**Soil and Water Conservation Club Constitution**

**Article 1 – Name**

The name of this organization shall be Soil and Water Conservation Club (SWCC) at Iowa State University. This organization shall be referred to hereafter as SWCC.

**Article 2 – Purpose**

Section 2.1 - Affiliation

The club shall be a Student Chapter of the Soil and Water Conservation Society.

Section 2.2 - Club Objectives

1. To acquaint present and potential members with opportunities in soil and water conservation fields,
2. To develop leadership and create a spirit of fellowship among members,
3. To foster the development of professional attitudes and to encourage recognition of the need for continued professional and intellectual improvement; and
4. 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 3 – Statement of Compliance**

The Soil and Water Conservation Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Soil and Water Conservation Club agrees to annually complete President’s and Treasurer’s Training.

**Article 4 – Non-discrimination Statement**

Iowa State University and the Soil and Water Conservation Club 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 5 – Membership**

Section 5.1 - Establishing Membership

Membership in the Soil and Water Conservation Club is open to all registered students in good standing at Iowa State displaying an interest in soil and water conservation. Membership can be achieved by a minimum attendance of at least three meetings. One is then considered a member until he or she is not a registered student at Iowa State or otherwise notifies the Club of his or her desire to discontinue membership.

Section 5.2 - Maintaining Membership

Members must attend two meetings or events per semester.

Section 5.3 - Revoking Membership

Members can have membership revoked by a 2/3 vote of those present for any of the following reasons:

1. Failure to maintain membership
2. Conduct unbecoming of a member
3. Academic probation

**Article 6 – Officers**

Section 6.1 – Required Officers

President

Duties: Conducts meetings, organize club events, and handles inherent responsibilities. Leads outreach efforts to attract members from all disciplines.

Vice President

Duties: Facilitates election of officers. Oversees impeachment and removal of officers, members, and advisors. Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU’s Risk Management Office, and (d) ensure that proper waivers and background checks are on file with Risk Management for events. Assumes the President’s responsibilities upon their absence and assists the president in organizing club events.

Treasurer

Duties: Keeps track of club funds, files necessary paperwork with the university, and informs the officers and members of the budget regularly.

Section 6.2 – Optional Officers

Operations Officer(s)

Duties: Records meeting minutes and reads them as the first agenda item of each meeting for approval by the membership. Handles logistical details for special projects (e.g., annual publications, fundraising events, seminars).

CALS Student Council Representative(s)

Duties: Represent the club at all meetings of the CALS Council. They will report the activities, opportunities, and any other business of the CALS Council and the College of Agriculture of interest to the club.

Communications Officer

Duties: Maintains a professional website and social media up to date, coordinates community events, and any other outreach activities.

Section 6.3 – Officer Terms of Office

The term of office will be one year for all officers.

Section 6.4 – Officer Elections

Officers shall be elected during the March meeting.

The election process must include the following:

1. All candidates must be nominated to be considered for an officer position. Candidates may nominate themselves. Nominations shall take place during the February meeting.
2. All candidates must meet the requirements in Section 6.5.
3. A candidate shall be elected to an officer position by majority vote.

Section 6.5 – Officer Requirements

The officers of this organization must meet the following requirements:

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

Section 6.6 – Impeachment of Officers

1. 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, but only after specific charges have been filed and investigates by the executive committee.
2. The officer facing impeachment may be present at the advised meeting in order to make a final plea before voting takes place. The officer facing impeachment may not vote.
3. Offenses that can constitute impeachment can be described by: a lack of minimum attendance to be considered a member or using funds without proper authorization.
4. A special election will be held under the circumstances that an officer has been impeached, whereas the same voting rules apply from Section 6.6(a).

Section 6.7 - Resignation of an Officer

In the event that any officer resigns, or for some other reason cannot discharge their 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 7 – Advisors**

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. They shall have recognized expertise in one or more of the following fields:

* Natural Resource Conservation
* Soil Science and/or Soil Quality
* Water Science and/or Water Quality

Section 7.1 – Advisor Duties

Advisor(s) facilitate and oversee relationships between the club and the university as well as the general public (i.e. industry partners, public officials and citizens, etc.). Advisor(s) also provide expert guidance to facilitate the agenda and mission of the club and the university. Therefore, advisor(s) to the club agree to:

1. Act as an agent of the club and the university.
2. Serve as a liaison between the club, the university, and the general public.
3. Ensure the club complies with university policies and procedures.
4. Offer expertise and guidance to officers and members of the club.
5. Assist in planning and execution of club activities.
6. Attend club meetings and events.

Section 7.2 – Method of Election/Selection of Advisor(s)

Advisors shall be selected through the following process:

1. Officers nominate candidates who meet the qualifications outlined in Article 7.
2. The general membership shall vote on the nominated candidates.
3. A simple majority vote of the members present shall be required to elect an advisor.

Section 7.3 – Term of Service

Advisor(s) shall serve a term of two years, with the possibility of renewal by mutual agreement between the advisor and the club. This communication should take place approximately 6 months prior to the beginning of a new term. Terms will be served following the ISU Academic Calendar (i.e., August to August).

Section 7.4 - Resignation

An advisor may resign from their role at any time. It is preferable that this be communicated and coordinated with the club officers and membership several months prior to the proposed resignation date. However, if an advisor resigns with short notice or can no longer discharge their duties, a replacement can be elected at the next regular meeting of the club (no attendance requirement) or in an emergency session with at least 50% membership in attendance.

Section 7.5 – Impeachment/Removal

Removal of an advisor is a serious action, requiring significant member consensus and transparency. An advisor may be removed by a two-thirds vote of the general membership for the following reasons:

1. Failure to fulfill advisor duties.
2. Conduct unbecoming of an advisor.

The impeachment process must begin with a written document outlining violations of either (a) or (b) above. This document must be presented to the advisor and the membership no less than two weeks before any vote is to be held. Transmission via official email shall satisfy this requirement.

The impeachment meeting can be either a regularly scheduled meeting or an emergency session, but an agenda must be sent out no less than two weeks prior with ‘Advisor Impeachment’ as an agenda item. If the session is a regularly scheduled meeting, there is no attendance requirement to proceed. If the session is an emergency session, no less than 50% of club members must be present for the impeachment effort to proceed. At the meeting the document outlining alleged violations must be distributed to members. The advisor will then be permitted to address any alleged violations with equal time that is allotted to outlining the alleged violations.

After alleged violations and any rebuttal have been presented, the membership can elect to discuss or proceed to a vote. An anonymous ballot process shall be used to count votes for and against impeachment. If 2/3 or a greater percentage of the membership votes in favor of impeachment, it will be successful. Otherwise, the effort will fail.

**Article 8 – Finances**

**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 Advisor to this organization must approve and sign each expenditure before payment.**

Dues will not exceed $40 per academic year and may not be required.

**Article IX – Amendments and Ratification**

Amendments to the constitution must be voted on and approved by the general membership of the organization. Updates to the constitution of the organization must be submitted to Student Engagement within ten days.