

CONSTITUTION OF MINORITIES IN AGRICULTURE, NATURAL RESOURCES AND RELATED SCIENCES AT IOWA STATE UNIVERSITY

ARTICLE I

Name: The name of this organization shall be Minorities in Agriculture, Natural Resources and Related Sciences - Iowa State University; henceforth will be addressed as ISU-MANRRS.

MANRRS: Minorities in Agriculture, Natural Resources & Related Sciences will abide by Iowa State University rules and regulations, state and federal laws.

MANRRS abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

MANRRS agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

ARTICLE II

Purpose: The purpose of this organization shall be:

Section 1. The overall objective of the society shall be to promote and implement initiatives which foster inclusion and advancement of members of ethnic/cultural groups underrepresented in agricultural and natural resource sciences and related fields in all phases of career preparation and participation in these areas.

Section 2. Development of leadership and professional skills and scholarly excellence among the society's student members and professional members who are in the early stages of their careers shall be among the society's highest priorities.

Section 3. The society shall promote and offer opportunities for participation in an active mutual support network to all of its members.

ARTICLE III

Membership:

Section 1. Class of Members - Membership shall be designated as (a) Student Member (undergraduate and graduate), (b) Professional Member and (c) Honorary Member. Membership and participation shall be open to all students at Iowa State University.

- a) *Student Member* - any person who is classified as at least a half-time student at Iowa State University.
- b) *Professional Member* - any person who is in an employment stage in his/her life and is not recognized as at least a half-time student in any educational institution.

- c) *Honorary Member* - a recognition which can be conferred by the society upon any person or entity who has made significant contributions toward the promotion and improvement of the agricultural and natural resource sciences and/or the society. Honorary membership alone does not confer upon the honoree any of the rights and privileges of those who hold dues paying memberships in the society. However, an Honorary Member may concurrently hold any other class of membership for which the honoree qualifies. Upon the signed recommendation of a member in good standing, seconded by another such member, and by a three-fourths vote by secret ballot at a special meeting to be held annually, honorary membership can be conferred upon any individual who shall have rendered notable service as described above.

Section 2. Criteria for Active Membership - to be considered an active member, the following criteria must be met:

- a) A member must pay the required dues.
- b) A member must attend at least four meetings per semester.
- c) A member must serve/participate on one committee.

Section 3. Privileges of Active Members - Active members shall be eligible to:

- a) Hold an elected office.
- b) Vote in all elections and any proposed amendments.
- c) Discuss and vote on any issues presented to the membership.
- d) Participate in any activities and serve on committees.

Section 4. Required Fees & Dues, Date Payable - the dues of this organization shall be set by the local Executive Committee. Dues are payable on or before November 15th of the fall semester. The treasurer shall notify any member whose dues remain outstanding immediately after the due date. Individuals desiring to join the chapter in the Spring semester must pay dues by January 31st in order to be included as an official member on the national registry and to receive benefits of membership at the national conference.

Section 5. Procedures for Removal/ Dismissal - Any member who is not in good standing with the University or acts in a manner deemed unfit by the Advisors, Officers, or General Body (i.e. excessive absences, disrespect, loss of ethical character, dishonesty, misrepresentation, or obstruction of the progress or purpose of ISU-MANRRS etc.) may be subject to removal. Said person shall be given a written notice of their violation(s) and extended the right to a hearing. Removal is subject to a two-thirds vote by the membership and may be at the Advisors' discretion.

- a) A quorum (see Bylaws, Section 1) is needed for voting on expulsion.
- b) Expulsion shall be by majority vote (see Bylaws, Section 2) of active members at any meeting. The vote shall be done by secret ballot.

Section 6. Membership and participation - The ISU-MANRRS Organization is open to registered students at Iowa State and does not discriminate on the basis of race, color, age,

religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

Section 7. The ISU-MANRRS - is willing to abide by all Iowa State University rules and regulations including, but not limited to, the following:

- a) Officer positions are limited to ISU students in good academic standing.
- b) Faculty and staff may be associate members, but may not vote or hold office.
- c) Non-registered students, including the faculty adviser, may not vote.
- d) The ISU-MANRRS Organization is open to registered students at Iowa State University.

