**Article I:**

The name of this organization shall be Science Explorations at Iowa State University.

**Article II:**

As an outreach program of Women in Science and Engineering, Science Explorations will be an organization that encourages girls in 3rd-6th grade to become interested in STEM fields. This is accomplished by providing interactive and educational activities in science, technology, engineering, and/or math.  Some of these activities will be presented by various related clubs on campus while others will be presented by club members. There will be four consecutive weekly camps each semester.

**Article III:**

Science Explorations abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Science Explorations agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training.

**Article IV:**

Iowa State University and Science Explorations 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 is open to students in STEM and STEM Education majors.

**Article** **VI**:

The role of the risk management officer, in this case the advisor, is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to Science Explorations, [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events.

**Article VII:**

*All Officers:*

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

*President:*

 The President of Science Explorations is in charge of the following elements of the club. The first element the President is responsible for is setting up the clubs for the semester and the club dates. They are also responsible for setting up cabinet meetings and participating in the President’s Training required by the Student Organization Board. Lastly the President is responsible for filling out all the proper documents for Camp to be accepted by the Event Authorization Committee.

*External Vice President:*

 The External Vice President of Science Explorations is responsible for contacting the parents and giving them information about camp and camp dates. They are also responsible for keeping track of the waivers and updating them. The External Vice President takes attendance for the kids on each camp day and has the contact information, allergies, and any other health concerns for each child. The information’s hard copy will be stored in the advisor’s office. They are also responsible for verifying carpooling permission for the kids. Finally, he/she is expected to take the presidents training before the start of camp in the fall.

*Internal Vice President:*

The Internal Vice President will complete President’s Training in the Fall Semester each year of being in office. This person will be in charge of sending out emails to the club members and reserving rooms for the club meetings. The attendance list for club members will be maintained by the Internal Vice President. They will be in charge of organizing club members to make sure there is an appropriate counselor to child ratio in fulfillment of the risk management criteria. In case of a club not showing up for camp the Internal Vice President will organize and carry out a back up plan. Finally, they will act as secretary, unless there is one.

*Secretary:*

The Secretary of Science Explorations is responsible for taking notes during club meetings, knowing about other positions of the club, and taking on social media information. The secretary position will be filled based on the needs of the club.

*Marketing Chair:*

The Marketing Chair of Science Exploration is in charge of contacting schools, as well as contacting newsletters and ISU faculty about the club. This position is responsible for designing and distributing flyers to advertise the club. Lastly, the Marketing Chair will work to improve the design of the Club Fest poster board, and work with the Internal Vice President to encourage new club members to join.

*Treasurer:*

 The Treasurer of Science Explorations is responsible for keeping track of all club finances.  This includes the club’s main source of income, camp fees for each child attending. The club’s funds can be used in any way that will help improve the club, including the purchasing of food for cabinet meetings, regular meetings, and camp days. The Treasurer must collaborate with the other cabinet members for the semester T-shirt design and printing. Any other major club purchases must be talked about with the other cabinet members.

*Election and Impeachment Processes:*

 The election will take place at the last meeting of the semester and the different positions will be voted on by the members and the two-thirds majority will win the position. The vote will be ballot based and the current cabinet will count the votes and will email out the results once they are in.

 In order for a cabinet member to be impeached, they must have not fulfilled their prescribed duties and not own up to their responsibilities. The cabinet and club members will vote on the impeachment during a club meeting.

 If a cabinet member wishes to resign they must submit a formal resignation to the advisor and the other cabinet members and give a two week notice before they would officially leave the club.

**Article VIII:**

 The advisor is responsible for meeting with the president and treasurer regularly throughout the semester and communicating with cabinet members about any important matters that arise. The advisor will approve and be aware of financial expenditures in order to monitor the budget and will provide space in the WiSE office for storing supplies. The advisor is responsible for ensuring that the club is operating in conformity with the standards set forth by Iowa State University, Student Activities Center and the Office of Risk Management. The advisor or WiSE Outreach Graduate Assistant will be present and available when the camps are being held.

*Appointment and Impeachment:*

The advisor will be appointed by the WiSE and has to be confirmed by the current cabinet. The cabinet and past advisor are able to make recommendations as to a replacement. If the advisor does not fulfill the above responsibilities then they are eligible for impeachment. The advisor must fill the position for the fall and spring semesters. If there are extenuating circumstances the current cabinet will vote on the course of action.

**Article** **IX:**

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. There is no fee for involvement in the club.

**Article X:**

 Any amendments or changes must be ratified by ⅔ of the club at a regular club meeting.