

## THE IOWA STAT-ers CLUB CONSTITUTION

- Article I The Iowa State University Statistics graduate student organization is known as the Iowa STAT-ers Club. The shortened STAT-ers is also acceptable and is used for intra-club communications.
- Article II The purpose of STAT-ers is to provide statistics graduate students with academic and professional development opportunities, as well as fellowship, friendship, and a chance for social involvement outside the classroom. STAT-ers aims to include all statistics graduate students in the organization. Planned activities include, but are not limited to, seminars, workshops, fundraisers, pizza parties, socials, international dinners, and intramural sports.
- Article III Iowa STAT-ers abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Iowa STAT-ers agrees to annually complete President's and Treasurer's Training.
- Article IV Iowa State University and Iowa STAT-ers 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 V Membership is open to graduate students enrolled at Iowa State University.
- Article VI The executive board is made up of the following positions: president, vice president, treasurer, secretary, and social chair. Any STAT-ers member is allowed to fill the positions, and it is recommended that at least one member in the current year's executive board be on the executive board in the following year. The term of the executive board is one full year, starting annually on August 15.
- The president is responsible for risk management to help minimize potential risks for club activities, to recommend risk management policies or procedures, to submit documentation to ISU's Risk Management Office and to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- The president, vice president, treasurer, secretary, and social chair for the year are to be elected by a majority vote from the general membership, the preceding spring (around April). In the event of a tie, a run-off between the tied candidates will be held.
- The executive board members of this organization must meet the following requirements:

(a) Have a minimum cumulative grade point average (GPA) of 3.0 and meet that minimum cumulative GPA in the semester immediately prior to the election/ appointment, the semester of election/appointment and semesters during the term of office.

(b) Be in good standing with the university and enrolled at least half time (four or more credits for graduate students), unless fewer credits are required in the 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).

Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with impeachment proceedings, at least half of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front of the general membership, then a secret ballot will be held. An officer can be impeached by a simple majority vote of due paying members.

Article VII Faculty Adviser: The duties of the faculty adviser are to maintain communication and meet regularly with the STAT-ers executive board; to monitor and approve financial expenditures; and to ensure that the STAT-ers operate in conformity with the standards set forth by Iowa State University and the Student Activities Center. The term of the Adviser is one full year, starting annually on August 15. The adviser is appointed by the Chair, Department of Statistics.

Impeachment or removal of an adviser may be considered if the adviser fails to uphold the duties of their position or commits wrongdoing (e.g., discrimination, coercion, retaliation) against a club member. Impeachment proceedings for the Adviser shall follow the same format as Officer impeachment proceedings.

Article VIII The Treasurer must submit a budget at the beginning of the academic year, which must be approved by a majority of the executive board. The President, Treasurer, and Advisor must approve any incidental expenses over \$50 not included in budget.

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.

Article IX Amendments may be made to the CONSTITUTION if they are approved by a majority of members in attendance at the beginning-of-the-year meeting (typically held the second Monday of the Fall semester). Changes may also be made by holding additional votes throughout the year in which a majority of attendees must approve of the change.

Amendments may be made to the BYLAWS if they are approved by a majority of the executive board. Amended or ratified constitution will be submitted within ten days to the Student Activities Center for approval.

## BYLAWS

- A Members are allowed to participate in all planned STAT-ers activities at no additional cost to them. In the event that an officer resigns, an election will be held as soon as possible, with candidates from the general membership, to fill the vacant office.
- B An executive meeting should be scheduled annually for the week prior to the start of the fall semester or very soon after. A large group meeting should be scheduled after the executive meeting, in the first or second week of the semester to introduce the executive board and to encourage potential members to join. Other meetings may be scheduled as necessary.
- C In the event that an officer is deemed to not meet their assigned duties, that officer can be removed by a majority vote of the executive board and  $\frac{3}{4}$  vote of the general membership. The officer is allowed to address the membership in regards to the charges, but can not participate in executive board deliberations about the charges. If removal of the officer is recommended, an election will be held as soon as possible, with candidates from the general membership, to fill the vacant office.
- D Dues will be collected by the Treasurer. The amount to be collected is \$10.00 per member per year. Non-members are encouraged to participate in STAT-ers events, and in certain cases, donations by non-members may be solicited.
- E The following is not an extensive list of duties of the executive board members, but a general guideline to follow:

President: Greet and recruit new members; oversee all STAT-ers activities; help department get graduate students to fill various committees; get food for Master's

and PhD written preliminary exam; delegate; hold election for new executive board members at the end of the Spring semester; responsible for risk management.

