

# National Agri-Marketing Association (NAMA) Student Chapter CONSTITUTION



Amended in 2021

National Agri-Marketing Association (NAMA) Student Chapter  
at Iowa State University

CONSTITUTION

ARTICLE I - NAME:

The name of this organization shall be known as National Agri-Marketing Association (NAMA) Student Chapter at Iowa State University, hereinafter referred to as NAMA.

ARTICLE II - PURPOSE:

1. To allow students to become acquainted with members and policies of NAMA and to allow them to work with their members.
2. To provide a correlation between what a student is taught and how he/she can apply this knowledge toward his/her field of interest.
3. To expose students to the fields of agriculture marketing, advertising, and news media.
4. To promote a closer relationship among those pursuing the various fields of marketing
5. To create a situation conducive to personal contact and employment.

ARTICLE III - STATEMENT OF COMPLIANCE:

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

ARTICLE IV - NON-DISCRIMINATION STATEMENT:

Iowa State University and the NAMA 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:

1. Membership is open to ALL registered students at Iowa State University.
2. Active students of Iowa State University who pay annual dues and are willing to abide by the chapter, Iowa State University and NAMA regulations.
3. To any faculty member or alumni interested in the chapter and/or its activities; they will be designated as honorary or faculty members.
4. By unanimous vote of the active members; honorary membership may be conferred on any friend of the NAMA Student Chapter at Iowa State University actively identified with agricultural marketing interests. Such

honorary members shall owe no fees or dues.

## ARTICLE VI - OFFICERS:

### A. Eligibility

1. Must have a minimum cumulative grade point ratio (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.
2. 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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

The officers, ranking in the following order shall be as follows: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary, Treasurer, CALS Council Representative, and State Correspondent.

### B. Objectives

1. President: To provide overall direction and leadership to the student chapter as to make membership in the NAMA Chapter a meaningful and productive experience for all the members.
2. 1<sup>st</sup> Vice President: To provide the leadership and the social interaction necessary to promote a positive image of the chapter on campus.
3. 2<sup>nd</sup> Vice President: To engage members in a variety of activities, events and philanthropies throughout the year to keep them involved in the club.
4. 3<sup>rd</sup> Vice President: To provide the leadership and coordination of efforts essential to making the development of the chapter's marketing plan a meaningful learning experience for everyone involved.
5. Secretary: To provide the leadership, creative promotion and membership contacts essential to developing a dynamic, career-oriented student chapter that is well known on campus.
6. Treasurer: To provide leadership and direction essential to building a financially sound chapter with the resources to support the student participation in professional chapter and National NAMA activities and events.

7. CALS Council Representative: To provide the leadership and coordination with other departmental clubs essential to building the status of the NAMA Chapter as a leading professional group on campus.
8. State Correspondent: To provide leadership and coordination of effort essential to building a strong working relationship with our parent chapter, Iowa NAMA Chapter.

### C. Officer Duties

#### 1. President:

- To preside over all meetings of the chapter membership and the executive committee.
- To communicate the plans and activities of the chapter to the faculty advisor and to the membership.
- To assist the chapter officers, when necessary, in carrying out their assigned responsibilities and serve as an ex-officio member of each functional committee.
- To prepare a year-end summary, including suggestions for improvement, important dates and contact people.
- To perform or delegate any other duties as prescribed by the faculty advisor the student and professional chapter of National NAMA.
- To attend at least 2 professional meetings each semester and be prepared to report on the activities of the student chapter.
- To register the NAMA chapter with ISU Student Organizations.
- To plan officer training retreat for the next elected officer team and fall retreat for the current team.
- To coordinate NAMA registration and dues payments on October 1 and March 1.
- To coordinate the treasurer in regards to fundraising efforts.

#### 2. 1<sup>st</sup> Vice President:

- To assist and act on behalf of the president, whenever the need arises.
- To prepare the chapter annual report in order for the chapter to meet accreditation requirements.
- To attend all Executive and Chapter meetings.
- To prepare a year-end summary, including suggestions for improvements, important dates and contact people.
- To attend at least 1 professional meeting each semester and be prepared to report on the activities of the student chapter.
- To coordinate two industry tours for the club, one during Fall and one during Spring semesters.

