**Russian Club Constitution**

**Article I: Name**

1.1 The name of this organization shall be “Russian Club" at Iowa State University.

**Article II:** **Purpose & Goals**

2.1 This Iowa State club is for anyone who is interested in the culture of Russia and the former Soviet States, and likes learning about and participating in international traditions and cultural activities. Meetings include various fun and exciting international activities, special celebrations, movie nights, socials, speakers, picnics, barbecues, dinners, multicultural events, etc.

**Article III: Statement of Compliance:**

3.1 Russian Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

3.2 Russian Club agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

**Article IV: Non-Discrimination Statement:**

4.1 Iowa State University and Russian 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 V: Membership**

5.1 Any student who has paid the appropriate dues for the semester shall be considered a member.

5.2 All students at Iowa State University are eligible to become members.

5.3 Membership may be revoked if ½ of the officers and ¾ of remaining members vote to remove him or her because of inappropriate behavior. Removed members may be reinstated into the club normally one year following the date of his or her removal. The member up for removal may speak for up to 3 minutes on their own behalf and shall not be present when voting takes place. Officers shall be replaced as per 7.4.

**Article VI: Risk Management**

* 1. The role of the risk management officer is to:
1. Help minimize potential risks for club activities.
2. Recommend risk management policies or procedures to Russian Club.
3. Submit documentation to Iowa State University Risk Management Office.
4. Ensure that Iowa State University policies are followed at all of the organization’s events.
5. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

6.2 These duties are the responsibility of the President of Russian Club unless he or she reassigns them to another member with his or her consent.

**Article VII: Officers**

* 1. President – The President of Russian Club shall:
1. Preside over all meetings.
2. Represent organization on campus.
3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.
4. Maintain communication with Russian Club’s Adviser.
	1. Treasurer – The Treasurer of Russian Club shall:
5. Maintain accurate record of organization transactions.
6. Collect dues.
7. Cosign organization checks along with the Adviser.
8. Arrange fundraising opportunities for the organization.
9. Solicits additional funding if needed from the Student Government.
	1. Officer Requirements – Officers of Russian Club shall:
10. 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.
11. 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 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
12. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) and (2).
13. Be present at all voting meetings and make due effort to attend regularly scheduled Russian Club events
	1. Elections
14. Officers are elected for one calendar-year term.
15. The regular election shall take place between the eighth and twelfth weeks of the spring semester.
16. The election process shall take place in two phases:
	1. Nomination
		1. Candidates shall make known their intention to run to the Russian Club president prior to voting.
		2. All members in good standing meeting the requirements of the position shall be eligible.
		3. If there are no nominations for a position, the president shall appoint a member to this position with the appointee’s consent. No voting will be held.
	2. Voting
		1. A quorum for the voting phase shall be deemed 100% of the filled officer positions and 2 additional members.
		2. Members must be rightfully notified prior to a meeting involving a vote.
		3. Elections will follow an approval voting system – each member gets one vote per candidate for a position, enacted via a blind hand vote. The candidate with the highest total votes wins.
		4. In the event of a tie, the candidates will be allowed another chance to speak, followed by another round of voting. If there is still no winner, the tie will be broken by unanimous vote of the officers.
		5. Absentee votes may be cast after nomination and prior to regular voting.
		6. Voting will be run by the highest-ranking officer whose position is not currently under vote.
	3. Removals
17. Officers may be removed from office by a vote of ½ of the officers and ¾ of remaining members if their actions are deemed inappropriate.
18. A secret ballot shall be used for both votes.
19. The officer in question is permitted to speak up to 3 minutes before the officers and the members about the charges concerning his or her performance.
20. The officer is not permitted to participate in the deliberation of the officers regarding the charges.
21. Inappropriate behaviors include but are not limited to:
	1. Not following through on duties as outlined in the constitution.
	2. Behavior that detracts from the club’s mission.
22. Officers shall be replaced as per 7.4.
	1. Chairs
23. Chairs may be appointed by general consent of the officers from among the membership to perform unassigned functions deemed necessary to Russian club.
24. Chairs are appointed ad-hoc and have no guarantee of their continued retention.
25. Chairs are not considered officers for voting or any other purpose.
26. Chairs may be removed under officer removal conditions in 7.5.
	1. Formation of New Officer Positions
27. A new officer position shall be proposed by unanimous vote of the officers.
28. Members shall be notified no later than the next meeting and have the opportunity to run as per the election process outlined in section 7.4.

**Article VIII: Adviser**

8.1 Adviser – The Adviser of Russian Club shall:

1. Maintain communications with club officers.
2. Be aware of and approve financial expenditures.
3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.
4. Promote the advancement of Russian Club.

8.2 The Adviser shall be selected by consensus of the president and treasurer. The Adviser will be selected from the World Languages and Cultures’ faculty.

8.3 A simple majority of members is required to confirm this selection.

8.4 The Adviser serves for the duration of his or her tenure at Iowa State, or until he or she or Russian Club decides to terminate the relationship.

8.6 The Adviser can be removed as per officer removal procedures outlined in 7.5.

**Article IX: Finances**

9.1 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 each expenditure before payment.

9.2 Financial responsibility for the organization will rest in the hands of the Treasurer.

9.3 If the organization is dissolved the funds will be donated to another Iowa State organization chosen by a majority vote from the club’s officers.

9.4 Dues will be determined on a semester by semester basis by the treasurer and shall not exceed $10 per semester.

9.5 Failure to pay dues will result in the inability to participate in any club-funded activities until dues are paid.

**Article X: Miscellaneous**

10.1 Votes are to be rounded so that the highest possible amount short of the fraction necessary is considered a favorable vote. E.g. when a ¾ majority is needed ½ passes if only 2 members are present, 3/5 passes if only 5 members are present, etc.

**Article XI: Amendments and Ratification**

12.1 Amendments

1. Any amendments to this constitution shall be proposed by at least two members.
2. Any amendments proposed shall be publicized deservedly.
3. Within 14 to 21 days after the proposal, the amendment shall be voted on. Support of 2/3 of all members is necessary to pass the amendment.
4. If passed, the amended constitution shall be submitted within 10 days to the Student Activities Center for final approval.

12.2 Ratification

1. This constitution shall become effective when 2/3 of all members vote in favor of it.
2. Ratified constitutions shall be submitted within 10 days to the Student Activities Center for final approval.