**IOWA STATE UNIVERSITY**

Undergraduate Pre-Genetic Counseling Club

(Colleges of Liberal Arts & Sciences and Agriculture & Life Sciences)

Constitution

**Article I. Official Name of Organization**

This club shall be named “Pre-Genetic Counseling Club,” and to be hereafter known as “Pre-Genetic Counseling Club.”

**Article II. Purpose & Goals**

*Section I.*

The goal of this organization is to spread awareness about the field of genetic counseling, as well as to provide a community and network for students interested in pursuing genetic counseling. It will provide academic, professional, and interpersonal opportunities for any students wishing to learn more about genetic counseling. This organization has no affiliations.

*Section II.*

Our Pre-Genetic Counseling Club agrees to annually complete President's Training, Treasurer's Training, and Advisor Training (if required).

Pre-Genetic Counseling Club abides by and supports established Iowa State University policies, State and Federal Laws and local ordinances or regulations.

**Article III. Membership**

Membership shall be open to all registered members (i.e. students, faculty, or staff) at Iowa State University. Iowa State University and Pre-Genetic Counseling 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, or status as a U.S Veteran.

Membership to the Pre-Genetic Counseling Club will require dues of up to ten dollars per semester. In order to become a Pre-Genetic Counseling Club member, one must fill out the Google Form to request to be added to the roster and must regularly attend the meetings.

**Article IV. Officers**

*The officers of this organization* ***must*** *be undergraduates at ISU who meet the following requirements:*

(a) Have a minimum cumulative grade point average (GPA) of 2.0 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. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(b) Be in good standing with the university and enrolled at least half time (six or more credit hours)

(unless fewer credits are required to graduate in the spring and fall semesters) during the term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

Elections/Removal of Office

Elections will be held in January, with terms beginning at the start of the fall semester. Term of service will be one academic year. Officers may be re-elected for subsequent terms. Members interested will be interviewed by the active officer. Once all are interviewed, outgoing officers will nominate members for each position. The nominees will be presented to the general members for a vote.

If an officer cannot finish their term for any reason or a position is left vacant, elections will be held in the same manner but during the fall semester, with the incoming officer’s term beginning in the spring semester. The elected officer’s term will end at the end of the spring semester as explained above.

**Impeachment**

If an officer is performing his duties poorly, is disrespectful of others in this organization, and his/her actions are deemed inappropriate by the membership, an impeachment option will be presented. This option will be presented when a legitimate complaint is presented by a club member, officer or advisor to a member of the Executive Officers. This will be discussed by the Executive Officers and Adviser then voted on by the Executive Officers (excluding the officer in question). The officer who the complaint is against will have the option to present to the Executive Officers during the final vote. Election of the replacement officer will be held according to the same procedures of the regular officer elections.

Meetings

Meetings will be held every other Thursday at 7pm. If alternate meeting time is proposed by officer(s) or member(s), it may be changed as long as new meeting time is updated in all relevant documents. Additional workshops, meetings, or events may be organized in order to fit schedules of guest speakers or for extra opportunities.

Officer Duties

The Executive will be comprised of the following officers:

1. **President**

The President is responsible for: presiding over all meetings, representing the club on campus, accountability towards faculty advisor, ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement, accepting impeachment decisions, approving any budget proposals, and executing other officer positions if needed. The president will also schedule meetings/events with appropriate University offices and coordinate the organization, promotion, and publicity of events.

2. **Treasurer**

The Treasurer is responsible for: Maintaining accurate record of organization transactions, collect donations for activities, developing the organization’s budget and presenting it to the membership for vote, co-signing organization checks along with the Adviser, arranging fundraising opportunities for the organization, and, in conjunction with the President, soliciting additional funding if needed from the Student Government Association.

3. **Risk Management Officer**

The role of the risk management officer is [a] to recommend risk management policies or procedures to Pre-Genetic Counseling Club, [b] to submit documentation to ISU’s Risk Management Office and [c] to ensure that Risk Mgt. procedures are implemented at all of Pre-Genetic Counseling Club’s events. The Risk Manager is also responsible for: Maintaining an accurate record of all organization meetings and post for members, maintaining the membership directory, corresponding when necessary with University administration and other recognized organizations, and establishing an online website for the club (or finding an individual who has online website experience).

**Article V. Advisor**

1. **Advisor Duties**

The Advisor is responsible for: Maintaining communication and meeting with officer(s) regularly, awareness and approval of financial expenditures, and ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement.

1. **Method of Selection**

The Advisor shall be selected by Executive officers and ratified by a 2/3 majority vote.

1. **Term of Service**

The Advisor shall serve in their position until they desire not to or they are terminated through the impeachment process.

1. **Impeachment/Removal**

If the Advisor is performing his/her duties poorly, is disrespectful of others in this organization, and his/her actions are deemed inappropriate by the membership, an impeachment option will be presented. This option will be presented when a legitimate complaint is presented by a club member, officer or advisor to a member of the Executive Officers. This will be discussed and voted on by the Executive Officers. The Advisor will have the option to speak at the final vote if so desired.

1. **Replacement**

When a vacancy occurs, an Advisor will be voted on and appointed by the Executive Officers.

**Article VI. Finances**

1. 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 for each expenditure before payment. The budget requires approval of three-fourths of the membership.
2. Dues will be decided and collected at the discretion of executive officers each semester.

**Article VII. Amendments and Ratifications**

This constitution may be amended and subsequently ratified unanimously by the approval of the President, Vice President and the general members of the organization. Members who wish to propose an amendment must notify one of the executive officers at least 4 days before the following meeting. Once an amendment is made, members will be given one week to consider amendments. Ratified amendments to this Constitution must be submitted to Student Engagement within (10) days.

**By-Laws**

*Membership:*

To enforce active participation in this club, members who do not attend meetings regularly will be notified only once as a reminder to attend. If there is still a continuation of no attendance, his/her membership will be revoked by a decision made by the Executive Officers and the Adviser.

**Current Adviser for the Genetics Club:**

Alison Esser, Advising Coordinator, Genetics, BCBio, Biology