ARTICLE IV

Non-Discrimination Statement:

Section 1: Iowa State University ISU MANRRS does 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

Executive Officers:

Section 1. Executive Student Officers - The officers of the organization shall include a President, Vice President, Secretary, Treasurer, Public Relations/Reporter, and CALS Representative. In the case that both the President and Vice President are undergraduates, a graduate representative shall be elected.

Section 2. Advisors - In accordance with the Iowa State University requirements, advisors shall be two Iowa State University faculty/staff members. One will serve as the primary advisor and the other as the secondary advisor. In addition, the primary advisor may appoint a graduate student to serve in their capacity. This student representative, hereby termed Graduate Advisor, is required to follow all membership and executive office rules (see Article II and Article V: Section 6 respectively). Advisors may be appointed or selected at the recommendation of the membership. Advisors shall be non-voting members of the organization.

Section 3. Date for Elections - Elections shall be conducted at least two weeks prior to the last regular meeting of the academic school year.

Section 4. Election Procedures and Length of Term - Officers are elected through a secret ballot by a majority vote of the members in attendance. The officers shall be elected to serve for a term of one academic year. New officers shall assume their duties at the close of the last regular meeting of the academic year.

Section 5. Limitation of Officer Terms - No member shall hold more than one elected office simultaneously (unless necessary) and no member shall be allowed to serve more than two consecutive terms in the same office.

Section 6. Qualifications of Elected Officers - The officers of this organization must meet the following requirements:

- a) Have a minimum grade point average (GPA) as stated below and meet that minimum grade point requirement in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.
 1. For undergraduate students, have at least a 2.5 cumulative grade point average at the time of their election and a 2.5 semester grade point average for the preceding regular semester or the two preceding Summer terms at the time of election and during the term of office. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either a full summer session or two half summer session(s).
 2. For graduate level students the minimum GPA is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point average prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s), unless fewer credits are required as they complete the final stages of their degree.
- b) Be in good standing with the university and enrolled:
 1. 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.
 2. 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.
- c) Participation in meetings and functions is mandatory unless valid excuses are presented. Excuses must be reported to the President and/or Advisor and are subject to discretion. After the third unexcused absence, the officer will be subject to removal from office by the organization and/or the organization's official university advisor should the student fail to maintain the requirements as prescribed herein.
- d) Should the student fail to maintain the requirements as prescribed in (a), (b), and (c) he/she will be deemed ineligible to hold an office.

Section 7. Procedures for Removal/ Dismissal - Officer shall be given a written notice of their violation(s) and extended the right to a hearing. Removal is subject to a two-thirds vote by the membership and may be at the advisors' discretion.

Section 8. Members of the Executive board - must be present at all meetings, bi-weekly general assembly meetings and bi-weekly executive board meetings. Two (2) unexcused absences are permitted during each academic semester by each Executive Board Member. If absences exceed two per academic semester, a written warning will be given, at which time if absences continue to occur, measures will be taken as stated in Article IV Section 7.

Section 9. In the event of a vacancy - in an elected office, the Executive Board may call a special election at any regular meeting to fill the vacated position.

- a. In the case of special elections, a quorum is needed to conduct nominations and voting as specified in the Bylaws, Section 1.
- b. The majority needed to conduct special elections shall be that specified in the Bylaws, Section 2.

ARTICLE VI

Meetings:

Section 1. Regular meetings shall be conducted bimonthly throughout the academic school year, with the exception of the Summer Term, unless otherwise ordered by the membership or the Executive Committee (see Article VIII).

Section 2. The agenda for each meeting shall be prepared by the secretary after consultation with the Executive Committee.

Section 3. Each regular meeting shall allow time to address issues adequately or to receive suggestions from active members.

Section 4. All members shall be notified of a forthcoming meeting at least 72 hours prior to the scheduled time. In cases of emergency sessions, one day notice shall be given. A request for a special session of the organization may be made by any active member.

