**Article 1 – Name and Objectives**1. The name of this organization will be the Wilson Chapter of Alpha Zeta Agriculture Honorary Fraternity and will be located at Iowa State University, Ames, Iowa, and shall hereafter be referred to as the Wilson Chapter.

2. It will be the object of Alpha Zeta to promote directly and indirectly the interests of the students in the College of Agriculture and Life Sciences, particularly as these interests relate to their professional advancement and to the parent society, the National Chapter Alpha Zeta which shall hereafter be referred to as the National Chapter.

3. This constitution, and any by-laws or rules adopted in its connection, will not oppose the rules, regulations, and policies of the National Chapter, which pertain to its student branches.  A copy of the constitution will be available on the Wilson Chapter website for all members to view.

4. This constitution, and any by-laws or rules adopted in its connection, will not oppose the rules, regulations, and policies of Iowa State University.

5. Alpha Zeta will abide by Iowa State University rules and regulations, state and federal laws.

**Article II – Membership**

1. Qualifications for student membership are as follows:

        a.) Any student who is enrolled in Iowa State University’s College of Agriculture and Life Sciences;

        b.) Completion of thirty or more academic credits with a cumulative grade point average placing said student in the upper two-fifths (2/5) of his or her class;

         c.) Evidence satisfactory to the Chapter that said student reflects those qualities of scholarship, character and leadership which are consistent with the ideals of the Fraternity;

        d.) Completion of the initiation Ritual; and

        e.) Payment of all initiation fees required for student membership.

         i.) Dues for new initiates will be $100. Of this total, $95 goes to the National Chapter and $5 is paid to the Wilson Chapter.

2. Dues for existing members will be $40. Of this total, $30 goes to the National Chapter and $10 is paid to the Wilson Chapter.

3.  All active members, in that members are due paying and satisfy the attendance policy (see Article IV, Meetings), will be provided a cord for graduation purchased by Alpha Zeta. Members who are not considered active can still purchase a graduation cord on their own.

4. Members of the Wilson Chapter, who have violated the Wilson Chapter’s bylaws, or who are guilty of conduct unbecoming a member, may be expelled by a two-thirds vote of the members of the Wilson Chapter present and voting at a regular or special business meeting, after they have been given an opportunity to be heard in their own defense, either orally or in writing.

5. Iowa State University and Alpha Zeta does 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 III – Statement of Compliance:

“Wilson Chapter of Alpha Zeta abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Article IV: Non-Discrimination Statement:

Iowa State University and Wilson Chapter of Alpha Zeta 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 III – Officers and Advisors**

1. The officers of the Wilson Chapter will be Chancellor, Censor, Treasurer, Scribe, Chronicler, Sergeant at Arms, & the Ag-Council Representative.

2. The Chancellor will preside at all meetings when present; shall assume active leadership of the Wilson Chapter and perform other customary duties of the office; and shall have the power to call special meetings.  He/She will be a non-voting member of the Wilson Chapter.The Chancellor shall also act as a president for Iowa State University Student Organization policies and as such, complete annual President’s Training. The Chancellor will also act as a liaison to Iowa State University Risk Management and ensure that Alpha Zeta follow all Risk Management procedures.

3. The Censor will preside in the absence of the Chancellor.  His/Her major duty will be the preparation of programs for the Wilson Chapter meetings.  He/She will also be responsible for sending letters of invitation and appreciation to guest speakers.

4. The Treasurer will collect and receive all dues, fees, and other money due to the Wilson Chapter.  He/She will properly care for such monies and upon proper authorization pay them out to meet the obligations of the Wilson Chapter.  He/She will keep suitable financial records and accounts of all such money.  The record will be subject to the rules of Iowa State University, which govern student organizations, and will be kept open for inspection by any member or college authority. As such, the treasurer shall complete Treasurer’s Training annually.

