

**ALPHA LAMBDA DELTA HONOR SOCIETY
CONSTITUTION 2023-2024
IOWA STATE UNIVERSITY CHAPTER**

Article I: Name

The name of this organization shall be Alpha Lambda Delta

Article II: Purpose & Goals

Promote social, academic, and professional excellence among high achieving undergraduate students qualifying for membership within the first year of their education at Iowa State.

Article III: Statement of Compliance:

Alpha Lambda Delta abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Officers on the Alpha Lambda Delta executive board agree to complete President's and Treasurer's Training annually or at the start of each new fall term.

Article IV: Non-Discrimination Statement

Iowa State University and Alpha Lambda Delta 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

Membership is open to Iowa State sophomores earning a 3.5 GPA or higher during at least one semester of their freshman year. Eligible students will be sent an invitation in march of their initiation year to join in the semester following their achievement of the qualifications.

Inauguration ceremonies will be held in late April or early May before the dismissal of classes for the end of spring semester.

Article VI: Officers

Election of officers will take place in the spring, shortly following induction. Election will require a majority vote from those members attending the election meeting. If a candidate fails to receive a majority of votes, a run-off election will be held with the top two candidates that received the most votes.

Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy. The term of office will be one full year, between spring elections.

All officers shall comprise the Executive Cabinet of the organization. The Cabinet shall call meetings when necessary to carry out business of the organization. Each officer shall be responsible for training the newly elected individual to their respective position following the spring elections. Transition documents located within the shared storage account and will be maintained to ensure smooth transition of officers. Responsibilities of outgoing officers may require, but are not limited to, passing on and explaining appropriate documents and remaining available throughout the officer transition period to give advice and answer questions.

The officers of this organization must meet the following requirements:

- (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 students, the minimum GPA is 3.5. 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)

Methods of selection for officers include:

1. Anonymous digital ballot vote comprised of all nominees recommended by faculty, other members, or self nominated
2. Recommendation by previous officer to hand the role down to
3. If necessary, the president can elect and seat members to the executive board in the circumstance there is a vacancy

The roles of each officer include:

1. President
 - Preside over all meetings
 - Represent organization on campus
 - Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement Center
 - Maintain communication with organization advisor
 - Communicate with the national offices when necessary
 - Be responsible for one of the organization's purchasing cards
2. Treasurer
 - Receive official campus organization treasurer training
 - Be responsible for one of the organization's purchasing cards
 - Maintain accurate record of organization transactions
 - Collect dues
 - Cosign organization checks along with the Advisor
3. Vice President
 - Responsible for attending all Executive Meetings and general meetings
 - Work closely with the President
 - Aiding the President in club functions, assisting in transporting items pertinent to club functions
 - Leads meetings in the event that the President is unavailable
 - Will execute the responsibilities of the position of the president If the president is unable to fulfill the duties of the club and must step aside before the next round of elections
 - Contact with other executive members must be maintained.
 - Exemplify leadership qualities and professionalism for other members to follow
 - Help minimize potential risks for club activities,
 - 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).

4. Secretary

- Maintain an accurate record of all organization meetings and emailing agenda and meeting notes to members
- Correspond when necessary with University administration and other recognized organizations
- Corresponds with other officers for coordinating speakers
- Books rooms for meetings

5. Social Chair

- Provide posters and flyers to advertise events
- Promote awareness of the club via social media
- Document yearly events and maintaining records of social events
- Planning social events for the organization

6. Philanthropy chair

- Coordinate philanthropic events involving members of the organization and the ISU community
- Propose possible charities to which funds may be donated

Article VII - Advisor

Method of Election:

When a suitable candidate is found, the Cabinet will hold a vote to select the next Advisor. They will attain this position through unanimous vote by officers. At least 2/3 of the officers must attend the vote for it to be official.

Advisor Duties

- Maintain communication and meet with officers regularly
- Be responsible for awareness and approval of financial expenditures
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement Center
- Ensure that a list of members to be inducted is sent to the national offices of both Alpha Lambda Delta prior to induction (ALD, 2 weeks before induction)
- Ensure that membership certificates and jewelry are distributed immediately upon receiving them from the national office
 - Maintain other regular communication with national offices and ensure that business is attended to in a timely fashion

Officers who do not maintain a cumulative GPA of 3.5 will be deemed ineligible to hold an office and be replaced. Officers found to be inadequately fulfilling the duties of their elected position or whose actions are deemed inappropriate by the membership may be removed from office by a unanimous vote of the other officers. At least 2/3 of the officers must attend the vote in order for it to be official

Officer impeachment and replacement:

If an officer is removed from office or becomes unable to fulfill their office (due to internship, etc.), the Cabinet may replace them by nominating candidates and then voting.

Examples of Impeachable offense:

1. Having a cumulative GPA below 3.5 for two or more consecutive semesters during their term
2. Unauthorized use of club resources for personal matters
3. Upon request by 3/4 or more of the total ALD Chapter members (through anonymous ballot).

Any officer that is removed is allowed to be present and speak during the final vote.

New officers will be approved by at least a 2/3 vote of current officers. As with officer removal, at least 2/3 of the officers must attend the vote in order for it to be official.

The current advisor is expected to serve a 4 year term. The advisor must be re-approved at the beginning of every school year. If the current advisor is found to be inadequately fulfilling the aforesaid requirements, they may be removed in the same fashion as officers, as listed above. If necessary, the officers may require the current advisor to remain in an interim position until a suitable replacement can be found and approved.

Article VIII. Finances

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. All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign every expenditure before payment. Dues shall be a one-time \$45 payment (\$30 for National ALD dues and \$15 for Iowa State Chapter). No additional dues shall be charged

Article IX. Amendments & Ratification

Amendments to this constitution may be suggested by any current officer and may be ratified by a 2/3 majority of current officers. The constitution shall be reviewed each fall by the newly elected cabinet. Each year the constitution must be voted on and approved by the general membership of your organization. At the beginning of each school year no later than one month into fall term, an updated constitution will be uploaded to Student Engagement of Iowa State University