

Article I. Name of Organization

The formal name of this Iowa State University student organization will be the Comic Writing Club. The informal name will be CWC.

Article II. Purpose

The mission of the Comic Writing Club is to bring together comic-loving writers, spark creativity, and help each other hone our comic-writing skills. We're here to build a fun, supportive community that connects members with the wider world of comics and acts as a bridge between our club and the larger creative writing department.

CWC abides by established Iowa State University policies and State and Federal Laws.

CWC is not a student organization based on a commitment to a set of beliefs.

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

Article III. Membership

As stated in the Student Organization Recognition Policy, all organizations must have at least five members in their group (not including the adviser to the organization). A complete roster of members of a recognized organization (beyond the required five officers and members and any advisers) is not required for registration and will not be kept on file.

Club Eligibility

Every graduate student is automatically an inactive member of CWC. Participation in CWC activities moves a person's membership to active status for the academic term.

Only members who are currently enrolled at Iowa State University have voting rights and privileges.

The university adviser does not have voting rights and privileges.

Non-discrimination statement as required by the Student Organization Recognition Policy.

Iowa State University and CWC 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, or status as a U.S Veteran.

Disciplining and/or Removing Members

If a member performs actions deemed inappropriate:

The member will receive a verbal warning from an officer or member that their actions have been deemed inappropriate, and continued performance of inappropriate actions will result in a vote to revoke membership.

If inappropriate actions continue past the first verbal warning, an officer or member will motion for a vote to revoke membership.

If the motion is seconded, the floor will be opened for discussion on the issue before the vote. After discussion the vote will occur. Membership will be revoked by 2/3 vote of the members present.

If membership is revoked, the individual is asked to never return to any CWC meetings or functions.

If membership is not revoked and inappropriate actions occur again, an officer or member may call for another vote to revoke membership.

Article IV. Officers and Advisers

As stated in the Student Organization Recognition Policy, every student organization is required to have a president and treasurer (or parallel leadership positions). Other leadership positions are optional. The president and treasurer (or parallel leadership positions) are required to be annually trained through the officer training program. Annually, each student organization must provide the full names, local home addresses, local phone numbers, and e-mail addresses of its president, treasurer (or parallel leadership positions), three additional student members, and each of its advisers.

University advisers are required for all organizations. Advisers must be employed at Iowa State University on at least a half-time, permanent basis. Graduate assistants may serve as additional advisers in conjunction with university advisers who meet the requirements stated above; however, they will not have signing authority for vouchers, intramurals, or contracts.

Election of Officers

Officer positions are limited to registered students at Iowa State University.

Elections for officer positions will be conducted by secret ballot to ensure fairness and confidentiality. A candidate must receive a majority vote (more than 50% of all votes cast) from the members present to be elected. If no candidate receives a majority, a runoff election will be held between the top two candidates who received the most votes.

Members interested in becoming an officer must meet the following academic requirements:

- Have a minimum cumulative grade point average (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..
- Be in good standing with the university and enrolled at least part-time during their term of office, unless fewer credits are required in the final stages of their degree.
- Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (i) and (ii).

Advisers are chosen by the President and Treasurer with approval from the organization's executive committee. All voting will be conducted by secret ballot, and candidates for office must not be present during voting or vote counting. Results will be verified by at least two non-candidate members.

Term of Office for Officers and Advisers

Section 1: Officer Terms

Elections for officers shall be conducted annually following final examinations during the month of May. The term of office for all elected officers, including the President, Vice President, Treasurer, and Secretary, shall be one full year, commencing in May and concluding the following May. The officers collectively constitute the Executive Committee of this student organization. The Executive Committee may convene separately from regular organizational meetings as necessary. The Executive Committee holds the authority to appoint subcommittees deemed necessary to accomplish the organization's objectives.

Section 2: Vacancies and Replacement

In the event the President is unable to fulfill their term, the Vice President shall assume the presidency for the remainder of the term. Should any other officer position become vacant before term completion, a special meeting shall be convened to conduct an election to fill the position for the remaining term.

Section 3: Adviser Appointment and Term

Advisers shall be appointed jointly by the President and Treasurer and must receive approval from the Executive Committee prior to assuming the role. Advisers serve at the discretion of the organization and their term shall be for one academic year, renewable by mutual agreement at the end of each term. The Executive Committee reserves the right to replace or reappoint advisers as deemed appropriate to support the organization's ongoing needs.