Section 5. Any number of members at a regularly scheduled meeting of the organization shall constitute a quorum for holding the meeting.

Section 6. Methods of voting shall be as outlined in the adopted parliamentary authority (Article VIII), with one exception. There shall be no voting by proxy without a 24-hour notice to the Executive Committee and written notice of their absentee vote.

Article VII

Duties of Officers:

Section 1. President - Shall preside over all meetings, appoint all committees as prescribed in this Constitution, be the official spokesperson for the organization, call and arrange the places for all special and regular meetings and be an ex-officio member of all committees. The president shall also act as the risk management officer. The role of the risk management office is to help

minimize potential risks for club activities, recommend risk management policies or procedures to (name of student organization), to submit documentation to ISU's Risk Management Office, to ensure that Iowa State University policies are followed at all of the organization's events, and to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Section 2. Vice President - Shall assume the duties of the President if the office becomes vacant before the end of the term, serve as an advisor to all committees and be responsible for registering the organization with Iowa State University Student Activities Center and the National Society of MANRRS. The Vice- President will also chair/co-chair the Community Service committee.

Section 3. Secretary - Shall keep the minutes of all meetings, provide minutes for all members keep attendance and membership rosters and prepare an agenda for each meeting. The Secretary will chair/co-chair the Membership committee. The secretary shall also collect historical documents related to the contributions of minorities in agriculture and related sciences, and keep a current journal of all chapter and/or individual member activities, events and accomplishments

Section 4. Treasurer - Shall keep the financial records of the organization, file all necessary funding applications, co-chair the fund-raising committee, and be responsible for collecting and recording the dues of the organization and make reports at officer and general meetings.

Section 5. Public Relations/Reporter - Shall be responsible for informing members of activities of the committees, serve as an advisor to the Public Relations Committee and be responsible for a monthly newsletter.

Section 6. CALS Representative/CALS Rep - Shall serve as the club representative for the College of Agriculture and Life Sciences (CALS). The CALS Representative will attend all necessary CALS club organization meetings, and provide reports of the ongoing activities of CALS. . The CALS Representative shall also serve as the social committee chair/co-hair.

Article VIII

Advisor Agreement:

- a) Must attend general and executive meetings.
- b) Must inform the group of their bylaws, codes, and standing rules.
- c) Should explain university policy when relevant to the discussion.
- d) Must check all official correspondence prior to being sent and receive a copy of all official correspondence.
- e) Must keep the official files of the organization.

Article IX

Committees and Standing Committees:

Section 1. Executive Committee - The elected officers shall constitute the Executive Committee. The president shall serve as the chairperson. This committee shall have general supervision of the affairs of the organization between its regular business meetings. The Executive Committee shall be subject to the orders of the general body. It shall not be in conflict with the rules or regulations of the organization. Unless ordered by the chairpersons regular meetings the Executive Committee shall be conducted bimonthly through the academic school year, with the exception of the Summer Term. A special meeting may be requested by any member of the Executive Committee. The agenda for each meeting of the Executive Committee is the responsibility of the chairperson. The Executive Committee, in consultation with the Fund-raising Committee, shall be responsible for presenting a detailed budget and schedule of activities proposed for the upcoming year to the membership at the first regular Fall semester meeting. The agenda for each regular meeting of the organization shall be the responsibility of the Executive Committee.

Section 2. Fund-raising Committee - It shall be the duty of this committee to (1) develop a budget, in consultation with the chairpersons of each standing committee, to be adopted by the organization at the first regular meeting; and (2) to plan and implement any fund-raising activities. All monies belonging to this organization shall be deposited and disbursed through an account established for this organization at the Memorial Student Center Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. An authorized advisor of this organization must approve and sign each expenditure before payment. This committee shall include the treasurer.

Section 3. Public Relations Committee - This committee plans activities to promote the awareness of areas of study in agriculture and related fields as stated in the purpose of this organization.

Section 4. Social Committee - This committee welcomes guests and plans and implements social activities for the organization.

