Constitution of Alpha Kappa Delta- Gamma of Iowa at Iowa State University

Updated September 2023

## Article I: Name of the Organization & University Policy

The name of this organization shall be the “Alpha Kappa Delta” (henceforth AKD). The AKD will abide by Iowa State University rules and regulations and state and federal laws.

## Article II: Purpose and Goals

The purpose of this Society shall be to promote excellence in scholarship in the study of sociology, research of social problems, and such other social and intellectual activities as will lead to improvement in the human condition.

Alpha Kappa Delta is an International Sociology Honor Society. This chapter will be a part of the United Chapters of Alpha Kappa Delta: International Sociology Honor Society.

## Article III: STATEMENT OF COMPLIANCE

The Alpha Kappa Delta abides by and supports established Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations. AKD agrees to annually complete President’s and Treasurer’s Training.

## Article IV: Non-DISCRIMINATION STATEMENT

AKD does 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: Eligibility

This Chapter is open to Iowa State University undergraduate and graduate students, alumnae, and faculty that meet the following criteria:

1. Shall be an officially declared sociology major or demonstrate a serious interest in sociology within an official program of Iowa State University.
2. Shall be at least a Junior (third year) in good standing by standards of Iowa State University.
3. Shall have accumulated the equivalent of an overall grade point average of 3.0 based on a four-point scale and shall rank in the top 35% of their class in general scholarship.
4. Shall have maintained the equivalent of a 3.0 grade point average in courses taken at Iowa State University prior to initiation.
5. Shall have completed at least four courses in the sociology program prior to initiation.

For students classified as graduate students (those officially admitted to graduate study in sociology at the host institution), the following specific requirements shall have been met prior to the time of initiation: completion of the equivalent of one full semester or quarter of graduate study in sociology with a graduate grade point average of ‘B’ or better, and continued matriculation in a program of study leading toward a graduate degree in sociology at the host institution.

This Chapter is open to Iowa State University staff or faculty members that meet the following criteria:

Formal conferral of the Ph.D. in sociology or employment as a sociologist are required prior to initiation, provided that they meet the other requirements set forth above.

Section 2: Membership Fees and Dues

The Chapter will charge a one-time initiation fee of $50. This amount shall entitle the initiate to a certificate of membership and a one-year subscription to Sociological Inquiry, thus making the initiate a Voting Member of the International Honor Society for the first year. The fee amount will change if the fees charged by United Chapters of Alpha Kappa Delta are changed.

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.

## Article VI: Officers, REPRESENTATIVES, AND ELECTIONS

Section 1: Officers

The organization shall be governed by the AKD officers, elected annually by simple majority through the procedure described in Article VI Section 8. The duties of the officers as a whole are as follows:

1. Maintain a dialogue with all AKD members.
2. Maintain public, easily-accessible records of AKD activities.
3. Maintain an Officer Guidebook, a resource for future Officers.
	1. The Guidebook should include a section for each relevant detailing the successes and challenges of the Committee’s term.
	2. The Guidebook should include a section for each position, containing guidelines and advice for successors.
4. Review and propose any necessary amendments to the constitution.

*Section 2: Officer Roles*

The governing body of this Chapter will consist of four members: President, Vice-President, Treasurer, and Communications Secretary. Additionally, undergraduates are represented through an Undergraduate Liaison. All must be eligible for membership or current AKD members at the time of appointment.

The Faculty Advisor’s responsibilities will consist of, and include, approving monetary expenditures over $100 with the officers, overseeing all of the Chapter’s operations, and aiding in communication with the University when and if needed.

The President’s responsibilities will consist of the oversight of the general operations of the organization, enrollment, activity planning, scheduling and calling of meetings, the determination of agendas, up keeping of the Chapter’s website and consultation on the Emory S. Bogardus award and George Freeman Memorial Scholarship.

The Vice-President, Treasurer, and Communications Secretary will be responsible for approving all actions and decisions made by the Faculty Advisor and/or the President.

Specifically, the Vice-president will be in charge of event coordination and assist in membership recruitment.

The Communications Secretary is responsible for keeping and distributing minutes, informing members of meetings and other events or activities. The role of Communications Secretary shall be shared with Graduate Students of Sociology and does not require AKD national membership.

The Treasurer is responsible for coordinating the yearly budget, collection of monies, and working with the Advisor to ensure payment of expenditures. Additionally, the Treasurer will serve as the designated risk manager as stipulated by the university. Those responsibilities include:

[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] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

The Undergraduate Liaison is responsible for communicating the needs and decisions of the undergraduate members and attending organization meetings. This position is voted on by undergraduate members or by President appointment should one not be selected.

