THE CONSTITUTION OF

THE AGRICULTURAL & LIFE SCIENCES STUDENT COUNCIL

OF IOWA STATE UNIVERSITY

Article I

Name and Objective

Section 1. Name

The name of this organization shall be the College of Agriculture & Life Sciences Student Council of Iowa State University.

Section 2. Objective

The objective of the College of Agriculture & Life Sciences Student Council shall be to serve as a unifying agency among the students of the College of Agriculture & Life Sciences; to function as an administrative body that serves as a means of direct semi-official contact between the Dean of the College of Agriculture & Life Sciences and the College of Agriculture & Life Sciences student body; and to function as such in activities with the administration and with the University as a whole.

Section 3. Compliance

The College of Agriculture & Life Sciences Student Council shall abide by and support all established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The CALS Council agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).”

Section 4. Calendar

The CALS Council shall hold a fiscal year beginning in January and end in December. All meetings shall be held on Wednesday evenings starting at 6:10 p.m., rotating between Executive Officer Team Meetings and entire Council Meetings.

Section 5. Non-Discrimination Statement

“Iowa State University and The College of Agriculture and Life Sciences Student Council 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.”

Section 6. Risk Management

Article II

Membership

Section 1. Eligibility

1. To be a representative, he/she must be a full-time undergraduate student enrolled at Iowa State University and maintain satisfactory academic progress as defined by the ISU Information Handbook.

2. No person on the College of Agriculture & Life Sciences Student Council can represent more than one organization.

3. The College of Agriculture & Life Sciences Student Council shall at no point assess dues to any of its members.

Section 2. Composition

The College of Agriculture & Life Sciences Student Council, Hereafter, referred to as the CALS Council, shall be composed of:

1. Two representatives from each curriculum based major, both primary and secondary majors in the College of Agriculture & Life Sciences, that have met the admission requirements in Article II Section 3 and 4d of this constitution.

a. In cases where two or more clubs represent one curriculum based major it will be at the discretion of that department's head to choose which club will represent that curriculum; thus that club will receive the two representative seats.

2. One representative will be allowed from each qualified agricultural organization that has met the admission requirements in Article II Section 3 of this constitution. This includes all interest groups and curriculum options that are available.

3. Two faculty advisers from the College of Agriculture & Life Sciences.

4. The College of Agriculture & Life Sciences’ Senators to the Government of the Student Body.

Section 3. Procedures and Criteria for Admission

Liaison Membership

1. Criteria for representation on the CALS Student Council as a Liaison:

a. The organization must be affiliated with the College of Agriculture & Life Sciences.

b. The organization must be registered with the Student Organizations and Activities Office.

c. The organization must have a written statement of purpose and goals.

2. Procedure for gaining representation on CALS Council as a Liaison:

a. The organization will petition the CALS Council to be seated. This will be in written form and will include the written statement of purpose and goals.

b. The executive council will review this petition of the organization, and determine if all criteria have been met. They will report their findings to the CALS Council.

c. The organization must give the CALS Council an oral presentation indicating why they should be represented on CALS Council.

d. The CALS Council will vote at the meeting after the oral presentation has been given. A 3/4 majority of all voting members on the CALS Council is required to receive Liaison Membership.

e. Upon approval, the organization will be seated on CALS Council.

Voting Membership

3. Criteria needed for gaining voting rights on CALS Council:

a. The organization must be affiliated with the College of Agriculture & Life Sciences.

b. The organization must have participated in the CALS Council at least six consecutive meetings.

c. The organization must have a written statement, which includes activities, election process, and membership requirements.

4. Procedure for gaining voting rights on CALS Council:

a. The statement of the organization must be submitted to the executive council for review.

b. The executive council will review the organization, and report their findings to CALS Council.

c. A 3/4 majority of all voting members on CALS Council is required to receive voting membership.

