**AGRONOMY GRADUATE STUDENT CLUB CONSTITUTION**

*Amended January, 2015*

***Article I Name***

The name of this organization will be Agronomy Graduate Student Club (AGSC)

***Article II Purpose and Goals***

Section 1: The club exists to promote social and educational opportunities and to represent the professional interests of graduate students in Agronomy department at ISU.

Section 2: AGSC promotes interdisciplinary collegiality among Agronomy graduate students and faculty while promoting professional development among its members. The club sponsors monthly meetings, club projects, social events, and financial support to members involved in professional development activities (i.e. international meeting, job interviews, and internship interviews).

Section 3: AGSC serves as a liaison between graduate students and the department regarding issues of mutual concern. The club has members who actively serve on multiple departmental committees. Additionally the club supports departmental activities, events, and outreach efforts.

**• *Article III******Statement of Compliance***

Section 1: AGSC agrees to annually complete President’s and Treasurer’s Training.

Section 2: AGSC agrees to abide by and support established Iowa State University policies and State and Federal Laws.

***Article IV Membership***

Section 1: Membership is open to ALL registered graduate students in the Agronomy Department at Iowa State University (on campus or distance, departmental or interdepartmental majors). Other graduate students interested in Agronomy may also join the AGSC. Members are not required to pay dues.

Section 2: Iowa State University and AGSC do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran

***Article V Officers***

Section 1: *Election*

Students may be nominated by their peers for an office or they may nominate

themselves. All nominations must be accepted by the nominee prior to election of that

office.

Election of officers will require a simple majority of the votes cast. Elections will be held at the end of each fall semester. Nominations are accepted until the election

moment for the various officers. Voting should commence immediately following the

finalization of the nominees.

If all nominees decline a nomination, then the process outlined in the section above must be repeated until at least one nomination for the office can be presented before the members of the organization.

If a candidate fails to receive a majority of votes cast, a run-off election will be held

between the top two candidates that received the most votes.

In the event that a vacancy occurs in one or more of the offices, a call for nominations

and vote as specified above is required.

Officer positions are limited to members of AGSC. Voting privileges are limited to

student members. Non-registered students and the faculty advisor(s) may not vote.

Members interested in becoming an officer must meet the following minimum

academic requirement:

1. 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.
2. 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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

The selection of the advisor for the organization will be appointed by the Agronomy Department Chair with consultation with the EC.

Section 2: *Term of Office*

The term of office will be one year (January to December).

Section 3: *Officer Duties and Responsibilities*

All officers shall comprise the Executive Committee (EC) of the organization. The EC

shall appoint such committees that are needed to carry out organization goals.

1. President

o Preside over all meetings

o Represent organization on campus

o Ensure that student representative(s) attend the Agronomy faculty meeting

and the Agronomy departmental seminars.

o Ensure that the organization is operating in conformity with the standards set

forth by Iowa State University and Student Activities Center, including risk

management compliance for club sponsored events.

o Organize and delegate the duties required to achieve the goals of AGSC.

o Maintain communication with organization adviser(s) and the Agronomy

Department chair.

o Risk Management Officer

(a) Will recommend risk management policies or procedures to AGSC (b) Submit documentation to ISU’s Risk Management Office and (c) Ensure that Risk Mgt. procedures are implemented at all of the AGSC events

2. Vice-president

o Preside over meetings in the absence of the President

o Coordinate organization, promotion and publicity of events

o Represents AGSC at Faculty meetings

o Responsible for plant watering duties within Agronomy Hall

3. Secretary

o Maintain membership directory

o Keep minutes for meetings of the AGSC

o Correspond when necessary with University administration and other

recognized organizations

o Maintain member attendance records for meetings and events

o Organize speakers, reminders to club, room reservations and agenda items for monthly meetings

o Responsible for all food ordering for meetings, barbecues and other events

o Maintains and controls club credit card

4. Treasurer

o Maintain accurate record of organization transactions

o Solicit additional funding if needed from the Student Government

Association in conjunction with the President

o Maintains and controls club credit card

5. Seminar Planning Chair

o Appoints and coordinates the Fall seminar planning committee

o Works with Departmental contacts on finances for speakers as needed

6. Social Chair

o Manages the social media page for the club

o Advertises and promotes the club events

7. GPSS Senators

o Are elected by AGSC membership to represent the Agronomy Department

to GPSS

o Report GPSS activities and proceedings to AGSC

8. Adviser

o Maintain communication and meet with officer(s)

o Awareness and approval of financial expenditures

o Ensure that the organization is operating in conformity with the standards set

forth by Iowa State University and Student Activities Center

o Liaison between AGSC and the Department chair

***Article VI Finances***

Section 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 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Section 2: The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

Section 3: Funding for professional development activities requires active participation in club functions. To be eligible for funding members must participate in at least two

fundraising events per year or participate in at least two club meetings and a fundraising

event per year.

***Article VII Amendments and Ratification***

Section 1: Any member of the organization may submit amendments to this constitution in writing at any time. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a unanimous vote of the EC will be necessary, followed by a majority of the votes cast. Amendments to the constitution will be submitted within 10 days to Student Activities Center for approval.

Section 2: This constitution shall become effective upon approval by a majority of the

membership. The ratified constitution must be submitted to Student Activities Center

with in 10 days for final approval.

***Bylaws***

OFFICERS

An officer of the executive committee may be removed by unanimous consent of other

officers if said officer(s) is either incapable or not adequately fulfilling outlined duties.

The subject of the impeachment has the right to speak on their own behalf before a vote is taken, but may not be present at the time of voting.

A replacement may be selected by the EC through a general vote or volunteering by a

Member (or staff in the case of the Advisor) until the next election.

MEETINGS

Meetings will be held as required and seen fit by the officers of the EC which may not

be less than once per semester.

APPOINTMENTS

Appointments to committees will be made by the presiding officer or Advisor.

AMENDMENTS

Amendments may be presented by any member of the organization but will be reviewed

by the EC for acceptance. Amendments will then be put to a vote by the general

membership and a majority of votes cast is required to adopt the amendment.

*Signatures*

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President Adviser

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Assistant Director of Student Activities