by the Coordinator for Student Organizations before they become effective. Adoptions of amendments require a two-thirds majority vote of the membership providing quorum is present. Amendment shall be available in written form to all members prior to voting. Should they be amended following recognition, ISCFR must promptly submit an updated constitution and bylaws to the Student Engagement Office.