

## **Zoo, Exotics, and Wildlife (ZEW) Club Constitution**

### **Article I: Name**

- This organization is called the Zoo, Exotics, and Wildlife (ZEW) Club at Iowa State University.

### **Article II: Purpose & Goals**

- The purpose of the ZEW Club is to provide educational opportunities on various topics concerning captive (zoo and exotic) and wild animals. It is intended primarily for, but not limited to, students enrolled in the College of Veterinary Medicine who are interested in pursuing exotic animal medicine.
- The ZEW Club is a not-for profit and/or commercial organization.

### **Article III: Statement of Compliance**

- The ZEW Club abides by and supports established Iowa State University policies, State and Federal laws, and follows local ordinances and regulations.
- The ZEW Club agrees to annually complete President's Training, Treasurer's Training, and Advisor Training (if required).

### **Article IV: Non-Discrimination Statement**

- Iowa State University and the ZEW Club do not discriminate on the basis of pregnancy, physical or mental disability, genetic information, ethnicity, sex, race, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

### **Article V: Membership**

- Section 1: Membership
  - Membership shall be open to all registered students in good standing at Iowa State University.
  - Membership is required to attend wet labs and most meetings.
  - Faculty, staff, and non-registered students are allowed and encouraged to attend meetings but may not vote.
  - Fourth year students will still be able to participate in the ZEW club without having to pay dues
  - First and Second year UNL students will be able to participate in the ZEW club without having to pay dues
- Section 2: Dues
  - Dues are required yearly and must be paid by date set by the club.
  - Dues shall not exceed \$30/year.
  - Dues may be modified with a majority vote from the executive team.

### **Article VI: Officers**

- Section 1: Election of Officers/Advisor(s)

- A candidate must be a current member of the ZEW Club in order to run for any position.
- Election of officers will require a majority vote from the general membership. Failure of a single candidate to receive a majority vote for a position will result in a run-off election of the two candidates that received the majority of the votes.
- Elections may take place by paper ballot and must be collected and tallied by the last meeting of the spring semester (late April), or elections may take place through an online voting system and be tallied by late April.
- The term of office for all officers will be for one full calendar year, beginning at the end of finals week of the spring semester (early May) to the end of finals week of spring semester of the next year (early May).
- All officers will be a part of the Executive Committee which will meet in addition to regular club meetings. The Executive Committee shall appoint additional committees that are needed to carry out certain tasks; including, but not limited to, fundraising and wet lab committees.
- ZEW Club officers must meet the following requirements:
  - A) Be in good standing with the university and enrolled at least half time (six or more credit hours).
  - B) Have a minimum cumulative grade point average (GPA) of 2.50/4.00 for President and Treasurer. Other positions need a minimum GPA of 2.00/4.00 and meet that minimum GPA in the semester immediately prior to election/appointment, the semester of election/appointment, and the semesters during the term of office. 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 ineligible to hold an office should the student fail to maintain the requirements as prescribed in A) and B).
- The club shall have two or three advisors during a given academic year.
- Advisor(s) is/are chosen (requires consent by candidate) and elected by a majority vote of the Executive Committee.
- Advisor(s) shall remain in office until advisor(s) or members choose otherwise, in which case a new advisor or advisors shall be chosen and elected.
- Section 2: Officer Duties
  - President
    - This position is given priority to a 3<sup>rd</sup> year veterinary student, at the time of their term, due to the course load/demand of the other years. Another member may fill this position if there is no qualified 3<sup>rd</sup> year veterinary student who is seeking the position.
    - Preside over all general and executive meetings.
    - Represent the ZEW Club on campus and in the community.

- Ensure that the ZEW Club is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
- Maintain communication with the ZEW Club advisor(s).
- Facilitate officers to find speakers for the meetings and contribute ideas for wet labs and field trips.
- Schedule meetings/events with appropriate University offices.
- Executive Committee will meet once a month at the discretion of the officers.
- Co-President (If needed)
  - Preside over meetings in the absence of the President.
  - Work with the President to find speakers for the meetings.
  - Inform ZEW Club members about forthcoming meetings/events.
- Secretary
  - Maintain a record of all meetings (general and executive) to be available to the members.
  - Maintain a current record of all members and set up ZEW Club email account and list serv.
  - Reserve and setup display case as needed.
  - Will help maintain the ZEW website with the Social Media Chair.
  - Will help maintain the ZEW calendar of events.
- Treasurer
  - Maintain an accurate record of ZEW Club transactions.
  - Collect dues and provide a record of paid members to the Secretary.
  - Cosign vouchers, intramural forms, etc. with the Advisor(s).
  - Identify fundraising opportunities for the ZEW Club and work with fundraising chairs.
  - Solicit additional funding from Graduate and Professional Student Senate (GPSS) and other sources as approved by the President.
- Advisor(s)

