

Constitution  
The Society for Theriogenology at Iowa State University  
October 2025

### **Article I Name**

The name of this organization shall be “The Society for Theriogenology at Iowa State University.”

### **Article II Purpose and Goals**

Section 1: The purpose of the Society for Theriogenology at Iowa State University is to provide veterinary students with information and opportunities involving Theriogenology within the veterinary profession. The Society for Theriogenology at Iowa State University strives to provide members with speakers and wet labs to increase their knowledge and interests in the field of Theriogenology

Section 2: The Society for Theriogenology at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws.

### **Article III Compliance**

Section 1: The Society for Theriogenology abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section 2: The Society for Theriogenology agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training.

### **Article IV Non-Discrimination Statement**

Iowa State University and the Society for Theriogenology 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, or status as a U.S Veteran.

### **Article V Membership**

Membership shall be open to all registered students at Iowa State University College of Veterinary Medicine. As a member, one is required to pay annual dues, and is encouraged to become actively involved in meetings, fundraising, and wet labs.

Only members of the club are able to vote, and non-registered students, including faculty advisors, are not able to vote.

Officer positions are also limited to all registered students at Iowa State University College of Veterinary Medicine.

### **Article VI: Risk Management**

The President is designated as the Risk Management Officer. The Risk Management officer’s duties include:

- a. Minimizing potential risks for club activities
- b. Recommending risk management policies or procedures to officers and members of the Society for Theriogenology
- c. Submitting documentation to ISU Risk Management Office for travel and/or proper handling of food

- d. Ensuring that Iowa State University's policies are followed at all of the organization's events
- e. Ensuring the necessary waiver and background check are on file with Risk Management for events (if applicable).

## **Article VII Officers**

### **Election of Office**

Election of officers will require a majority vote from the general membership and are elected by hand vote. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes.

Elections will occur in April of the spring semester before the year the office is to be held.

The officers of this organization must meet the following requirements:

- (a.) Have a minimum cumulative grade point average (GPA) as stated below and meet the minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For all Officer positions, the minimum GPA is required to be 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 credits or more), 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 credits or more), if a graduate level student (unless fewer credits are required in their 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)

### **Term of Office**

The term of office shall be one full year, August to May. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

Officer Duties (President, Treasurer, and an Advisor are required for the club to be in good standing. All other positions are optional.)

#### **1. President**

- Preside over all meetings
- Represent organization on campus
- Ensure the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement
- Maintain communication with organization advisor
- Coordinate speakers for club meetings when Speaker Committee position is not filled
- Help plan and implement wet labs, field trips, and anything else the club needs

## 2. Vice President

- Preside over meetings in the absence of the President
- Schedule meetings/events with the appropriate University officers
- Coordinate organization and publicity events
- Assist president as with duties as needed

## 3. Secretary

- Maintain an accurate record of all organization meetings and post for members
- Maintain membership directory including making a listserv for the year
- Keep track of meeting and laboratory attendances and keep track of no-shows

## 4. Treasurer

- Maintain accurate record of organization transactions
- Collect dues
- Develop budget and present it to membership for majority vote
- Cosign organization checks along with advisor
- Arrange fundraising opportunities for the organization
- Solicit additional funding if needed
- Order food for meetings

## 5. Advisor

- Maintain communication and meet with the officers regularly
- Awareness and approval of financial expenditures (Workday)
- Ensure the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement

## 6. Speaker Committee

- Reach out to potential professionals involved with Theriogenology to present to the club a topic of interest
- Book rooms and plan meeting times

## 7. Wet Lab Committee

- Plan wet labs across species based on student interests
- Contact faculty and Theriogenology house officers to discuss wet lab opportunities and organization
- Work with faculty to complete associated IACUC if necessary

## 8. Fundraising Committee

- Come up with ideas and execute plans to raise money for the club.
- Communicate with appropriate vendors
- Fundraisers can include and are not limited to UdderTech, T-shirts, other merch, restaurant fundraisers, holiday items etc.
- Communicate with treasurer about funds

Additional committees and roles can be added as the club feels necessary, at the discretion of the executive board.

#### Officer/Advisor Removal

Officers may be removed from office by ½ vote of the other officers and majority vote of the general membership if actions are deemed inappropriate by the membership. The removal process of an Officer/Advisor from a position can be initiated by any member of the club making a formal complaint to someone on the executive board.

Possible impeachable offenses for Advisors/Officers:

1. Use of derogatory language, bullying, harassment, theft
2. Failure to uphold responsibilities of the position outlined
3. Any action deemed unacceptable by the current Code of Conduct upheld by Iowa State University, and the College of Veterinary Medicine.

The executive board will provide the general membership with information surrounding the individual and will provide evidence to support the claim. A hearing will be scheduled for one week after the membership has been sent the evidence surrounding the accused. The accused Officer/Advisor will be permitted to speak to the membership for a maximum of 5 minutes before a vote is taken to remove them from the position.

Deliberation is allowed before the vote is taken, and the accused will not be present for this. The accused will not be present for the removal vote. The vote will be taken by secret online ballot.

#### Appeal of Impeachment

1. Appeals can be made within one week of the vote
2. The Advisor and President should oversee the appeal process.
3. The member in question can submit a written request for appeal with reasons for the appeal to the Advisor or President.
4. The officers and Advisor of the organization must decide to approve or deny the appeal within 10 days of receiving the appeal.
5. No secondary appeals are permitted.
6. In the case of membership removal, membership can be reinstated 365 days after removal.

#### Filling a vacant Officer/Advisor position

1. Applications for an impeached Officer position should be open to everyone in the club first, and if no applications have been received, the opportunity can be opened to the rest of the CVM.
2. Students should connect with other faculty members at the CVM in order to find interested candidates to fill the Advisor position. The same rules apply (numbers 3 and 4 below) for approving an Advisor as with finding a replacement Officer.
3. A written statement from the applicant explaining why they want the position should be submitted for the Officers and general membership to review.
4. A vote will be taken via an online form, and there must be a majority vote of approval by all members including the officers for the position to be filled.

#### Advisor Election/Appointment

Advisors will be elected/appointed by the organization's membership, and will be voted in by a majority vote

Once the advisor is elected/appointed he/she will remain advisor for the duration of tenure at Iowa State University, or until the organization wishes to replace them. This process will be based on majority vote by the general membership.

#### **Article VIII Finances**

Each member shall pay annual dues in the amount of \$15.00, with the maximum being no more than \$30.00. The amount of dues will be determined at the beginning of the academic year by the Executive Committee. Dues are to be given to the treasurer, by October 1<sup>st</sup> of the school year. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions. Dues will be used to pay for food for meetings, and for the costs of speakers and wet labs.

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting Office and/or approved institution/office. All funds must be deposited within 24 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

Students will additionally be allowed but are not required to also join as an official student member through the Society for Theriogenology. SFT student members receive benefits including access to the member-only portion of the Society for Theriogenology Website, ability to apply for both scholarship and travel support opportunities, and one free Society for Theriogenology conference registration within five years of graduation.

Additional information may be found at

<https://www.therio.org/general/custom.asp?page=StudentChapterMembership>.

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

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendments will be voted on at a subsequent meeting. In order to adopt the amendment, a majority vote of the general membership is necessary. Amended constitution will be submitted within 10 days to Student Engagement for approval.