

Public Service and Administration in Agriculture Club

Constitution

Article I. - Name

- Section I. The name of this organization shall be the “Public Service and Administration in Agriculture Club”, which is the student organization of Public Service and Administration in Agriculture (hereto referred to as PSA) majors, in the college of Agriculture and Life Sciences at Iowa State University.

Article II. – Purpose and Goals

- Section I. The purposes of this organization shall be:
- a) To stimulate interest in PSA and related fields
 - b) To foster a spirit of cooperation and unity among students in PSA
 - c) To provide PSA students with the opportunity to develop leadership skills and to interact with professional workers in the agriculture social sciences
 - d) To recognize the accomplishments of outstanding PSA students
 - e) To publicize and promote career opportunities in Public Service and Administration in Agriculture and related fields
- Section II. Public Service and Administration in Agriculture abides by and supports established Iowa State University policies, State and Federal Laws.

Article III. - Membership

- Section I. Active membership- the active membership of this organization shall be composed of students who are registered at Iowa State University. Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran. Members will pay dues that will be determined by the executive council. Members will also be required to attend half of the regular meetings to remain in good standing.

Article IV. – Officers

- Section I. The executive council must include a President and Treasurer. Other offices can include but are not limited to: Vice-President, Secretary, Senior Agriculture and Life Sciences Council and Junior Agriculture and Life Sciences Council representatives. Each office will hold the position for one year, except the Agriculture and Life Science Council representatives which will maintain term lengths which will be delineated by the above stated council.

Section II. Duties of the Officers

- Paragraph A. Duties of the President- the president shall preside over all meetings of the Club, call and preside at special meetings, and appoint all committees not otherwise provided for. He/she shall preside at meetings of the executive council.
- Paragraph B. Duties of the Vice-President- The vice-president shall act as a program chairperson and assume all duties of the president in the president's absence. He/she will be responsible for program activities such as coordinating Club activities, as well as officer committee reports that are due at the end of the respective term.
- Paragraph C. Duties of the Secretary- The secretary shall be responsible for keeping minutes of all meetings of the club, and any other records the Club may desire.
- Paragraph D. Duties of the Treasurer- The treasurer shall be responsible for keeping an accurate record of all income and expenditures of the organization. He/she will make regular financial reports to the Club.
- Paragraph E. Duties of the Agriculture and Life Sciences Council Representatives- The Agriculture and Life Sciences Council representatives shall represent this organization and its member to the best of their knowledge and ability in the government of the division of Agriculture. They will report activities of the Council at club meetings.
- Paragraph F. Duties of the Advisor- The advisor will be to dispense wisdom to the club when needed. Club mail shall be sent to the club advisor. The advisor will maintain communication and meet with officers regularly; awareness and approval of expenditures and ensure the organization is operating in conformity with the standards set by Iowa State University Student Activity Center. The advisor shall be selected in accordance to GSB rules. The advisor is appointed by the Sociology Department Chair. The advisor will hold the position until or unless concerns have been raised by the student organization or new appointment by the Sociology Department.

- Section III. In addition to the above duties, each officer shall be required to submit an oral or written report of the activities of his/her office during his/her term. Those shall be due at the first executive cabinet meeting following regular elections which shall be a joint meeting of the new and retiring cabinets.
- Section IV. The term of office shall be for one year. Election of all officers shall be during the last meeting of the fall semester and announced at least one meeting in advance. New officers shall take office at the beginning of spring semester.
- Section V. Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run off 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.
- Section VI. A more extensive cabinet may be developed as the needs of the Club grow, and duties of the officers are expanded.
- Section VII. The officers of the PSA Club shall meet the following requirements:
- a) 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 semesters 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.
 - b) 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.
 - c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
- Section VIII. Officers may be removed from office by $\frac{1}{2}$ votes 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 Executive Committee and the general membership about the charges made

concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Article V. – Meetings

Section I. A minimum of six open meetings shall be held each school year.

Article VI. – Finance

Section I. 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.

Section II. The treasure shall collect dues at the beginning of the fall semester. There will be separate dues for full year and single semester memberships. The club at the beginning of each fall semester shall determine dues. They shall not be less than \$5.00 for a full year and \$2.50 for a semester or more than \$25.00 for a full year and \$20.00 for a semester.

Article VII. - Amendments and By-Laws

Section I. Amendments to this constitution may be proposed by the executive cabinet or by one-half of the members in good standing. A proposed amendment must be read at one meeting and ratified by a two-thirds majority of all members in good standing present at the following meeting. If the proposed amendment is not ratified, it is considered dead and must be re-proposed before it can be voted upon again for ratification. The addition of the by-laws and revision thereof may be made by a majority vote of all active members present at the meeting. Amended or ratified constitution will be submitted within 10 days to Student Activities Center for approval.

Article VIII. – Advisors

Section I. The Club shall have at least one advisor who is a faculty member of the instructor rank or above, who is employed on at least a half-time permanent basis by the University, and who is an academic advisor in the Public Service and Administration in Agriculture curriculum.

Section II. Duties and responsibilities of the Club advisors are outlined in the “Student Organization Resource Manual” prepared by the ISU Student Organization and Activities Center. More specific duties may be assigned to the advisors if mutually agreed to by the advisors and by the executive cabinet.

Article IX. – Committees

Section I. Committees will be appointed as need throughout the course of the year by the executive committee. Each committee shall submit a written report of the activity within one month of completion. Verbal updates of committee activities will be given as needed and are to be presented at each regular meeting.

BY-LAWS

Article I. The procedure for nominating officers candidates may be proposed by the executive cabinet or by one-half of the members. A proposed nominating procedure must be read at one meeting and ratified by at least two-thirds of the members present at the following meeting, unless changed by the executive council. The nominating procedure is to be voted on at least one meeting prior to the officer-election meeting.

Article II. Voting for the officers shall be by secret ballot unless circumstances necessitate other means of voting. A change in procedure requires two-thirds vote of members present. A majority vote of members present shall determine of officers. There shall be no voting by proxy. All candidates must be students at Iowa State University, and must be in good academic standing.

Article III. To fill a vacancy in any cabinet position that may occur during the year, the president may call a special election at any regular open meeting.

Article IV. The rules contained in Robert’s Rules of Order shall govern this organization in all cases to which they apply and in which they are not inconsistent with the constitution.

Article V. A quorum shall consist of two thirds of the active members.

Article VI. Regular meetings shall be held at least three times each semester during the school year at a date set by the executive council.

Article VII. The need for dues and other fundraising needs shall be determined and set by the executive council.

Article VIII. The executive council's decisions may be overruled by a two-thirds vote of members present at the meeting.