5. Criteria for withdrawal of voting rights on CALS Council.

a. An organization has the right to withdraw its voting rights on the council.

b. Organizations that choose to do so may only request reinstatement of voting rights at the last regular meeting of the fall semester

Section 4. Funding Rights

1. Criteria needed for gaining funding rights on CALS Council:

a. The organization must have a constitution.

b. The organization must have been a voting member of the Council for at least 1 year

2. Procedure for gaining funding rights on CALS Council:

a. The organization’s constitution must be submitted to the executive council for review.

b. The executive council will report their finding to CALS Council.

c. A 3/4 majority of all voting members on CALS Council is required to receive funding rights.

Section 5. Special Cases

1. A club that has dual college representation may only have one representative on the council. That club shall have voting rights according to Section 4b of this constitution and funding rights from only one of the Colleges.

a. Example clubs such as: Agricultural Engineering, Food Science & Human Nutrition, Biological Sciences.

2. The GSB senators will have voting rights but no funding rights.

3. All officers of CALS Council, with the exception of the President, will have voting rights. In the event of a tie, the President will vote to break the tie.

4. The CALS Ambassadors can have up to two (2) representatives, but they can only serve as liaisons seats with no voting and no funding rights.

Section 6. Selection of Council

Representatives

1. Curricula: The Junior Representatives from each of the curricula shall be elected at or before the organization's last fall meeting of the semester. At the completion of his/her first year, the Junior representative shall become the Senior representative from the same curriculum.

2. Liaisons: Each organization shall elect representative(s) at their last fall meeting prior to the first CALS Council meeting of the fiscal year, to serve one 1- or 2-year term as preferred by the group.

3. If a club does not hold a special election at the end of the Fall Semester to choose a representative, they will not be granted a seat on the CALS Council.

Faculty Advisors

1. The CALS Council shall elect the faculty advisors for 2-year staggered terms during spring semester.

2. Prior to the completion of an advisor's second year, a new advisor shall be chosen from three nominations approved by the Dean of the College of Agriculture & Life Sciences and submitted by a nominating committee composed of at least three members of the CALS Council. The committee shall be appointed by the Vice President as another standing committee on the council.

3. The nominee receiving a majority of votes of all voting members on the CALS Council shall be the new assistant advisor.

4. In the event that an advisor cannot fulfill his/her term, the same procedure as above will be followed.

5. A faculty advisor may not be the head of a department or curriculum.

The College of Agriculture & Life Sciences Senators

1. The CALS Senators to the Government of the Student Body shall be selected in the All-University elections as prescribed by the regulations of the Government of the Student Body. They shall serve the prescribed term for which they are elected.

Special Representation

1. Any curriculum not represented on the CALS Council which does not have an organization shall follow this procedure in finding representatives:

a. Notice of the vacancy shall be posted, and the department head or advisors shall be notified.

b. A committee of one department official and three impartial students from the curriculum shall choose the representative from all interested students. The committee shall be appointed by the department head.

Section 7. Term of Office

Representatives

1. Curricula: Representatives shall be seated at the first CALS Council meeting of the Spring semester for. Representatives are limited to a two-year term.

2. Liaison: Each representative shall be seated at the first CALS Council meeting of the Spring semester. Representatives are limited to a two-year term.

3. CALS Senator: Each senator shall be seated at the first CALS Council meeting of fall semester following the All-University elections.

Faculty Advisors

1. A new advisor shall act as assistant advisor the first year of office and serve the remaining year of the specified term as advisor.

2. Advisers shall assume office the summer semester following their selection.

3. Faculty advisors may not succeed themselves

4. Impeachment/Removal of Advisors: An advisor may resign that position or be removed from office by a 2/3 majority vote of the voting members in attendance at any regular Council meeting.

Section 8. Expulsion

Any organization may be expelled by a 3/4 majority of all voting members on the CALS Council.

ARTICLE III

Officers

Section 1. Enumeration

The following shall be the officers the CALS Council: President, Vice- President, Secretary, and Treasurer.

Section 2. Eligibility

1. All members in good standing are eligible (including liaisons).

2. To be eligible for elected office a member must be:

a. Serving in at least their second full semester as a CALS Council Representative.

b. Have a minimum cumulative grade point average (GPA) of 2.00 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.

c. Have at least six hours (half-time credits) for the semester under consideration.

d. Be in good standing with the University and enrolled: at least half time (six or more credit hours) for undergraduate students (unless less credits are needed to graduate in the spring and fall semesters) during their term of office.