In addition, the Vice-President, and Treasurer will also aid in the planning and implementation of all operations and activities of the Society. The Faculty Advisor must be a faculty member of the Iowa State University Sociology Department who is dedicated to promoting the Constitution, Bylaws, purposes, and goals of this Chapter and is eligible for membership by Alpha Kappa Delta requirements. The President and other officers must have a desire to serve in their respective positions and must be dedicated to promoting the Constitution, Bylaws, purposes, and goals of this organization and be initiated members. Each elected official must exhibit leadership qualities necessary to effectively and efficiently serve in their respected positions. All officers must be Iowa State University students who are in good academic standing.

*Section 3: Eligibility of AKD Officers*

Officers must meet the requirements to join AKD (Article V section 1) and either be an existing member or have submitted the application to be a member.

*Section 4: Election*

Election of officers are to be held during the end of Fall semester at a regular AKD/AKD meeting. Towards the end of the Fall semester, the officers are responsible for determining the following dates:

1. The date of the ballot count, set during the regular AKD meeting prior to January 1st. This date must be announced to the members by email.
2. The date of nominations, set during the regular AKD meeting prior to the election. This date must be announced to the members by email.

Nominations for officers and representatives take place during the nomination meeting. Persons unable to attend the nomination meeting may nominate themselves by proxy or inform officers in writing that their name is to be placed in nomination for a given office(s). After nominations are taken, the officers shall initiate the balloting procedure.

The officers are responsible for preparing an appropriate ballot. The ballot is then distributed to the graduate student body one week prior to the date of the count. Ballots will be distributed through digital survey or polling methods but hard copies may be made available should the need arise. Written ballots may be deposited in advance with a neutral party (e.g., the Graduate Program secretary) or at the time of the meeting. An open counting of ballots or summary is to be carried out by officers at the following meeting.

Terms for all officers last three semesters, beginning with the Spring semester following the election and lasting until the end of the Fall semester.

*Section 5: Early Departure and Removal from Office*

Should an elected representative or officer leave office, forfeit office, or be recalled before the designated one-year term is up, this same process of nomination and election is to be followed to replace the departed officer. Replacement representatives and officers fill out the remainder of their predecessor’s term.

Forced officer removal will be effected when an office holder fails to maintain academic good standing and/or fails to uphold and follow the Constitution and Bylaws of the Chapter. In such an instance, an emergency meeting will be held at which time a majority vote will be taken to determine whether or not the officer will be removed. In the event the officer is removed, nominations and elections will be held at the emergency meeting to fill the office position that has become open. If the President has been removed, elections will be held to determine which other officer will take over the President’s duties. Nominations and elections will also be held for position of Vice-President, Treasurer, and Secretary that may become open.

1. The following are impeachable offenses:
	1. Not fulfilling the responsibilities of the officer or representative listed in this constitution.
	2. Not being an eligible member of AKD.
	3. Conduct detrimental to the operations of AKD.

Impeachment proceedings will be conducted in the following manner:

* 1. The President will head the proceedings unless the impeachment is for the President, in which case the Vice President would then lead the proceedings.
	2. The person responsible for initiating the impeachment will first speak for at most three minutes to make the case of why the officer should be removed from their position.
	3. The person being impeached will speak for at most three minutes to make the case that they should not be removed from their position.
	4. The person being impeached will then take questions from any members currently at the meeting that wish to ask questions. The person leading the proceedings will be responsible to make sure that the questions are in an inquisitive manner and not in a purely attacking manner.
	5. The person being impeached will then leave the room while all other members will be given at most two minutes to speak whether in favor or against removal of the officer.

## Article VII: ADVISORS

*Section 1: Duties*

The duties of the Advisor shall be as follows

1. Maintain communication and meet with officer(s) regularly
2. Awareness and approval of financial expenditures
3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

*Section 2: Election and Appointment*

The term for the advisor will be one full year (from August to August).

The faculty advisor will be selected by the officers and then voted on by the general membership.  A majority vote is needed for an advisor to be selected.

The faculty advisor can choose to decline their nomination to the appointment. If this is the case, the process will be repeated until the position is filled.

The faculty advisor is a non-voting member of this Chapter. Processes for removal of a faculty advisor will be the exclusive prerogative of officers of the Chapter. After the officers have convened, a majority vote will be taken to determine whether or not the Faculty Advisor will be removed. A decision for removal will be based on the Advisor’s lack of interest in continuing to serve in his or her position and/or failure to uphold and promote the Constitution, Bylaws, goals, and ideals of the honor society. Upon removal of an advisor the officers will consult with and recommend another faculty advisor to the membership.

Section 3: Impeachment of Advisor

Impeachment of Advisor

Impeachable offenses for consideration of removal:

* + 1. Failing to properly communicate with AKD.
		2. Refusing to provide the necessary support for AKD to operate efficiently.
		3. Showing signs of hostility towards a member of AKD.

Impeachment of the advisor can only be initiated by a petition of offenses signed by at least 50% of eligible members of AKD.

