***Article I: Name***

The name of this organization shall be the Cyclone Family Weekend Planning Committee. In the general public and to the Student Activities Center, we will be known as ***Cyclone Family Weekend***, or ***CFW***.

***Article II: Purpose and Goals***

**Section One: Mission**

Iowa State University’s Cyclone Family Weekend celebrates the Cyclone Family through events and activities that connect families to Iowa State University.

**Section Two: Goals**

CFW will:

1. Plan events which appeal to the entire Cyclone Family
2. Involve and encourage current ISU students and family members to attend CFW events
3. Coordinate with university officials and the Iowa State University Parents’ Association in promotion of CFW’s all-university events
4. Coordinate with the Ames community to provide opportunities for connection of the Cyclone Family to the greater Ames area.

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

**Section One:**

CFW abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

**Section Two:**

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

***Article IV: Statement of Compliance***

Iowa State University and CFW 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. Inquiries can be directed to the Director of Equal Opportunity and Diversity or to the Student Activities Center.

***Article V: Membership***

**Section One: Qualifications**

CFW shall be open to all registered students of Iowa State University and interested community members, who are also in accordance with the established values of the university and the university’s nondiscrimination statement (previously stated in Article IV).

**Section Two: Classifications**

CFW general membership classifications include:

Executive co-chairs and Business Manager – Collectively referred to as *Officers*. These individuals are responsible for all aspects of CFW and provide direction to all members of CFW

Committee chairs/co-chairs – Collectively referred to as *Members*. These individuals are actively involved in the planning and preparation of all CFW events. This is a one-year commitment from January to December.

Family Weekend Aides – Hereafter referred to as *CFW Volunteers*. These individuals serve in volunteer capacities and assist chairs/co-chairs in on-site preparation and facilitation of events. This is a one-week commitment. Because of the temporary nature of their position, CFW Volunteers are not required to attend regular meetings, do not have voting privileges, and can be dismissed by the authority of one officer and the advisor of the organization.

**Section Three: Selection of Members**

The active officers and advisers select the following year’s officers through an application and review process, with an optional interview process at the discretion of the officers and advisor(s) at the end of the fall semester.

The new officers and advisers will then select committee chairs/co-chairs through an application and review process, with an optional interview process at the discretion of the officers and advisor(s) at the beginning of the spring semester.

Changes to this timeline may be made by unanimous consent of current officers and advisers.

Vacancies occurring at times outside the set timeline will be filled by current officers and advisers by an application and review process, with an optional interview process at the discretion of the officers and advisor(s), followed by a 2/3 vote of all current committee chairs/co-chairs.

**Section Four: Remaining in Good Standing**

As a member, one is required to attend organizational meetings regularly, carry out tasks assigned to them and actively support the organization and its events. Membership may be revoked by the officers in coordination with advisers.

Those members not fulfilling their duties may be removed from the committee by a 2/3 vote of all current committee chairs/co-chairs.

***Article VI: Officers***

**Section One: Definition**

Officers are the Executive Chairs (Business Manager, Risk Manager, Catering and Event Authorization Chair, Communications Chair, Events Chair and Promotions Chair)

Committee members are the individuals who preside under the perspective chairs.

**Section Two: Term of Office**

Officers will be selected during the fall semester and they will continue in those positions until new officers are selected to succeed them. After which, they will be utilized as mentors as needed for the new officers.

Committee members will be selected during the spring semester and they will continue until end of the year reports are due. After which, they have the opportunity to be selected for an executive position.

**Section Two: Requirements**

CFW officers and committee members must meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) of 2.00 during the semester immediately prior to the appointment, the semester of appointment, 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 semesters in question. There will be no exceptions to the Student Activities Center’s standards, but exceptions to CFW-specific qualifications may be made by the adviser (in the case of officer GPAs) and the agreement of adviser/executive board (in the case of committee member GPAs).
2. Be in good standing with the university and enrolled at least half time during the term of office if an undergraduate student (six or more credit hours unless fewer credits are required to graduate in the spring and fall semesters), and at least half time during the term of office if a graduate level student (four or more credits unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement).

An officer or committee member will be ineligible to hold an office should s/he fails to maintain the requirements as prescribed in (a) and (b).

***Article VII: Duties and Position Descriptions***

Duties are subject to change upon the recommendation of the officers and advisers.

**The entire Cyclone Family Weekend (CFW) planning committee will:**

* Plan events which appeal to the entire Cyclone Family
* Involve and encourage current ISU students and family members to attend CFW events
* Recruit CFW Volunteers (student volunteers that help with CFW) by attending events where recruitment takes place (ClubFests, etc.)
* Represent CFW at campus events
* Coordinate with other committee members in preparing events
* Coordinate with university officials and the Iowa State University Parents’ Association (ISUPA) to promote CFW events
* Participate in all CFW activities

**Executive Chairs (up to 5 hours a week)**

The Cyclone Family Weekend Executive Chairs facilitate the coordination of the committee meetings and planning of the CFW activities. The Chairs report to the Iowa State Parents’ Association Board of Directors. The Chairs are responsible for keeping the committee on task, maintaining motivation and enthusiasm, and ensure committees complete their tasks.