- Maintain communication and meet with officers.
- Awareness and approval of ZEW Club expenditures.
- Ensure that the ZEW Club is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
  
- Fundraising Chair(s)
  - Set up two fundraising events per semester.
  - Work with the Treasurer to set a goal for fundraising for the given year.
  
- Fish Tank Coordinator
  - Maintain tank care schedule
  - Maintain tank inventory and log book
  - Maintain communication with Dr. Starling
  - Will ask SAVMA for funds for fish supplies, if denied will coordinate with Treasurer for funding
  
- Species Specific Chairs
  - Reptile and Amphibian Chair
    - Hold one lecture and one wetlab per year.
  - Aquatic Chair
    - Hold one lecture and one wetlab per year.
  - Avian Chair
    - Hold one lecture and one wetlab per year.
  - Zoo Chair
    - Hold one lecture and one wetlab per year.
  - Wildlife Chair
    - Hold one lecture and one wetlab per year.
  - Exotic Companion Animal Chair
    - Hold one lecture and one wetlab per year.

- Additional lecturers and wetlabs may be held with the discretion of the Executive Committee.
    - If a chair is not filled, it is up to the Executive Committee to determine lecturers and wetlabs for the year.
  - Social Media Chair
    - Will maintain Facebook and Instagram with one post a month.
    - Will help maintain and update the ZEW website.
  - VM1 Representative(s)
    - Minimum of two representatives
    - Will help coordinate with Officers for meetings, lectures, wetlabs and fundraising
    - Will attend monthly meetings with Executive Committee
- Section 3: Removal of Officer/Advisor
  - If the actions of an officer/advisor are deemed inappropriate by 3/4 of the vote from all executive members then he/she may be removed from office. Specific actions deemed inappropriate may include, but are not limited to, failing to perform the duties listed of the officer position within the constitution or portraying a negative image of the ZEW Club or Iowa State University. The accused officer/advisor is allowed to speak before the Executive Committee regarding the charges brought against him/her.
- Section 4: Filling Vacant Officer Positions
  - If a position becomes vacant during a term, the Executive Committee may choose someone to fill the position following approval by a majority vote from the Executive Committee.

#### **Article VII: Risk Management**

- The Risk Management officer's duties include minimizing potential risks for club activities, recommending risk management policies or procedures to officers and members of the ZEW Club, submitting documentation to ISU's Risk Management Office for travel and/or the proper handling of food, ensuring that Iowa State University policies are followed at all of the organization's events and ensuring that necessary waivers and background checks are on file with Risk Management for events.

### **Article VIII: Finances**

- The Treasurer shall collect all money directly. If the treasurer is unavailable to collect the money, the President may collect the money as long as the Treasurer receives it within 24 hours.
- All monies belonging to the ZEW Club shall be deposited and disbursed through a bank account established 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 ZEW Club Advisor must approve and sign each expenditure before payment.
- If the ZEW Club is dissolved, all remaining funds and fish responsibilities shall be given to the Iowa State University Student Chapter of the American Veterinary Medical Association (SAVMA) with the condition that it shall be used to support College of Veterinary Medicine Student Organizations that exhibit a need for funding.

### **Article IX: Amendments & Ratifications**

- This constitution shall be brought before the Executive Committee for approval by a majority vote from the officers. Upon approval by the Executive Committee it will be brought before the general membership for approval by a majority vote from the general membership.
- Amendments/Ratification to this constitution may be drawn up by the Executive Committee and brought before the general membership.
- Amendments may be approved with a majority vote from the general membership.
- Ratifications may be approved with a majority vote from the general membership.
- Approved amendments to the constitution must be added to the constitution, the amended constitution must be signed by the President and Advisor, and submitted to the Student Activities Center within 10 days following approval.
- Ratifications must be completed, constitution signed by the President and Advisor, and submitted to the Student Activities Center within 10 days following approval.