Executive Committee Officer Duties

President:

The President shall preside over all meetings and represent the organization on campus, ensuring compliance with Iowa State University and Student Engagement standards. The President maintains communication with advisers, schedules meetings and events with University offices, coordinates promotion and publicity, and corresponds with University administration and recognized organizations as needed. They delegate tasks to officers or members, create officer positions or committees as necessary, complete required officer training, and oversee risk management by recommending policies, submitting documentation to ISU's Risk Management Office, and ensuring appropriate waivers and background checks are on file for events when applicable.

Vice President:

Preside over meetings in the absence of the President assist the President in overseeing organization activities.

Treasurer:

Collect and keep an accurate record of dues and any finances of the club, maintain an accurate record of student organization transactions, fill out any paperwork required in requesting funds from Student Government, keep the organization informed of financial status, Cosign organization vouchers along with the adviser, and perform required training through the officer training program

Adviser:

Finds and reserves meeting locations, creates connections with other clubs and organizations.

Secretary:

Maintain an accurate record of all student organization meeting minutes and post for members

Submit annual year-end report

Removal of an Officer

Officers may be removed from office by 2/3 vote of the membership if actions are deemed inappropriate or unsatisfactory by the membership. The officer is permitted to speak before the Executive Committee and the membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee and membership regarding the charges.

The vote for removal will occur during a normally scheduled meeting. The membership should be informed of the vote for removal at least ten (10) days before the vote occurs.

Removal of an Adviser

A bid to the department chair to remove an adviser may be placed if actions are deemed inappropriate or unsatisfactory by the membership. A 2/3 vote of the membership will determine if the bid is to be placed. The adviser is permitted to speak before the Executive Committee and the membership about the charges made concerning his/her performance. The adviser is not permitted to participate in the deliberation of the Executive Committee and membership regarding the charges.

The vote for bid for removal will occur during a scheduled meeting. The membership should be informed of the vote for bid for removal at least ten (10) days before the vote occurs.

If the bid for removal is approved, the Executive Committee will meet with the department chair and request the adviser is removed.

Examples of removable offenses include:

Failing to wear the official club hat during meetings more than twice in one semester, repeatedly using puns so groan-worthy that they cause three or more members to groan audibly, and attempting to replace the club's official snack with unsanctioned alternatives without a unanimous vote.

Previous for removed officers:

If an officer is removed, the Vice President will assume duties until a special election can be held within two weeks, in the absence of a Vice President, a random drawing of names from attending members will determine the interim officer, if the entire executive board is removed, the founding member (or eldest present member) will temporarily lead until all positions are filled by a club-wide vote.

Article V. Operations (as laid out in the Student Organization Recognition Policy)

The president, treasurer (or parallel leadership positions) and adviser(s) of each organization agree to inform their membership of Iowa State University's policies affecting their organization and provide an assurance that their organization will comply with these policies. The president, treasurer (or parallel leadership positions) and adviser(s) must further verify that their organization follows all local, state and federal laws.

Annually, each student organization must provide the full names, local home addresses, local phone numbers and e-mail addresses of its president, treasurer (or parallel leadership positions), three additional student members and each of its advisers. This contact information must be kept current in the Student Engagement through the utilization of the Student Organization website and Recognition Application signature form.

The Student Government Supreme Court shall review grievances within or among organizations. Actions of the Student Government Supreme Court may be appealed to the Dean of Students Office. Guidelines are on file in the Dean of Students Office and the Student Government.

Organizations are required to submit an annual year-end report that includes a detailed summary of their activities for the past year; any amendments to their constitution and bylaws and any amendments to their operations manual. This report must be filed in the Student Engagement by the end of each academic or fiscal year (June 30).

Article VI. 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 (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The adviser to this organization must approve and sign each expenditure before payment. (Statement required by Student Recognition Policy)

Dissolution

If CWC is to be dissolved, a majority vote of the membership will determine the fate of the student organizations' account balance.

A runoff vote may be performed if needed.

Monies funded by Student Government will be returned to Student Government.

Suggested fates of the account balance are to fund a final event, purchase books or programs of use to the graduate students, or donate the money to a charity.

If dues are to be assessed, the executive committee will communicate the amount during the first month of the semester, and they will be collected by the Treasurer.

Article VII. Amendments and Ratifications

Ratification

This constitution will become effective upon approval by a 2/3 vote of the membership.

Ratified constitutions must be submitted to the Student Engagement within ten (10) days for final approval.

Amendments

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. The amendment(s) will be voted on at a subsequent meeting. For an amendment to be adopted, a vote of 2/3 of the membership is necessary.

The vote for the amendment will occur during a scheduled meeting. The membership should be informed of the vote for amendment at least ten (10) days before the vote occurs.

The amended constitution must be submitted to the Student Engagement within ten (10) days for approval.

Article VIII. Bylaws

The CWC does not have Bylaws.