Iowa State University- Student and Family Outreach Team

Constitution

Adopted in current form: November 2020

 The Student and Family Outreach Team works to promote academic, social, and personal success at Iowa State in conjunction with the DSO ambassadors. This group works to plan events and support the DSO in ventures pertaining to the general student body. Each year’s executive committee will decide what those specific programming needs are.

The Student and Family Outreach Team is open to all registered students in good standing at Iowa State and 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. The Student and Family Outreach Team abides by and supports established Iowa State University (ISU) policies, State and Federal laws, and local ordinances or regulations. The Student and Family Outreach Team agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training (if required).

1. Structure
	1. Executive Board
		1. The executive board shall consist of student employees of the Dean of Student Office, previously known as the DSO ambassadors. Within the executive team there will be 10 officers: President, Secretary/ Treasurer, Family Weekend Committee Chairs (2), PR Committee Chairs (2), Future Cyclone Committee Chairs (2), and Community Engagement Chairs (2). The executive team will be considered student employees by the Dean of Students Office. The process for joining the executive board will be as follows.
			1. Potential executive members will submit an application and go through an interview process with both the graduate advisor and staff advisor. If the applicant passes the interview process, they are now a student employee and a member of the executive team. If the applicant fails the interview process, they are not a student employee, however they can still serve on a committee, just not as an executive team member.
			2. Elections of President and Secretary/ Treasurer will be held in April of each year or as needed. Only executive team members may run for president or secretary/ treasurer and only executive team members have voting powers for those positions.
		2. Executive team will serve for the whole academic year. Duties expected of all executive officers include attending all Student and Family Outreach Team general meetings, report on weekly tasks, submitting activity reports, being familiar with the Constitution and Bylaws. Duties expected of individual members areas follows:
			1. President
				1. Organize agendas, run meetings, and attend weekly meetings with the DSO Outreach Graduate Advisor. The President is also in charge of giving a direction to the Dean of Students Office; helping members accomplish Dean of Students Office goals and improving the Dean of Students Office.
			2. Secretary/ Treasury
				1. Keep and make public the minutes of Student and Family Outreach Team meetings Organize overall budget, maintain a ledger, and perform other financial duties as requested by Student and Family Outreach Team.
			3. Family Weekend Committee Chairs
				1. Family Weekend celebrates the Cyclone Family through events and activities spanning one weekend in the fall. The Family Weekend committee plans and promotes this event and chooses the Family of the Year. Chairs will coordinate committee meetings, set agendas for individual committee meetings, and direct the actions of the committee.
			4. PR Committee Chairs
				1. Organize publicity campaigns and employ media outlets to inform the campus community of the activities of the Student and Family Outreach Team. Chairs will coordinate committee meetings, set agendas for individual committee meetings, and direct the actions of the committee.
			5. Future Cyclones Committee Chairs
				1. Organize and plan events focusing on Future Cyclones, including but not limited to Daily Visits, Experience Iowa State, and other K-12 activities. Chairs will coordinate committee meetings, set agendas for individual committee meetings, and direct the actions of the committee.
			6. Community Engagement Chairs
				1. Organize and plan events focusing on current Cyclones, including but not limited to classroom presentations, tabling opportunities and other outreach activities. Chairs will coordinate committee meetings, set agendas for individual committee meetings, and direct the actions of the committee.
	2. Committees
		1. Membership shall be open to all students that meet the following criteria.
			1. 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.
			2. Be a registered student 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.
		2. Committee members will preference committees during the application process and conduct interviews with the chair of respective committees in order to ensure a good fit.
		3. New members may join preexisting committees at any time. A special emphasis on recruiting new members will be publicized at the beginning of the fall and spring terms.
	3. Advisors
		1. Must maintain communication and meet with officers regularly.
		2. Be aware of financial expenditures.
		3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.
		4. Should the adviser not fulfill the above-mentioned duties, the executive board of DSO Outreach shall inform the adviser that they plan to have an impeachment vote at the next general meeting. The adviser may then speak with the executive board about this decision. If the executive board still feels as though the adviser should be impeached, they will make a recommendation to the general members to impeach the adviser. The adviser should be present for these proceedings and will be allowed to speak before this vote. If there is a three-fourths (3/4) vote of the attending body, the adviser will be impeached.
		5. Should the advising position become vacant by impeachment or by voluntarily stepping down, a new adviser shall be appointed by the Dean of Students Office.
2. Impeachment
	1. Officers or advisors may be removed from office by 2/3 vote of the other officers if their actions are deemed inappropriate by the board. The officer is permitted to speak before the Executive Board and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Board regarding the charges.
		1. If issues of concern not resolved by the criteria above arise, those shall be determined on a case-by-case basis by discussion of the Student and Family Outreach Team Executive Board.
	2. Impeachment shall be in order upon misfeasance, malfeasance, or nonfeasance of duty as prescribed by this Constitution and Bylaws.
	3. Impeachment Procedures
		1. A member of the Board must bring written notification of impeachment before the Board.
			1. The Board member bringing the impeachment shall be the petitioner.
			2. The Board member being impeached shall be the respondent.
		2. The Advisor or Co-Adviser shall immediately notify the respondent.
			1. The petitioner shall then present reasoning and evidence for impeachment.
			2. The Board shall automatically recess for five (5) minutes, after which it shall deliberate and vote on impeachment.
				1. A two-thirds vote shall result in impeachment.
			3. If the Board votes to impeach the respondent, a removal hearing shall be scheduled within twenty-four (24) hours of adjournment.
3. Finances
	1. 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 Advisor to this organization must approve and sign each expenditure before payment.
4. Amendments
	1. Amendments to the constitution may be proposed by any member of Student and Family Outreach Team.
	2. The proposed amendment should be submitted, in writing, to the Student and Family Outreach President. It will be discussed in the next general meeting and voted on in the following general meeting.
	3. This constitution may be amended with a three-fourths (3/4) vote of the attending Student and Family Outreach Team, providing notice was given at the meeting prior to the vote
	4. If ratified, this constitution shall become effective immediately; and all previous constitutions shall become null and void.