

The Constitution of the Computer Science Graduate Student Organization

As amended August 2009

- Article I. The name of this organization shall be the Computer Science Graduate Student Organization at Iowa State University.
- Article II. The purpose of this organization is to foster communication between graduate students and the faculty for the benefit of the department and its members while demonstrating a willingness to abide by Iowa State University rules and regulations, State and Federal laws.
- Article III. Membership
- Section 1. The membership of this club shall be open to any student enrolled in a graduate degree program of the Department of Computer Science at Iowa State University. The Graduate Student Organization does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.
- Section 2. All those meeting the requirement set forth in Section 1 shall automatically be considered a member of this organization unless such person should request that they not be considered a member.
- Section 3. All those meeting the requirements set forth in Sections 1 and 2 shall be considered members and shall have the right to vote and run for office.
- Section 4. The Advisory Committee shall prepare an annual budget for submission to the Graduate and Professional Student Senate (GPSS). That organization will allocate funds to meet the reasonable expenses of the Computer Science Graduate Student Organization. All other expenses shall be submitted in a budget to the Department of Computer Science for support (this second budget shall refer to the expenses covered by the GPSS for the information of the Department).
- Article IV. Officers
- Section 1. Eligibility: Officers must
- a. 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.
 - b. 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.

- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
- d. Be members of the Graduate Student Organization.

Section 2.

Offices and Duties

- a. President: The President shall organize Advisory Committee meetings, arrange meetings, draw up meeting agendas, reserve meeting rooms, preside at all meetings, and approve and arrange special committees.
- b. Secretary: The Secretary shall be responsible for the record of all club and officer meetings, giving notice of the time and place of meetings, posting the meeting minutes, and taking attendance records.
- c. Treasurer: The Treasurer shall keep financial records and submit to the club a written financial report as appropriate. Disbursements shall be over the signature of the treasurer and the faculty advisor in accordance with the University regulations.
- d. Graduate and Professional Student Senate Representatives: The GPSS Representatives shall attend all GPSS meetings and report on the proceedings of these meetings to this organization. If these persons cannot attend one of their meetings, they must find another member in good standing to attend in their place.

Section 3.

Elections

- a. The election process will begin at the first meeting of the spring semester by selecting an officer to run the election with a majority vote of the Graduate Advisory Committee. This Elections Officer should be a person not running for a position in GAC during the election.
- b. Candidates must be able to hold an office position for Fall and Spring semesters of the following year.
- c. Election Procedure:
 - a. Nominations shall be accepted when specified by an officer of the Advisory Committee.
 - b. Election will be by secret ballot (except wherein anonymity is impossible such as in e-mail ballots).
 - c. Voting may be done through any communication method specified by the officers.
 - d. Each member in good standing may vote for a number of Advisory Committee nominees not to exceed the number of offices specified in Section 2. Each nominee shall receive no more than one vote from each voter.
 - e. The Elections Officer will track who voted in the election in order to verify no one is double-voting.
 - f. The election may be overturned and a reelection called for if a 2/3 majority of the current Advisory Council officers vote not to validate the election results. In this case, a new Elections Officer shall be selected and this procedure repeated.
 - g. The nominees receiving the greatest number of votes in the election shall be elected to the Advisory Committee.

- Section 4. The elected members of the Advisory Committee shall appoint, from their number, members to fill each of the offices specified in Section 2 of this Article.
- Section 5. The Advisory Committee may appoint additional members to the Advisory Committee to meet organizational needs.

Article V. Adviser(s)

- Section 1. Duties of the adviser(s) include meeting with the Advisory Committee, aiding communications between students and faculty, approving the spending of club funds.
- Section 2. Method of Appointment: The Advisory Committee is responsible for requesting a faculty member or members to assume the responsibilities of faculty adviser(s).
- Section 3. This appointment shall coincide with the Fall and Spring semester term of the Advisory Committee as a yearly request.

Article VI. Finances

- Section 1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Office and/or an institution approved by the 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.
- Section 2. There are no dues for this organization.

Article VII. Meetings

- Section 1. The meetings of the club shall be held at the beginning of each month unless otherwise decided by the Advisory Committee.
- Section 2. Meetings may be called by any two members of the advisory committee or upon request of five members in good standing. The purpose of the meetings must be stated in the call and meetings must be called at least two days in advance of the meeting time.
- Section 3. A meeting of not less than four members, of which at least two shall be Advisory Committee members, shall constitute a quorum to transact business.

Section 4. All Advisory Committee members must be at all meetings unless prior notice has been given to another officer.

Article VIII. Vacancies in Elected Positions

Section 1. Impeachment proceeding may be brought against any Advisory Committee member by petition which must be signed by no fewer than eight members in good standing, two of which must be members of the Advisory Committee. The motion for impeachment must be presented at least two weeks prior to a vote on the issue. The Advisory Committee member in question must be given adequate time to defend his or her actions. The motion may be passed by a 2/3-majority vote of members present and must be approved by the acting club advisor.

Section 2. Any vacancy in one of the offices named in Article IV, Section 2, shall be filled by a current member of the Advisory Committee. If Advisory Committee membership falls below the number needed to fill the named offices, then the positions must be filled by special election. Election proceedings must follow those outlined in Article IV, Section 3, Subsections c, e, f, and g. If the vacancy is in the presidential position, the Secretary shall be acting President until the position is filled.

Article IX. Amendment

This constitution may be amended at any meeting by a 2/3 vote of those present. Amendments must be presented in writing to the general membership at a regular or special meeting of the club at least two weeks prior to voting upon such amendments.

Article X. Ratification

The provisions for ratification of this constitution shall be the same as those outlined for amendments in Article IX.