TURKISH STUDENT ASSOCIATION (TSA) CONSTITUTION

## Turkish Student Association will abide by Iowa State University rules and regulations and state and federal laws.

**Article I: About TSA**

**Section 1**

The organization shall be recognized as the Turkish Student Association (also referred to as T.S.A.) of Iowa State University.

## Section 2

The Executive Board shall decide the times, places, and manners of meetings throughout the academic year. There will be a minimum of 2 meetings per month during the school session.

## Section 3: Financial

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 II: Article II: The Purpose**

## Section 1

The Turkish Student Association establishes this Constitution to introduce Turkish culture with the following goals:

1. To build relations with multicultural organizations and other student groups at Iowa State University.
2. To welcome incoming Turkish and other minority students and assist in their transition to the University.
3. To provide opportunities for Turkish students to interact with each other and share their cultural experiences with the University and the community.
4. To network with Turkish organizations at other institutions.

# Article III: Statement of Compliance

## Section 1

The Turkish Student Association abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

## Section 2

The Turkish Student Association agrees to complete President's Training, Treasurer's Training, and Advisor Training annually.

# Article IV: Non-Discrimination Statement

Iowa State University (and Turkish Student Association) 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

## Section 1

The Turkish Student Association shall be composed of members who are interested in Turkish culture and desire membership in TSA.

## Section 2

Membership shall be open to all students, staff, or faculty in the Iowa State University community.

## Section 3

Each member shall be required to pay membership dues every semester as determined by the Executive Board members.

## Section 4

Each member shall be entitled to have one vote but shall lose that voting privilege if he/she/they fail to attend and remains unexcused for two consecutive (unexcused) scheduled meetings.

## Section 5

Requirements to be an officer in Turkish Student Association (TSA):

1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately before 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. 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 meet the requirements prescribed in (a) and (b).

# Article VI: Officers

## Section 1

The Executive Board shall consist of the President(s), Vice-President(s), Secretary, Treasurer, Social Media Coordinator, Webmaster, Activities Coordinator, ISC Representative, and Risk Management Officer.

## Section 2

All executive board members serve for one full academic year. Each officer may run for re-election; however, he/she/they cannot hold the same position for more than two years.

## Section 3

Each officer shall attend all meetings. If an officer is unable to attend a scheduled meeting, he/she/they must notify the other officers immediately. Each officer may not miss more than two consecutive meetings without a valid excuse.

## Section 4

Each officer shall perform duties as specified in Sections 5-13 of Article VI and other such duties as pertain to the office.

## Section 5

The President(s) shall have the power:

1. To serve as chief executive officer and supervise all TSA functions.
2. To break tie votes.
3. To appoint impromptu committees at his or her discretion for any activities.
4. To maintain relations with Turkish organizations at other institutions.
5. To suggest TSA activities as well as participation in campus-wide activities.
6. To review the Government of the Student Body (GSB) budget proposal with the Treasurer and other officers if necessary.
7. To appoint a new member to the Executive Board in case of the removal of either one of the President(s), Vice-President(s), Secretary, Treasurer, Social Media Coordinator, Webmaster, Activities Coordinator, ISC Representative, or Risk Management Officer.
8. To attend ISC/GSB meetings and represent TSA interests.
9. To report to TSA members regarding ISC/GSB activities.
10. To organize social activities during each semester and any extra-curricular activities.
11. To supervise activities to welcome new TSA members.

## Section 6

Vice-President(s) shall have the power:

1. To hold responsibilities within Section 5.5-5.12.’
2. To occupy the absence of the President(s).

## Section 7

The Secretary shall have the power:

1. To record the minutes of every meeting.
2. To keep a record of attendance at each meeting.
3. To contact and notify TSA members of all meetings and activities.
4. To maintain and make available a directory that lists all TSA members.

## Section 8

The Treasurer shall have the power:

1. To maintain financial records of TSA transactions.
2. To notify the President(s) of the TSA financial status upon request by the President(s) and Executive Board members.
3. To collect dues and fees.
4. To prepare the GSB budget proposal to be submitted at the time deemed necessary by the College regulations.
5. To manage the TSA account and inform the President(s) of any transaction.

