

Coptic Orthodox Club Constitution

I: Name

The name of this organization is the Coptic Orthodox Club.

II: Purpose

The purpose of the Coptic Orthodox Club is to:

- Promote the teachings and traditions of the Coptic Orthodox Church.
- Foster spiritual growth and fellowship among students.
- Provide a welcoming community for cultural exchange and mutual support.
- Encourage service and outreach within the university and the wider community.

III: Statement of Compliance

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

IV: Non-Discrimination Statement

Iowa State University and the Coptic Orthodox Club 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.

V: Membership

Membership is open to all Iowa State University students, faculty, and staff who are interested in the Coptic Orthodox faith and its traditions.

- Members must attend at least one meeting or event per semester to maintain active membership status.
- Voting rights are granted to active members only.

VI: Officers

The officers of the Coptic Orthodox Club shall be President, Vice President, Treasurer, and Risk Management Officer. The Risk Management Officer role can be held by any officer.

- **Term of Service:** Officers shall serve a term of one academic year and may be re-elected for subsequent terms.
- **Officer GPA Requirement:** Officers must be in good standing with the university and enrolled at least half-time (six or more credit hours) if an undergraduate student, or four or more credits if a graduate student, during the term of office. Officers must have a minimum cumulative GPA of 2.00 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. Officers who do not maintain these requirements are ineligible to hold office.

VII: Duties of Officers

- **President:**
 - Preside over meetings and events.
 - Represent the club in official capacities.
 - Oversee the activities and direction of the club.
 - Serve as or designate a Risk Management Officer.
- **Vice President:**
 - Assist the President in their duties.
 - Assume the role of President in their absence.
 - Coordinate club events and activities.
- **Treasurer:**
 - Manage club finances.
 - Prepare and present financial reports.
 - Oversee fundraising activities.
- **Risk Management Officer:**
 - Help minimize potential risks for club activities.
 - Recommend risk management policies or procedures.
 - Submit documentation to ISU's Risk Management Office.
 - Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

VIII: Advisor

The Coptic Orthodox Club will have an advisor who is a member of the Iowa State University faculty or staff.

- **Duties:** The advisor will provide guidance and support to the officers and members, attend meetings and events as necessary, and ensure that the club adheres to university policies and procedures.
- **Method of Selection:** The advisor shall be selected by a majority vote of the active membership at the beginning of each academic year.
- **Term of Service:** The advisor shall serve for one academic year and may be reappointed by the club.
- **Removal/Replacement:** The advisor may be removed by a two-thirds majority vote of the active membership if they are unable to fulfill their duties. A new advisor shall be selected following the same method of selection.

IX: Elections

Elections shall be held annually during the last meeting of the spring semester.

- Nominations for officers shall be accepted two weeks prior to the election date.
- Voting shall be conducted by Google forms.

X: Removal of Officers and Advisor

An officer or advisor may be removed from their position by a two-thirds majority vote of the active membership for failure to fulfill their duties or for actions that are detrimental to the club.

- The officer or advisor being impeached shall be given the opportunity to speak in their defense before the final vote is conducted.
- The replacement process shall follow the standard election or selection procedures outlined in this constitution.

XI: Meetings

Regular meetings shall be held bi-weekly during the academic year. Special meetings may be called by the President or by a majority of the officers.

XII: Finances

- **Handling of Finances:** 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. All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
- **Dues:** There will be no dues for this organization.
- **Dissolution:** In the event of dissolution, any remaining funds shall be donated to a charitable organization that aligns with the mission of the Coptic Orthodox Club, as decided by a majority vote of the remaining active members.

XIII: Amendments and Ratification

This constitution may be amended by a two-thirds majority vote of the active membership. Amendments must be submitted to Student Engagement within 10 days of ratification.

XIV: Ratification

This constitution shall become effective upon approval by a two-thirds majority vote of the active membership.