Section 5. Membership Committee - This committee shall (a) be responsible for the recruitment and retention of members; (b) review and approve candidates for honorary membership.

Section 6. Community Service Committee - This committee is responsible for setting up community service projects throughout the year.

Section 7. Ad hoc committees may be appointed by the president or by a majority vote of the members.

Article X

Parliamentary Authority:

Section 1. Robert's Rules of Order - The rules contained in the current edition of Robert's Rules of Order shall govern this organization in all cases for which they are applicable and in cases where this constitution and any special rules adopted by this organization are inconsistent.

Section 2. Extent of Jurisdiction - The orders of this organization shall be subject to and not conflict with the National Society of MANRRS or the rules and regulations governing student organizations at Iowa State University, as set forth by Iowa State University Student Activities.

Section 3. Affiliation - This organization shall be affiliated with the National Society of MANRRS, as an active chapter, and shall adhere to the rules and regulations governing local chapters, as set forth in the national constitution.

Section 4. Voting - Each active, dues-paid member of the chapter is eligible to vote and is entitled to one vote on any matter of business before the chapter in an official meeting. Chapter advisors are non-voting members of the chapter.

Article XI

Amendment of Bylaws:

Section 1. This constitution may be amended at any time by a three-fourths vote of the active membership, provided that the amendment has been submitted in writing to each active member at least one week prior to its consideration, and is subject to approval by the Director of Student Activities. This constitution must be amended, as needed, to insure that it is consistent with the national constitution whenever that document is amended.

Section 2. This document must be reviewed every two years and be resubmitted to the Student Activities Office, before the beginning of the Fall Semester of that academic year.

Section 3. No amendments shall be in conflict with the rules, regulations and guidelines established by Iowa State University or the National Society of MANRRS.

Section 4. All amendments to the constitution and bylaws are subject to the review of the chapter advisors.

Article XII

Financial Procedures:

Section 1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and /or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approved and sign each expenditure before payment.

ARTICLE XIII

ISU-MANRRS Bylaws:

Section 1. For all elections and conduct of business, a quorum shall consist of thirty-three (33) percent of the active members.

Section 2. For all elections and conduct of business, a majority shall consist of fifty (50) percent plus one (1) of those voting.

Section 3. Election Procedures:

- a) Officers shall be elected annually. At the first meeting during the month of March officer nominations will be opened. At the second meeting during the month of March, following the National Conference, officers will be elected.
- b) Nominations shall be made from the floor with the consent of the nominee, or via e-mail when solicited by the President.
- c) Voting will be conducted by secret ballot.

Section 4. In the event of a vacancy in an elected office, the Executive Board may call a special election at any regular meeting to fill the vacated position.

- a) In the case of special elections, a quorum is needed to conduct nominations and voting as specified in the Bylaws, Section 1.
- b) The majority needed to conduct special elections shall be that specified in the Bylaws, Section 2.

Section 5. Dues will be set by a majority vote of the active members at the end of each academic semester preceding the semester in which the changes will take effect. Dues shall be \$15 per academic semester and \$25 for the academic year.

- a) Suggestions for amounts of dues shall be made from the floor.
- b) The quorum needed to set dues shall be that specified in the Bylaws, Section 1.
- c) The majority needed to approve dues shall be that specified in the Bylaws, Section 2

Section 6. Regular meetings of the organization shall be held twice a month during the fall and spring semesters with a minimum of (6) regular meetings scheduled each semester as the academic calendar permits. The schedule of meetings shall be determined by a majority vote of the active members at the beginning of each academic semester.

Section 7. These by laws may be amended at any meeting of ISU-MANRRS, providing the proposed amendment has been discussed in detail at a meeting prior to voting. All correspondence regarding amending the bylaws are to be sent or delivered to the Secretary prior to a scheduled meeting.

- a) The quorum needed for voting on amendments to these bylaws shall be that specified in the Bylaws, Section 1.
- b) The majority needed to approve amendments to this constitution shall be that specified in the Bylaws, Section 2.
- c) All amendments to the Bylaws are subject to approval of the ISU-MANRRS advisors.