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

Section 3. Election Process

1.Officer nominations will be opened two meetings prior to the election.

2. Each nominee shall submit a document from his/her club showing that he/she is a member in good standing.

3. Officers shall be elected by ballot at the last meeting of the CALS Council meeting during the fall semester.

4. They shall be elected as listed in Section I of this Article.

5. Only members with voting rights as listed in Article II, Section 3, Paragraph 1 and 2 are eligible to vote during elections.

6. A simple majority of voting members present is required for a person to be elected. In the event the initial vote for the particular office does not yield a candidate with a simple majority vote, the two candidates with the highest percent of votes will move on to a second ballot.

7. Absentee ballots may be counted in the balloting if approved by the CALS Council at the meeting at which the election takes place.

8. Those members elected to office must resign as representatives from their respective clubs.

Section 4. Removal

Officer may be removed for neglect or incompetence by a vote of 3/4 of the voting CALS Council members.

ARTICLE IV

Meeting-Quorum

Section 1. Time

The President may call special meetings, as he/she deems necessary.

Section 2. Quorum

A quorum shall consist of a majority of the CALS Council members. No business shall be transacted unless a quorum is present.

Section 3. Rules

The meetings shall be counted in accordance with Robert's Rules of Order.

ARTICLE V

Amendments

Section 1. Amendments

A. This constitution may be amended by reading the proposed amendment at each of two meetings where a quorum is present, prior to the regular meeting at which it is acted upon; a 3/4 majority of all voting CALS Council members shall be necessary to adopt the amendment.

BY-LAWS OF

THE AGRICULTURAL & LIFE SCIENCES STUDENT COUNCIL

OF IOWA STATE UNIVERSITY

Article I

Executive Council

Section 1. The Executive Council

1. Shall consist of the President, Vice-President, Secretary, and Treasurer.

2. Shall have the authority and responsibility of the CALS Council.

a. Carry out the policies of the CALS Council

b. Organize and plan meetings.

c. Pay all bills and report the paying of such to the CALS Council.

3. Shall submit a written report upon termination of their office consisting of the officers' functions and recommendations.

Section 2. Duties of Officers

1. It shall be the duty of the president to preside at all meetings of the CALS Council, sign all orders and other documents of the CALS Council drawn by the secretary or other CALS Council members, call special meetings of the CALS Council, attend CALS Cabinet meetings (department head meetings), call meetings of and preside at executive council meetings, and perform other duties that are necessary for the functioning of the CALS Council.

2. It shall be the duty of the Vice President to assume the duties of the President in the absence or at the request of the President. The Vice President shall be responsible for committee work and be an ex-officio member of all committees. He/she shall also be responsible for conduct of the CALS Council elections. The Vice President shall also assume the role of the Risk Management Chair, with duties to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to The CALS Council, [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 (if applicable).

3. It shall be the duty of the Secretary to keep the minutes of the Ag council meetings, to provide a copy of the minutes to each CALS Council member and the CALS Council advisors, to notify CALS Council members of absences, and perform such other duties as the office of Secretary may require.

4. It shall be the duty of the Treasurer to handle all finances of the CALS Council and present financial reports at each meeting.

5. It shall be the duty of the Advisers to maintain communication and meet with officers regularly, be aware of and approve all financial expenditures, and ensure that CALS Council is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

ARTICLE II

Voting

Section 1. Voting Procedures

1. Election of officers: in the election of officers of the CALS Council, all voting shall be done by ballot.

2. General voting procedures: a majority of members given voting rights under Article II, Section 3, Paragraphs A and C, shall rule on all decisions, except as otherwise provided for in the constitution or by-laws. In the event of a tie, the President shall break the tie.

ARTICLE III

Vacancies

Section 1. CALS Council Vacancies

1. President

a. In the event of a temporary vacancy or absence of the President, the Vice President shall assume the duties and responsibilities of the President.

b. In the case of a permanent absence the Vice President shall have the option of assuming the office of President. If not, nominations can be held at the earliest possible meeting for a special election.