5. The Scribe will keep the minutes, and other official records of the Wilson Chapter.  He/She will be responsible for sending out the minutes from the prior meeting and the tentative agenda for the upcoming meeting before every regular meeting or special meeting.

6. The Chronicler will maintain and update the website for the Wilson Chapter.

7. The Sergeant at Arms will maintain order at Wilson Chapter meetings and see that rules of parliamentary procedure are followed.  He/She will, do the best of his/her ability, see that business meetings progress in a proper and efficient manner.  He/She will be in charge of making arrangements for refreshments served at the regular meetings. He/she will keep track of the attendance of members at meetings/ and member standing

8. The Ag-Council Representative will meet the qualifications required by these respective councils.  These individuals will report pertinent information from his/her respective council to the Wilson Chapter members at any regular or special Wilson Chapter meeting.

9. All officers of the Wilson Chapter will be members of the Wilson Chapter who are in good standing and have been enrolled at Iowa State University for two full semesters before assuming office.  A candidate for Chancellor must be one whose term of office will fall in his/her junior or senior year.  A candidate for Censor must be of at least a sophomore status.  Any officer that has been expelled from the Wilson Chapter will immediately be removed from office.  All officers must also meet the Iowa State University requirements below:

        (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).

10. The advisors will be a Head Faculty Advisor and an Assistant Faculty Advisor who will be the official representatives between the Wilson Chapter and the Iowa State University College of Agriculture and Life Sciences.  They will counsel officers, members, and committees of the Wilson Chapter.  They will be members of the National Chapter in good standing.  The Executive Council will appoint an advisor from a compiled list of candidates during the Wilson Chapter officer election late in the spring semester.  The chosen volunteer will serve a two-year term.  The Wilson Chapter will have two faculty advisors.  Each advisor will hold the title of Assistant Faculty Advisor the first year, and Head Faculty Advisor for the second year.  Faculty Advisors are not subject to the same dues as student members. Faculty Advisors must act as advisors according to Iowa State University Student Organization policies, and as such, must complete annual Advisor Training.

1. Any Advisor, for conduct unbecoming of their role, may be removed by a two-thirds majority of the members of the Wilson Chapter present and voting at a regular meeting, but only after specific charges in the form of a petition signed by two-thirds of paid members has been filed with the Secretary and after they have been given an opportunity to be heard in their own defense, either orally or in writing.
2. Impeachable offenses may include, but are not limited to: any illegal activity, removal from their position at Iowa State University, or discrimination towards or harassment of any member of Alpha Zeta.

11. The Executive Council will consist of the officers as provided in Article III, Paragraph 1, and the advisors as provided in Article III, Paragraph 12.  Two-thirds of the officers will constitute a quorum for the transaction of business.  The advisors will be non-voting members of the Executive Council.  The Executive Council may postpone regular meetings or call special meetings when in their judgment such action is to the best interests of the Wilson Chapter.  They may act at once on any business of an urgent nature.

12. Any officer or advisor, for conduct unbecoming of his/her office, may be removed by a two-thirds majority of the members of the Wilson Chapter present and voting at a regular meeting, but only after specific charges in the form of a petition signed by two-thirds of paid members has been filed with the Secretary and after they have been given an opportunity to be heard in their own defense, either orally or in writing.  If the President is charged, the Vice President will preside.

a) Conduct unbecoming of an officer of Alpha Zeta which would be considered an impeachable offense could be, but is not limited to: any illegal activity, discrimination or harassment of a member of Wilson Chapter of Alpha Zeta, or failing to meet the minimum requirements of Wilson Chapter of Alpha Zeta members.

Article IV – Risk Management:

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to (name of student organization), [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events

**Article IV – Meetings**

1. The Executive Council will decide at the beginning of each semester when to hold meetings.  A minimum of one scheduled meetings or activities will take place each month during the school year.  This schedule will hold true except during vacations, final exam weeks, or when so changed by the Executive Council.  The Executive Council shall meet prior to the regular Wilson Chapter meeting so that the regular meeting can be handled more efficiently.