3. 2<sup>nd</sup> Vice President:

- To serve as chairperson of the Social Committee and plan 1 social event each month.
- To give a report at chapter meetings, updating members of Social Committee activities.
- Plan and order food for each chapter meeting.
- To attend all Executive and Chapter meetings.
- To prepare a year-end summary, including suggestions for improvement, important dates and contact people.
- To attend at least 1 professional meeting each semester and be prepared to report on the activities of the student chapter.
- To coordinate with the club advisor to guarantee that the chapter website is updated with current events and activities information.
- Assume risk management duties for the Chapter which include:
  - Help minimize potential risks for club activities
  - Recommend risk management policies and procedures
  - To submit documentation to ISU's Risk Management Office
  - To ensure that proper waivers and background checks are on file with ISU Risk Management Office for events (if applicable)

4. 3<sup>rd</sup> Vice President:

- To serve as chairperson of the Marketing Team made up of chapter members interested in developing the plan to ensure all areas are adequately covered on a time schedule that permits time for practice.
- To present a report of the Marketing Team, at executive meetings and chapter meetings.
- To coordinate the development of the marketing plan between the chapter members involved, the faculty advisor, and the professional chapter careers chairperson.
- To attend all executive and chapter meetings.
- To prepare a year-end summary, including suggestions for improvement, important dates and contact people.
- To coordinate all travel and lodging requirements for the National NAMA Conference, including transportation, lodging, and registration.
- To order all NAMA t-shirts and name badges needed for the National NAMA Conference.
- To attend at least 1 professional meeting each semester and be prepared to report on the activities of the student chapter.

#### 5. Secretary

- To record minutes of all Student Chapter meetings.
- To maintain a current list of all members, their addresses, phone numbers, majors, and year in school. Keep an updated list of members.
- To work closely with treasure to maintain an accurate account of members and dues payments.
- To communicate with National Careers Chairperson and Iowa Professional Chapter as to the activities of the chapter through monthly newsletter article submissions.
- To prepare and send monthly newsletters about each chapter meeting to all chapter members, processional careers chair and other interested persons.
- To capture pictures of each event the NAMA chapter participates.
- To attend all executive and chapter meetings.
- To prepare a year-end summary, including suggestions for improvements, important dates and contact people.
- To attend at least 1 professional meeting each semester and be prepared to report on the activities of the student chapter.

#### 6. Treasurer:

- To keep accurate records and documents of all receipts and disbursements.
- To give a financial report for each regular NAMA chapter meeting.
- To work closely with the secretary to maintain an accurate account of members and dues payments.
- To maintain banking arrangements with Campus Organization Accounting (COA) and marketing team budget.
- To prepare an annual budget.
- To prepare a year-end summary, including suggestions for improvements, important dates and contact people.
- To attend at least 1 professional meeting each semester and be prepared to report on the activities of the student chapter.
- To coordinate the fundraising efforts of the club.
- To attend all executive and chapter meetings.

#### 7. CALS Council Representative:

- To serve the chapter as its representative on the College of Agriculture and Life Sciences (CALS) Council.
- To represent NAMA at all CALS Council events/meetings.
- If unable to attend a CALS meeting/event, coordinate another member to attend and prepare them with the appropriate material and info to update the CALS Council.

- To be the liaison between the NAMA chapter and other departmental clubs informing them of upcoming events within the chapter and reporting pertinent events of other clubs to NAMA members.
- To attend all executive and chapter meetings.
- To prepare a year-end summary including suggestions for improvement, important dates and contact people.

8. State Correspondent:

- To serve as the liaison person between the student chapter and the professional chapter.
- To inform members at chapter meetings of upcoming professional meetings and other events with the professional chapter.
- To attend as many professional chapter meetings as possible and be prepared to report on the activities of the student chapter.
- If unable to attend a professional meeting, coordinate another member to attend and give them appropriate information to update the professional chapter.
- To arrange for interesting and educational speakers at chapter meetings.
- To attend all executive and chapter meetings.
- To prepare a year-end summary, including suggestions for improvements, important dates and contact people.

D. Election of Officers

1. Elections of the club shall be held at one of the final chapter meetings of the fall semester. The Offices elected will be President, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Vice Presidents, Secretary, Treasurer, CALS Council Representative and State Correspondent, respectively.
2. Members must fill out the correct form in order to be eligible. Forms will be available in the October meeting and will be voted on during the November meeting
3. In order to be eligible for election to office, members must be current with their dues.
4. The elections will use the sliding ballot procedure, starting with President and going down the line.
5. Election of officers will require a majority vote for the general membership. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.