Vice President: Organize STAT-ers seminars, contact speakers, organize and facilitate company visits and interviews, generally support the professional and academic development activities put on by STAT-ers.

Treasurer: Manage the STAT-ers finances; keep detailed records; collect money from recycling and fundraisers; oversee fundraisers (t-shirts, calendars, etc); complete Treasurer training at the beginning of the year; pick up monthly statements from campus organizations (3578 MU); collect STAT-ers dues.

Secretary: Take notes at STAT-ers meetings, maintain membership records, maintain departmental and STAT-ers committee records, complete GPSS application, and assist the Design Master with the website.

Social Chair: Head of the Social Committee; Organize social activities including, but not limited to, Halloween party, Super Bowl party, FAC's, barbecues; help recruit performers for spring international dinner/talent show; work with department's social committee to plan the Fall picnic and the Spring breakfast.

F The STAT-er's faculty advisor is selected annually by the Statistics Department Chair. The advisor's term begins in the fall semester and continues on through the summer. The duties of the advisor include, but are not limited to, overseeing executive board meetings and approval of all STAT-ers expenditures.

G In the event that the advisor is deemed to not meet the assigned duties, the advisor can be removed by a majority vote of the executive board and agreement of the department chair. The advisor who is impeached is allowed to speak and be present during the final vote. When a vacancy occurs, the advisor's position is appointed by the department chair.

H The following is not an extensive list of duties of the committees and their duties, but a general guideline to follow:

Social Committee (3 people): Assist Social Chair with planning and execution of social activities.

International Committee (2-3 people): Organize the international dinner/talent show.

Recycling Collectors (1-2 people): Monitor recycling bins in Snedecor Hall. Take cans to the recycling center and give resulting money and receipts to the treasurer. All departmental recycling questions will be directed to this person. If duties are

fulfilled, the recycling coordinators receive a pizza each month not to exceed \$20 per month.

Lounge Coordinators (1-2 people): Monitor graduate student lounge in Snedecor Hall. Schedule cleanings of the graduate student lounge and refrigerators each month. If duties are fulfilled, the lounge coordinators receive a pizza each month not to exceed \$20 per month.

Intramural Coordinator: Notify STAT-ers about upcoming IM sports; organize teams for various sports; send out reminders of games, to make sure that you have enough people so as not to forfeit.

Community Service Committee (2-3 people): Set up charitable community projects for STAT-ers. Examples include the American Cancer Society's Relay for Life, Habitat for Humanity project, volunteering at the food shelf, and raking yards for the elderly.

GPSS Senators: Attend GPSS meetings and relay information from GPSS to the rest of the statistics graduate students.

First Year Representative: Provide a link of communication between the first year students and the STAT-ers organization. Communicate the feelings and requests (social, academic, or professional activities) of the first year students with members of the executive board.

Birthday Coordinator: Responsible for generating a list of STAT-er's birthdays; get people to volunteer to bake a cake; send out birthday wishes and cake reminders

Design Master: Work with the secretary to design and keep the STAT-ers Student Organization website up-to-date with event calendars, pictures, and other STAT-ers information. Assist the department's administrative staff to keep the posters in the front of Snedecor up-to-date with all current graduate students, faculty, and staff.

Photographer: Attend STAT-ers events to take pictures, and share them with the Design Master to put on the website.

Reading Room Librarians (2 people): Check back in and re-shelve books that have been checked out from and returned to the reading room.

Undergraduate Liaison (when applicable): Work with the undergraduate statistics club to help foster the professional development of the undergraduate statistics majors in the department.

- I An annual meeting of all STAT-ers members is held at the beginning of the year. At this meeting, members are introduced to the executive board, discuss any changes to the constitution, pay dues, sign up for committees, and any other business the executive board deems necessary.
  
- J Items that require approval by the executive board must be approved by 3 of the 5 members in person or by email if a member is unable to attend the vote. The adviser may be present for this vote if he/she deems it necessary. Changes to the constitution must be approved by a majority of members in attendance at the meeting discussed in bylaw I.