

BYLAWS
of the
Iowa State University
Soil & Water Conservation Club
Student Chapter of the Soil & Water Conservation Society

Article I. Name & Affiliation

Section 1.01 The name of this organization shall be the Iowa State University Soil & Water Conservation Club, SWCC, and shall be located at Iowa State University, Ames, Iowa. The Soil and Water Conservation Club will abide by Iowa State University rules and regulations, state and federal laws.

Section 1.02 The club shall be the Student Chapter of the Soil & Water Conservation Society.

Article II. Purpose & Objectives

Section 2.01 The objectives of the club are:

- (a) To acquaint present and potential members with opportunities in soil and water conservation fields
- (b) To develop leadership and create a spirit of fellowship among members
- (c) To foster the development of professional attitudes and to encourage recognition of the need for continued professional and intellectual improvement; and
- (d) To promote the interests of students in soil and water conservation fields as these interests relate to professional advancement and to the Soil and Water Conservation Society.

Article III. Membership

Section 3.01 Membership in the Soil and Water Conservation Club is open to registered students at Iowa State displaying an interest in soil and water conservation regardless of his/her major and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

Section 3.02 Any member of the Club, who has violated these Bylaws or who is guilty of conduct unbecoming a member, may be expelled by a 2/3 vote of the members and voting at a regular or special business meeting, after he/she has been given an opportunity to be heard in his/her own defense, either orally or in writing.

Article IV. Structure

Section 4.01 The Club fiscal year will begin at the conclusion of the Winter Banquet.

Section 4.02 All powers not specified in the Club Bylaws rest with the Club Executive Committee.

Article V. Officers

Section 5.01 Terms of Office

- (a) The new officers will be officially installed at the annual Winter Banquet.
- (b) Outgoing officers will make themselves available at the request of the new officers for guidance and assistance for a period of sixty days.
- (c) The new officers must be/become members of the Soil & Water Conservation Society.

Section 5.02 Selection Procedures

- (a) Any active member (section 3.01) who will be a student for the entire term of office may stand as a candidate for election and officers may be re-elected. President must be a junior, senior, or graduate student 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 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.
- (d) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."
- (e) Officers shall be nominated at the second to last meeting before Winter Banquet. Elections will be held the last meeting before Winter Banquet.
- (f) All candidates for each office shall be included on the first ballot for that office. Each active member (Section 3.01) will be given one vote in all Club elections. 50% plus one vote of those voting shall be required to elect a candidate for Club office. If no candidate receives a majority of those voting, another ballot will be taken with the candidate (or candidates in the event of a tie) receiving the least number of votes being dropped from the ballot. This process will continue until one candidate has a majority, at which time he shall be declared elected.
- (g) If a motion to close nominations is approved with only one candidate being nominated, the Club President shall declare the candidate elected, without need for a final vote.

Section 5.03 Club Officers and their Responsibilities:

- (a) **The President** - shall be the leader of the Club. His/Her duties will include appointment of Committee Chairmen, Chairing the Club Executive Committee and regular Club meetings, be responsible for all Club functions and policies, and represent the Club at Club and National events. He/She shall appoint committees which are not otherwise provided for in the rules, and perform other customary duties of the office. He/She will present a report on the status of the Club at Winter Banquet.
- (b) **The Vice President** - shall preside in the absence of the President and assist him/her in official duties. He/She shall be in charge of outreach and publicity.
- (c) **The Treasurer** - shall collect and receive all dues, fees, and other moneys due to the club. He/She shall properly care for such moneys, and upon authorization, disburse them to meet obligations of the club. He/She shall keep suitable financial records and accounts of all such moneys, and such records shall be subject to the rules of Iowa State University governing student organizations. 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 are no dues for this club.

(d) **The Business Manager** - shall conduct all duties required for the promotion and operation of the sales and construction of the groundwater flow model and related products.

(e) **The Secretary** - shall perform the customary duties of that office, including the recording of meeting minutes, and the handling of correspondence between the officers and the club. He/she will be responsible for announcing each business meeting via the e-mail list.

(f) **The Membership Officer** - shall maintain a current record of active club membership (section 3.01) and organize the subsequent becoming of Student Chapter Members of SWCS by club policy. He/ She shall actively promote the club to potential student members.

(g) **The Ag Council Representative** - shall represent the club at all meetings of the Ag Council. He/She will report the activities, opportunities, and any other business of the Ag Council and the College of Agriculture of interest to the club.

Section 5.04 The Faculty Advisors - shall be the official representatives between the club and the present University. They shall counsel with officers, members, and committees of the club and assist toward the highest accomplishment of the organization. They shall be a member, associate member, or affiliate of the SWCS in good standing.