#### E. Officer Eligibility Requirements

The officers of this organization must meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semester during the term of office. For undergraduate 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.
2. 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 students (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) and (2).

#### F. Term of Office

1. The term of office will be one full year (Dec.- Nov.). All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

#### G. Officer Replacement Procedure

1. If for some reason an officer for the organization can no longer complete their term, a special election will be held to find a replacement for the newly vacant officer position. The election procedures will follow the regular election procedures outlined above.

#### H. Impeachment/Removal of Officers

1. Should any member of NAMA feel an officer is not fulfilling their respective duties and wish to see the officer removed, they must submit written notification to the president and advisor (or advisor and first vice president if the president is being asked to be removed). The member requesting such action should state in the notification what violations constitute such actions. The president and advisor (or first vice president and advisor) will communicate the allegations and process to the respective officer.
2. Officers may be removed from office by  $\frac{1}{2}$  vote of the other officers and  $\frac{3}{4}$  of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the officer



team and general membership about the charges made concerning his/her performance.

3. The officer is not permitted to participate in the deliberation of the officer team and general membership regarding the charges and shall not be present during the final vote.
4. Examples of impeachable offenses include: treasurer embezzlement, more than one unexcused officer/chapter meeting, improper or unprofessional behavior - especially when acting on behalf of the Chapter at professional events and activities, etc.

#### ARTICLE VII - ADVISOR:

1. The advisor shall be a professional member of the teaching faculty or administration of Iowa State University. He/She must have an interest in marketing, a background in agriculture and is committed to meeting the needs of the chapter members in professional development.
2. The Duties for the Advisor are as follows:
  - To attend as many general membership and Executive Committee meetings as possible.
  - To guide students on university policy, provide constructive suggestions and sign the various forms that require faculty approval.
  - To participate in the development of an enthusiastic, dynamic chapter that has a career-oriented purpose for the student members
3. The Advisor is selected by officers during annual officer elections and will serve a yearly appointment. At the conclusion of the appointment a new advisor may be appointed or the previous advisor can be reappointed for another term. There are unlimited appointments for advisors willing to serve in the above outlined capacity.
4. The advisor can be impeached should any member of the Chapter feel they are not fulfilling their duties to the organization. The following steps should be followed for such a procedure.
  1. The member who wishes to see the adviser removed must submit written notification to the president and first vice president including what violations constitute such actions. The president and first vice president will follow up with the advisor regarding the allegations.
  2. The advisor may be removed from office by  $\frac{1}{2}$  vote of the other officers and  $\frac{3}{4}$  of the general membership if actions are deemed inappropriate by the membership. The advisor is permitted to speak before the officer team and the general membership about the charges made concerning his/her performance.
  3. The officer is not permitted to participate in the deliberation of the officer team and general membership regarding the charges and shall not be present during the final vote.

4. Examples of impeachable offenses include: embezzlement, more than one unexcused officer/chapter meeting, improper or unprofessional behavior - especially when acting on behalf of the Chapter at professional events and activities, etc.

## ARTICLE VIII - FINANCES

### A. Structure

1. Dues shall be estimated each year by majority vote of the officers.
2. Dues will be \$10/semester or \$20/year
3. The treasurer, with the approval of the advisor shall have the authority to expend club funds.

### B. Campus Organization Accounting Office

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 IX - MEETINGS:

### A. Frequency

1. A chapter meeting will be held once a month.
2. Executive meetings will be held twice monthly in advance to the chapter meeting.
3. Special and executive meetings may be called by the president when necessary.

## ARTICLE X - COMMITTEES:

### A. Structure

1. The Executive Committee will determine the needed committees for the chapter on a yearly basis.
2. The Executive Committee will assign a chairperson for the committee and also outline specific responsibilities for the year.
3. Chapter members will be encouraged to join one or more committees, allowing them an active part in the chapter.

### B. Responsibilities

1. Committees should concentrate time, effort, and expertise on projects and activities that are integral to the chapter's success.

ARTICLE XI - AMENDMENTS:

1. Amendments to this constitution may be proposed by the officer team or by a majority of general membership present at a Chapter meeting. A proposed amendment must be read and discussed during a meeting. Voting to adopt or revise the amendment will be made immediately following in the same meeting. Successful amendments must receive a majority vote of the general membership present at the Chapter meeting.
2. Any changes to the constitution or bylaws by the Chapter must be followed by prompt submission (within 10 days) of the new constitution and bylaws to the Student Activities Center.