2. Other Executive Offices

a. These vacancies shall be filled by nominations at the earliest possible meeting, and the election shall be held at the following meeting.

b. In any special election, no current executive officers are nominated.

3. Representatives

a. It shall be the duty of each curriculum and liaison member to ensure its representation on the CALS Council by filling any vacancy with a permanent representative that is able to complete the vacant representative's term office

ARTICLE IV

Absences

Section 1. Member Absences:

1. Each member of CALS Council is allowed two excused absences.

a. Excused: CALS Council Secretary must receive notification of a legitimate excuse by 4 p.m. prior to the scheduled 6:10 p.m. meeting.

i. Acceptable excuses include, but not limited to: exam review, evening exam, family or medical issues, and any other excuses deemed legitimate by the CALS Council Secretary.

ii. Absences will not be recognized as excused unless the representative’s seat is filled by a substitute.

iii. A substitute replacing a regular representative will have all regular voting rights.

b. Unexcused: If the CALS Council Secretary is not promptly notified, the excuse is not legitimate or viable, or if there is no substitute present at the time of roll call.

i. After the use of two substitutions, the third and every substitution there after will be deemed, unexcused.

ii. An organization’s president and the representative will be notified after each one of their representative’s unexcused absences.

iii. If a club decides to replace the representative before they reach their two unexcused absences limit, the new representative will still carry the excused and unexcused record of the previous representative.

c. Dress Code Violations: If a member fails to meet the dress code standards set forth by the Executive Team at the beginning of the year, as reviewed by the Executive Team and any present Advisors, they shall be marked with a half unexcused absence.

Section 2. Retention of Membership

1. After two unexcused absences, the CALS Council will vote on the retention of that member. A ¾ vote of all voting members on CALS Council is needed for the expulsion of that representative.

a. If a member is voted off of the council, their seat will remain vacant until the end of the fiscal year in December, during regular council member elections.

i. If a club has their council member removed for two consecutive years, the club will automatically lose it’s council seat and will not be able to reapply for another four full semesters following the end of that fiscal year. The club must restart the entire application process stated in Article 2 Section 3.

ii. If the member is retained and receives another unexcused absence, the club will lose their seat entirely and will not be able to reapply for CALS Council membership for another four full semesters following the end of that fiscal year.

ARTICLE V

Finances

Section 1. 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. One CALS Council advisor must approve and sign each expenditure before payment.

ARTICLE VI

Committee Reports

Section 1. Committee Reports

An annual report from each committee chairperson shall be submitted to the Vice President upon his/her request or at the last meeting of the fall semester. This report shall consist of committee functions and detailed recommendations.

ARTICLE VII

Funding Eligibility

Section 1. Funding Eligibility

1. To receive funding, each organization must turn in a vending request form, signed by all representatives, the president of the organization, and the organization’s advisor. These forms must be turned in by a specific date, as specified by the Treasurer; otherwise the organization will not receive funding from the CALS Council.

2. Prior to collecting allocation forms, the executive team will report the expected total allocation budget and explain the criteria that will be considered when allocating funds.

ARTICLE VIII

Amendments

Section 1. Amendments

An article of these by-laws may be amended by a 3/4 vote of all voting members on the CALS Council.

ARTICLE IX

Revisions

This constitution and included revisions shall supersede the CALS Council Constitution as revised in the year of 2009, and all previous constitutions.

ARTICLE X

Constitutional Amendments

All organizations represented on the CALS Council before the ratification of this document will be seated at the appropriate level in this Constitution

Section 1. Industrial Advisors

1. One or two Industrial Advisors may be elected to serve for a term no greater than one year.

2. An Industrial Advisor is termed as any individual outside the College of Agriculture & Life Sciences, utilized to present unbiased information about events happening in the Agriculture Industry.

3. Industrial Advisors shall assume office the summer semester following their selection.

4. Industrial Advisors may not succeed themselves nor any individual from the same company in which they represent.

5. Industrial Advisors are expected to attend at least one formal meeting each month and are not required to attend any of the exec meetings.