Section 5.05 Any officer, for neglect of duties or of conduct unbecoming of the office, may be removed from office by a 2/3 vote of the members of the club present and voting at a properly advertised meeting (Section 7.01(a)), but only after specific charges have been filed with and investigated by the Executive Committee.

Section 5.06 In the event that any officer resigns or for some other reason cannot discharge his duties, a replacement can be elected at the next regular meeting of the club. With the exception of the president where the Vice-President would succeed the President and a new Vice-President would then be elected at the next regular meeting of the club.

Article VI. The Club Executive Committee

Section 6.01 The Club Executive Committee shall be composed of the elected Club officers (Article 5), immediate past president, and club advisor.

(a) Voting members of the club executive committee shall consist of the Vice-President, Treasurer, Business Manager, Secretary, Membership Officer, Ag Council Representative, and the immediate past president.

(b) The President shall only vote in the event of a tie and will serve as the tie breaker.

Section 6.02 For the transaction of any business not requiring action by the entire club, an executive committee quorum is required, which shall be the members present from at least 2/3 of the voting members of the Club Executive Committee.

Section 6.03 Duties of the Club Executive Committee

(a) This group shall decide on most Club operating procedures including approving the Club calendar, policies, and production of club merchandise.

(b) This group shall submit a recommended budget for club approval at the first meeting of the

fiscal year.

(c) The Annual Club Operating Budget shall be limited to the declared profits of the previous year, with the exclusion of revenue from special sales such as banquet tickets and merchandise.

(d) This group may make adjustments to the approved budget not exceeding 5% of the Annual Club Operating Budget.

Article VII. Meetings

Section 7.01 The club shall hold one regular meeting each month during the school year, as provided in the rules for the conduct of business and presentation of professional and other suitable programs.

(a) Any meeting of the club where voting will be conducted must be preceded by written notice at least 6 days in advance of the meeting, stating the time, date, location, and the reason for the vote.

Section 7.02 The Executive Committee may postpone regular meetings or call special meetings when in its judgment such action is in the best interests of the club.

(a) The order of business to be followed by the club shall be:

- Call to order
- Officer's reports
- Committee reports
- Old business
- New business
- Advisor's remarks
- Remarks for the betterment of the club
- Adjournment

Article VIII. Committees

Section 8.01 Standing Committees:

(a) The Club shall have a number of standing committees. Those include Outreach, Business, Media, Social, and Merchandise.

Section 8.02 Special Committees:

(a) The Club President shall have the power to create any special committee to help carry out the goals of the Club and help with any Club event.

Section 8.03 Committee Operations:

(a) The jurisdiction or life of a committee and the appointment of its Chairman is considered to end at the conclusion of the term of office of the Club President who created the committee and appointed the Chairman.

(b) The Club President may request committee reports at any time, and each Committee Chairman will be expected to prepare a report to be included in the President's state of the club.

Article IX. Reports

Section 9.01 The club shall submit by June 1 of each year a brief report covering membership, attendance, and activities to the SWCS in the form required.

Article X. Parliamentary Procedure

Section 10.01 The authority on parliamentary procedure for the Club shall be the most current edition of Robert's Rules of Order.

Article XI. Amendments

Section 11.01 Advance Notice:

(a) It shall be the responsibility of the Officers of the Club and the Club Advisors to notify all active members of the Club of any plans to amend the Club Bylaws. Such ratifications will be made in writing, and will be distributed at least 30 days prior to meeting. The notification shall contain all proposed changes. Any member wishing to propose an amendment to the bylaws should submit it in writing to the Club Executive Committee at least 60 days prior to the club meeting.

(b) In the event that the above advanced notice provision is not met, a written amendment can be brought to the floor of a regular Club meeting in one of two ways:

(i) Approval of discussion by the Club President or Club Advisor with an explanation of why the notice was not sent,

(ii) A 2/3 vote of the voting members at a regular Club meeting in favor of discussion,

Section 11.02 Adoption

(a) Following discussion at the regular Club meeting, any amendment to the Club Bylaws must receive a 2/3 vote of those voting members present in favor to become part of the Club Bylaws.

(b) Any changes to the Club Bylaws will become effective immediately upon ratification.

(c) This set of Bylaws shall be inferior to any of the national organization's Bylaws or Constitution contradicting its contents and shall be brought within those national regulations at that time.

These Bylaws have been Adopted by the Soil & Water Conservation Club--the Iowa State University Student Chapter of the Soil & Water Conservation Society.

July 14, 2010