2. Attendance of the student members at meetings shall be obligatory; sickness, class, evening exams, absence from town or absences for good reason approved by the Executive Council, alone being considered sufficient excuses. Written excuses are required and must be returned in to the Sergeant-at-Arms prior to the schedule meeting.

3. Membership may be canceled for sufficient cause (50% percent unexcused absences during the academic year, non-payment of dues, or non-fraternal actions with definite evidence of lack of interest) to be established by the chapter officers, two-thirds (2/3) vote of the active chapter members, approval of the Faculty Advisory Committee, and with the concurrence of the High Council.

**Article V – Elections and Installations**

1. Officers will be elected at the last meeting in the Fall Semester to serve for one year, or if the office is vacated.  A special election may be held upon a two-thirds vote pending a quorum of the Wilson Chapter membership being present, but special effort will be made to notify all members of the date of voting.

2. Faculty Advisors will be voted on during the last meeting of the Fall Semester to serve for a two-year term in accordance with Article III, Paragraph 12.

3. New officers will be installed following their election, at the first meeting in the Spring Semester.  The retiring Chancellor, emphasizing the aims and ideals of the Wilson Chapter, will conduct a proper installation ceremony.

4. The new officers and faculty advisors shall read the constitution soon after receiving their position.  The retiring Chancellor shall remind new officers at the election to read the constitution.

5. Candidates running for an office who are not elected may be allowed to run for the next office being voted on.  Candidates will be voted on in the order provided in Article 3, Paragraph 1, starting with the Chancellor.

6. Officer nominations shall take place at the regular business meeting one meeting prior to the elections meeting.  Voting will take place at the next regular meeting after nominations have been closed by a simple majority vote.  A majority is needed to elect a candidate.  If a majority cannot be reached a run-off of the two highest vote getters will take place.  If the run-off candidates tie the Chancellor will cast the deciding vote.

7. If an officer or adviser is removed the replacement procedure is the same as the election procedure described in Article V, Paragraph 1.  It shall take place at the first meeting following the removal of the previous officer/adviser.

**Article VI – Committees**

1. Committees of the Wilson Chapter will be created/dissolved following proper discussion of and majority vote of the officers of the Wilson Chapter.  To create a new committee, there must be substantial evidence of a need for their existence and purpose for their actions and activities.  All committees will be dissolved by the Sunday before the start of the next Spring Semester or if there is substantial evidence their function is no longer needed or required by the Wilson Chapter, and a majority vote by the Executive Council.

2. It will be the duty of the Wilson Chapter Scribe to record created/dissolved committees when applicable.  He/She will also have in the minutes stating reasons why anyone committee was created/dissolved and the functions and duties of each.

3. The committee chairperson will be appointed by a majority vote of the Executive Council.

4. The committees will be comprised of volunteers from the Wilson Chapter.

**Article VII – Miscellaneous**

1. A regular meeting agenda will be distributed at least one day prior to the meeting and will include the planned business and program for the coming meeting and other items of student interest by the Scribe as provided by Article III, Paragraph 5.  Necessary expenses will be paid out of funds from the Wilson Chapter treasury.

2. 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 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

3. The Wilson Chapter will have the authority to buy, maintain, operate, and sell properties subject to the limitations prescribed by Iowa State University and the National Chapter.

4. This Constitution will become effective when it has been adopted by a two-thirds vote of the members present at any regular or special meeting.  Amendments may be adopted in the same manner.

5. The Constitution may be revised only if three-fourths of the members present at any regular meeting approve.

6. Any officer elected prior to the revision of the Constitution shall not be removed from office for violating provisions discussed in Article III, Paragraph 11.

7. The Constitution shall be revised bi-annually by the Executive Council and be ratified by three-fourths of the members present at the second regular business meeting of the Fall Semester.

8. This copy was revised on October 13th,2015 written by the 2015 Alpha Zeta Executive Council.