## Section 9

## The Social Media Coordinator shall have the power:

## To maintain the TSA social media accounts.

1. To update the pictures, text, and calendar of the webpage.

## Section 10

The Webmaster shall have the power:

1. To maintain the TSA webpage.
2. To update the pictures, text, and calendar of the webpage.

**Section 11**

The Activities Coordinator shall have the power:

1. To plan and coordinate extracurricular activities, performances, and tournaments amongst members and other university students.

**Section 12**

The International Students Council (ISC) Representative shall have the power:

1. To attend mandatory ISC meetings.
2. To inform TSA members of activities and events that pertain to cultural awareness or events of other relevance to TSA.
3. To make connections with the Turkish Students Association and the International Students Council.

## Section 13

The Risk Management Officer shall have the power:

1. To help minimize potential risks for club activities.
2. To recommend risk management policies or procedures to TSA.
3. To submit documentation to ISU's Risk Management Office.
4. To ensure that Iowa State University policies are followed at all of the organization's events.
5. To ensure that proper waivers and background checks are on file with Risk Management for events.

## Section 14

No person except a TSA member may be eligible for the Executive Board positions. To be an Executive Board member, the TSA member must be in good standing with the university as a graduate student or undergraduate student (as described in Article V, Section 5).

## Section 15

An officer shall be removed from membership in the Executive Board by a three-fourths vote of the active membership. The active membership shall comprise members described in Article V, Section 4. The officer is permitted to speak before the Executive Board about the charges made concerning his or her performance.

## Section 16

An officer’s position will be filled by regular election procedures when a vacancy occurs.

## Section 17

An adviser shall be removed from membership in the Executive Board by a three-fourths vote of the active membership. The active membership shall comprise members described in Article V, Section 4. The adviser is permitted to speak before the Executive Board about the charges made concerning his or her performance.

When a vacancy occurs, regular election procedures will fill the adviser’s position.

**Article VII - Adviser**

Adviser shall have the power:

1. To maintain communication and meet with officers regularly.
2. To be aware of the financial expenditures and approval of them.
3. To ensure that the organization is operating in conformity with the standards Iowa State University and Student Activities Center set.
4. The term for the adviser will be one full year (from August to August). (This will exclude the 2022-2023 academic year due to the elections being held and the advisor being recruited mid-Spring semester of 2023. Hence, the currently elected officers will serve until the end of Spring 2024). The officers will select the adviser and then be voted on by the general membership. A majority vote is needed for an adviser to be selected.

**Article VIII : Elections**

## Section 1

The executive board members shall be elected at the next to the last meeting of the spring semester (This will exclude the 2022-2023 academic year due to the elections being held and officers being recruited mid-Spring semester of 2023. Hence, the currently elected officers will serve until the end of Spring 2024). The executive board shall be elected to a term of one full academic year and shall serve until their successors have been duly elected.

## Section 2

Nominations for each office shall be announced at the next to the last meeting. Nominations may remain open until the day of the elections.

## Section 3

Each officer shall be nominated and elected in the order that they are listed in Article VI, Sections 5-13.

## Section 4

A majority of the voting members must be present to hold an election. The President(s) shall have the power to arrange another meeting, if necessary, where a majority of voting members will hold elections.

## Section 5

Elections shall be done by secret ballot or by show of hands.

## Section 6

A candidate for office must receive a majority vote to be elected. If no candidate receives a majority vote on the first ballot, the candidate with the least votes shall be dropped, and a second ballot shall be taken. The procedure shall be repeated, if necessary, until a candidate receives a majority vote.

# Article IX: Dues

## Section 1

A majority vote of the Executive Board per semester shall determine dues.

## Section 2

Dues will be $10.00 per academic semester.

# Article X: Amendments

## Section 1

A majority vote of the executive board shall adopt any amendments to the Constitution. A written notice of the proposed amendment shall have been given at least two weeks before the meeting at which the proposed amendment is to be ratified. All such amendments shall become effective immediately, pending approval by our Student Association.

## Article XI: Ratifications

The Constitution of the Turkish Student Association has been ratified by a majority vote of the TSA Executive Board on February 13th, 2023.