

***Apparel, Merchandising, and Design Graduate Student Association  
Constitution as of June 2014***

**Article I. Name**

The name of this organization shall be the Apparel, Merchandising, and Design Graduate Student Association at Iowa State University.

**Article II. Purpose and Goals**

**Section One**

The Apparel, Merchandising, and Design Graduate Student Association will provide graduate students in Apparel, Merchandising, and Design at Iowa State University opportunities to: promote closer ties and collaboration between members, foster relationships between members and industry professionals, encourage community involvement, sponsor activities to promote research and scholarship, and provide opportunities for professional development.

**Section Two**

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

The AMDGSA agrees to annually complete President's Training, Treasurer's Training, and Advisor Training (if required).

**Article III. Membership**

Membership is open to any registered graduate student in good standing interested in Apparel, Merchandising, and Design at Iowa State University. Feel free to write to any of the officers or members for information on our future AMDGSA meetings.

As a member, one is required to attend at least two (2) AMDGSA meetings or events each semester, pay dues, and actively support AMDGSA projects.

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

**Article IV. Officers and Advisor**

**Officer Qualifications**

The officers of this AMDGSA must meet the following requirements:

- (a) Have a minimum cumulative grade point average (GPA) of 2.0 and meet the minimum cumulative GPA in the semester immediately prior to the election, the semester of election and 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.
- (b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), 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 a dues-paying member of AMDGSA

### **Election to Office**

Election of officers will be done in the last meeting of the academic term. Members in the AMDGSA will be notified of the upcoming elections and the annual election date through e-mail at least two weeks in advance. A dues-paying member of AMDGSA who is not running for office will preside over the election. The election of an officer for a certain title will require a majority vote from the general membership who are present at the meeting in a secret ballot. If the officer declines to accept the title, the candidate with the second most votes will be elected for the title.

All officers shall comprise the Executive Committee of the AMDGSA and meet in addition to regular AMDGSA meetings. The Executive Committee is expected to compile a report of goals and activities at the end of each academic year for submission to members and advisors.

Upon the resignation of the president, the vice president will assume the position of president. If other members of the executive committee are unable to complete their terms of office, the committee will complete that member's duties until the next election. The executive committee may hold immediate elections or wait until the regularly scheduled elections at the end of the spring semester. The term of office for officers who are elected as replacements will last until the next regularly scheduled election at the beginning of the fall term.

Upon the resignation of the treasurer, either immediate elections will be held or an Executive Committee member will assume official treasurer duties until regularly scheduled elections.

### **Term of Office**

The term of office will run for one full year, beginning at the officer's election in the spring semester and ending with the next election.

### **Officers Titles and Duties**

1. President
  - Preside over all meetings
  - Represent AMDGSA on campus
  - Coordinate functions, plans, and activities of AMDGSA through the academic term.
  - Report AMDGSA members' concerns, meeting outcomes, and AMDGSA plan of activities to AMDGSA Advisor
  - Ensure that the AMDGSA is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
  - Perform duties as faculty liaison
  - Perform other duties as required
  
2. Vice-president
  - Schedule meetings and events
  - Submit event and travel authorizations
  - Submit post-event forms

- Coordinate with event guests and technology necessary for events
  - Maintain Membership Directory
  - Keep Student Organization AMDGSA website up to date
  - Encourage membership by eligible students
  - Perform duties as Risk Management Officer by recommending risk management policies or procedures, submitting documentation to ISU's Risk Management Office, and ensuring that Risk Management procedures are implemented at all AMDGSA events
  - Preside over meetings in the absence of the President
  - Assist the President in all of the President duties
  - Perform other duties as assigned by the President
3. Secretary
- Take, maintain a record, and distribute meeting minutes to all members in the AMDGSA
  - Handle all official correspondence of the AMDGSA
  - Prepare schedule and report of AMDGSA activities
  - To perform other duties as assigned by the President
4. Treasurer
- Collect AMDGSA membership dues
  - Maintain accurate records of AMDGSA transactions
  - Become familiar with University accounting procedures and policies
  - Prepare and submit financial report to Executive Committee at each Executive Committee meeting
  - Prepare and submit financial report to all members in the AMDGSA upon request
  - Solicit additional funding from the student government in association with the President
  - Develop an annual AMDGSA budget and present to membership
  - Perform other duties as assigned by the President
5. Public Relations Chair
- Coordinate AMDGSA promotion and publicity of events
  - Propose fundraising opportunities for the AMDGSA in conjunction with the Executive Committee
  - Schedule events in conjunction with the Executive Committee
  - Produce, obtain approval to post, and post flyers for events
  - Project anticipated budget for promoting AMDGSA and events for presentation to the Executive Committee
  - Photodocument events
  - Perform other duties as assigned by the President

The Executive Committee may propose that two or more officer titles may be combined with the exception of President and treasurer. The Executive Committee may propose that a previously retired position may be reinstated or a new position may be created. A change in the composition of the Executive Committee will be presented as an amendment to the Constitution and will follow requirements as such.

### **Removal of Officers**

Officers who violate the university policy or conduct behaviors deemed inappropriate by the membership may be removed from the AMDGSA with the petition of the members. The officer may appeal his/her removal to Advisor, Executive Committee and general membership. The decision to repeal the removal will need at least 2/3 vote of the members who present at the meeting. The officer is not permitted to participate in deliberations regarding charges.

Behaviors deemed inappropriate include:

- Misusing status as an officer for personal gain
- Unwillingness to participate in AMDGSA meetings, events, and activities
- Not attending to duties as specified in the Constitution
- Participating in illegal or unethical activities

### **Replacement of Officer**

If an officer is removed, the replacement procedure is the same as the election procedure described in Article IV.

### **Appointment of Advisor**

The advisor will be selected by officers, and will serve as advisor at his or her leisure. The advisor's duties will include:

- Review and approve financial expenditures
- Assist the officers in accomplishing the purpose of the AMDGSA
- Provide reference of resources for AMDGSA activities

Advisors who violate the university policy or conduct behaviors deemed inappropriate as listed above may be removed from the AMDGSA with the petition of the members. The advisor may appeal his/her removal to the Executive Committee and general membership. The decision to repeal the removal will need at least 2/3 vote of the members who present at the meeting. The advisor is not permitted to participate in deliberations regarding charges. A new advisor will be selected by the Executive Committee and asked to serve.

### **Article V. Finances**

All monies belonging to AMDGSA shall be deposited and disbursed through a bank account established for AMDGSA 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 (2 business days) after collection. The Advisor to AMDGSA must approve and sign each expenditure before payment. The treasurer shall maintain all financial records.

Dues for the AMDGSA are \$15 per academic year, or \$10 for students who attend ISU for only one semester in a given academic year. All members must pay dues at the first meeting of each semester or make arrangements to do so immediately thereafter. An increase in dues will be presented as an amendment to the Constitution and will follow requirements as such.

Upon dissolution of the association for any reason, in the event that no other provisions have been made regarding the disposition of all its assets, all of its assets remaining after the satisfaction of all other obligations shall revert to the AESHM Department upon the expiration of 120 days from the date of its dissolution.

**Article VI. Amendments**

Any proposed change or addition to the Constitution shall be considered an amendment and shall be prepared in writing and voted on by members. To accept an amendment, a meeting must be held with at least 50% of active membership in attendance. An amendment must have a majority vote of those in attendance to pass.