Impeachment proceedings will take place in order of precedence:

* + 1. A minimum of 51% members of AKD request an emergency meeting take place within 10 days.
		2. If 2/3 of the officers request an emergency meeting take place within 10 days.
		3. At the regular monthly AKD meeting.

The impeachment meeting to consider the removal of the advisor will be conducted in the following manner.

* + 1. No faculty or staff members will be allowed to attend the meeting. The advisor being impeached will have the opportunity to have a statement read at the meeting on their behalf by a student.
		2. All AKD will have at the most three minutes to explain why the advisor should or should not be removed from the position.
		3. Votes will take place via paper ballot with a majority vote necessary to remove the advisor with the AKD president only voting in the case of a tie.
		4. The AKD president will be responsible for informing the advisor of the results.

Replacement of Advisors

* 1. The president of AKD may select an interim advisor in the case that an advisor leaves, is removed from the position, or is no longer eligible to be advisor.
	2. An advisor is then permanently selected to finish the school year at the next AKD meeting.

## Article VIII: MEetings

Formal meetings of the governing body will be held following GSS meetings in addition to any specifically planned events, trips, etc. The Faculty Advisor and the President are the only individuals authorized to call a meeting unless otherwise specified due to extenuating circumstances. Should such extenuating circumstances arise; the Vice-President may be appointed (by the faculty advisor in consultation with an officer as necessary) to call and hold a formal meeting. A quorum is not required at any meeting. The Faculty Advisor or the President will call meetings to order, and the Communications Secretary will keep track of the meeting time. Meetings will be held in an orderly fashion and open communication will be encouraged as a part of the process. Meeting minutes will be written, distributed to all officers, and kept in the local chapter notebook. The one presiding over a meeting (advisor, President or designate) will regulate proceedings to ensure that the meetings run smoothly. The President and Faculty Advisor are authorized to adjourn any meeting when they deem it to be necessary. The President reserves the right to overturn any decision after consultation with all officers, except when there is a 2/3-majority vote of all members.

## Article IX: Finances

Section 1: Account Maintenance

All monies belonging to AKD shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office, or another institution approved by COA. Should funds be available to the group, all applies.

Section 2: Collecting and Depositing Monies

All money-handling must be done in accordance with COA regulations and supervised by the AKD Treasurer. All collected monies must be deposited within 24 hours. Note that campus organizations are forbidden from maintaining petty cash boxes, except those available for checkout at COA.

Section 3: Expenditures

A. Ideally, all expenditures should be conducted by the Treasurer, utilizing properly filled-out vouchers (available from COA). Alternatively, the organization may opt to participate in COA’s p-Card credit card purchasing program. In this case, the Treasurer and one other officer shall be the designated and trained cardholders for the organization.

1. All expenditure decisions must be approved by a simple-majority vote at a regular, open AKD meeting, except the following:
	1. Food at regular AKD meetings and talks given by invited speakers.
	2. Materials required for normal meeting or active operations.
	3. Expenditures related to preexisting funding plans (such as conference travels funds)
2. All expenditures must be approved by an advisor.

Section 4: The Treasurer’s Ledger

The Treasurer is responsible for the maintenance of a ledger of all AKD transactions and expenses. This is essential for accountability to members and to funding organizations (e.g., GPSS and the department), as well as providing a valuable record of the organization’s past activities. The Ledger must include the following:

1. A copy of the current COA Treasurer Handbook and the Student Activities Center’s Student Organization Resource Manual (SORM)
2. A list of current paid members.
3. One section for each of the following documents, arranged in chronological order from newest to oldest:
	1. AKD monthly project statements (from COA).
	2. Completed campus organization vouchers.
	3. Completed deposit slips.
	4. Completed inter-organizational vouchers.
4. A year-to-date activity sheet (either handwritten or an Excel printout), detailing the activities of the organization during the Treasurer’s term. This lets the Treasurer maintain a current account balance in between project statements and allows for the validation of project statements.
5. A calculator.
6. A receipt book.

Alternatively records could be accessed using the Workday program and made available at the direction of the treasurer.

*Section 5: Dues*

Dues will be decided at the first meeting of the Fall semester with an amount that is approved by a majority of members in attendance at the meeting.

Section 6: Required Statement

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 institutions/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours or two business days after collection. The advisor to this organization must approve and sign each expenditure before payment.

## Article X: Amending the constitution

Proposed amendments to the constitution may be submitted in writing to AKD officers. The proposed amendment must then be sent to the members at least one week in advance of the next scheduled meeting to permit discussion. At the meeting, the member who proposed the amendment shall be allowed time to present the argument, to be followed by time for open debate. After the meeting, the officers will prepare and distribute ballots. Proposals that receive two-thirds of votes (plus one) will pass. The amended constitution will be submitted within 10 days to Student Engagement for approval.