

# Math Club Constitution

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## Article I - Name

The name of this organization shall be Math Club.

## Article II - Purpose

The purpose of Math Club is to promote mathematics to all those interested by providing a space where members can discuss and learn about math.

## Article III - Membership

Membership shall be open to all undergraduates in good standing at Iowa State University.

## Article IV - Statement of Compliance

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

## Article V - Non-Discrimination Statement

Iowa State University and Math 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.

## Article VI - Officers

### **President**

- Presides over meetings of the organization
- Oversees the activities of officers and general members
- Maintains contact with the organization's Advisor
- Maintains contact with the Math Department
- Represents the organization to the University

### **Vice President**

- Facilitates election of officers
- Oversees the impeachment and removal process for members, officers, and advisor
- Helps minimize potential risks for club activities
- Recommends risk management policies or procedures
- Submits documentation to ISU's Risk Management Office
- Ensures that proper waivers and background checks are on file with Risk Management for events (if applicable)
- Assumes the duties of the President in their absence

### **Treasurer**

- Works with Advisor to approve each expenditure before payment

- Keeps all financial records of the organization
- Assumes the duties of the President in the absence of both the President and Vice President

### **Secretary**

- Keeps a record of all members of the organization
- Handles all official correspondence and documentation of the organization
- Assumes the duties of the President in the absence of the President, Vice President, and Treasurer

### **Terms of Service**

The officers of this organization shall serve a term length of 1 year. There is no limit to the amount of terms an officer may serve.

### **Election**

Nominations and elections will be held via a virtual survey sent to members. A majority vote is required for candidates to become officers.

#### Nomination

- 3rd to last meeting
- Members can nominate themselves as candidates for existing officer positions, with the option to create new positions.

#### Election

- 2nd to last meeting
- Members can vote for candidates to become officers

#### Results

- Last meeting
- Winners of the election will be announced
- Transition of power occurs
- In the case of a tie or no candidate reaching a majority vote, a runoff election will be held between the two highest voted candidates

### **Impeachment**

Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with impeachment proceedings, a majority vote of the officers is needed. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to plead their case in front of the general membership, then a vote will be held. A majority vote of both members and officers is needed to impeach an officer.

### **Replacement of Officers**

To fill an officer vacancy, an election will be held within two weeks of the previous officer's leave. This election will follow the same procedures as general elections.

## **Minimum Cumulative GPA for Officers**

The officers of this organization must meet the following requirements:

- 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.
- Have a minimum cumulative grade point average (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.
- Be ineligible to hold an office should the student fail to maintain the previous two requirements.

## **Article VII - Advisor**

### **Duties**

The Advisor shall ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

### **Election**

The Advisor shall be selected by a majority vote of the officers.

### **Term of Service**

The Advisor shall serve an indefinite term length at their leisure.

### **Impeachment**

Impeachment proceedings for the Advisor shall follow the same format as Officer impeachment proceedings.

### **Replacement**

To fill an Advisor vacancy, an election will be held within two weeks of the previous Advisor's leave. The election will follow the same procedures as Advisor elections.

## **Article VIII - Finances**

No dues are required for membership. 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 Advisor to this organization must approve and sign each expenditure before payment.

## **Article IX - Amendments and Ratification**

A proposal to amend this constitution may be extended to Officers by any member of the organization. Proposals should be presented to the general membership at least one week before the vote. A constitution may be amended with a majority vote of members. The amended constitution will be submitted within 10 days to Student Engagement for approval.