All Chairs Responsibilities include:

* Selecting and training individual CFW Committee Member teams
* Determining the responsibilities delegated to the committee teams
* Arranging and running team committee meeting
* Attending weekly chair/adviser meetings
* Recruit and train CFW Volunteers
* Submit an annual compilation of information and data for future executive chairs
* Serving as mentors to their successors
* Help in the selection and hosting of Family of the Year
* Completing office hours (minimum two hours/week)

# Business Manager

# Attend meetings between chairs and advisers and serve as a member of the executive group

* Complete all clerical work
* Submit application for Government of the Student Body organizational funding in February
* Supervise expenditures, including approving expenses and writing vouchers for bills
* Prepare a financial report after CFW to be distributed to the ISU Parents’ Association, Government of the Student Body, and Campus Organizations Accounting office
* Order all merchandise and apparel for Family Weekend and committee
	+ Committee Apparel
	+ Purchase CFW Merchandise
	+ Name tags
	+ All Volunteer and Committee shirts
	+ Family of the Year plaque
* Hold office hours in the CFW East Student Office Space (minimum 2 hours/week)

 **Risk Manager**

* Minimize potential risks for club activities
* Recommend risk management policies or procedures to CFW
* Submit documentation to ISU's Risk Management Office
* Ensure proper waivers and background checks are on file with Risk Management for events (if applicable)

**Events and Catering Chair**

* Attend meetings between chairs and advisers and serve as a member of the executive group
* Arrange and reserve all rooms for executive and committee meetings
* Submit EAC form and attend EAC meeting
* Arrange and reserve all locations for Family Weekend activities
* Contract local caterers
* Work with ISU Dining and arrange all other catering needs
* Hold office hours in the CFW East Student Office Space (minimum 2 hours/week)
* Partner with other campus organization for events
* Coordinate all events that are apart of Cyclone Family Weekend
	+ Check-in
	+ Friday Night Entertainment
	+ Family Activities
	+ Tailgate
	+ College Receptions
	+ Tailgate
	+ Brunch

 **Communications Chair**

* Attend meetings between chairs and advisers and serve as a member of the executive group
* Maintain and organize website. [www.familyweekend.iastate.edu](http://www.familyweekend.iastate.edu)
* Responsible for all incoming and outgoing email for cfw@iastate.edu
* Run an information station during the weekend
* Handle all other forms of communication for the executive members and committee
* Hold office hours in the CFW East Student Office Space (minimum 2 hours/week)
* Develop CFW marketing plan that will target different student populations in order to increase participation
* Design all CFW publications (brochure, teasers, ads, posters, CFW booklet etc.)
* Coordinate press releases for the media and Iowa State entities
* Design/write invitations to events and thank you letters after
* Reserve booths, bulletin boards and display cases for CFW publicity
* Develop a list of and solicit Ames area businesses to serve as CFW sponsors
* Make sponsorship contracts between CFW and businesses
* Generate new publicity opportunities for sponsors
* Gather and disseminate gift certificates, discounts and prizes
* Hold office hours in the CFW East Student Office Space (minimum 2 hours/week)

 **General Committee**

* Attend meetings between chair and advisers and serve as a member of the specified committee
* Assist committee chair in all assigned task
* Fulfill other duties as assigned
* Hold office hours in the CFW East Student Office Space (minimum 1 hour/week)

***Article VIII: Advisers***

**Section One: Selection**

CFW is advised by the Program Coordinator for Student Assistance in the Dean of Students Office who works closely with the adviser to the ISU Parents’ Association. The CFW adviser assignment is continuous. Removal and/or re-appointment is decided by a 2/3 vote of current committee members and the approval of the Dean of Students and the ISU Parents’ Association.

Co-advisers may consist of graduate students, ISU faculty/staff, or any other interested ISU community member. If there is an interest in a co-advisory role, the interested party would work closely with the advisor(s) and officers to see if the arrangement is mutually beneficial.

**Section Two: Duties**

* Attend officer and committee meetings
* Encourage mentor/mentee relationships
* Advise individual members of the committee when needed
* Be available and accessible to all CFW committee members

***Article IX: Finances***

**Section One: Dues**

CFW shall not charge its members membership dues. If dues are mandated because of university policy, they will not exceed $10 per member and will be paid for by the ISU Parents’ Association.

**Section Two: Sponsorship**

Financing is established through the Iowa State University Parents’ Association, the Government of the Student Body, and area businesses.

**Section Three: Accounts**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting Office.

***Article X: Amendments & Ratification***

**Section One: Amendments**

Amendments to this constitution must be submitted in writing at a regular meeting of the organization or a meeting of the officers and advisers. Said amendment(s) will be voted on at a subsequent committee meeting. In order to adopt the amendment, a vote of 2/3 of the membership in attendance is necessary. Amended constitutions will be submitted within 10 days to the Student Activities Center for approval.

**Section Two: Ratification**

This constitution shall become effective upon approval by a ¾ vote of the officers and advisers. Ratified constitutions will be submitted to Student Activities Center within 10 days for final approval.