

Human Computer Interaction Student Group

Constitution

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Article I Name

Section I: Organization Name

The name of this organization shall be known as Human Computer Interaction Student Group at Iowa State University.

Article II Purpose & Goals

Section I: Purpose

This group has been established to facilitate communication and help foster collaboration between the interdisciplinary group of Human Computer Interaction (HCI) students and those interested in HCI as well as to provide a forum for student researchers at Iowa State to disseminate their most recent research findings.

Section II: Goals

Our goal is to inspire intellectual exchange and research collaborations among Iowa State faculty, students, staff and the external HCI community. From distinguished lecturers and workshops, to social events like tailgating and game nights, the Student Group connects students to tools that will help them succeed.

Article III Statement of Compliance

Section I: Statement of Compliance

Human Computer Interaction Student Group abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations Human Computer Interaction Student Organization agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

Article IV Non-Discrimination Statement

Section I: Non-Discrimination Statement

Iowa State University and Human Computer Interaction Student Group 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

Section I: Membership

Membership shall be open to all registered students at Iowa State University with an interest in Human Computer Interaction. All graduate students enrolled in the Human Computer Interaction program will automatically be members of the organization, and those not enrolled in the program but who have an interest enough to attend at least half of the meetings shall also be counted as members.

Article VI Officers

Section I: Executive Positions

The following are Executive positions of the Human Computer Interaction Student Group:

- A. President
- B. Vice President
- C. Treasurer
- D. GPSS Representatives
- E. Online Student Representatives
- F. Social Media Representative
- G. Event Organizing Manager
- H. Outreach Coordinator
- I. The Executive Officers are hereby known as the Executive Committee.

Section II: Executive Committee Member Requirements

The executive officers, including the president, of the Human Computer Interaction Student Group must meet the following requirements:

- A. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. The minimum GPA is 3.0.
- B. Be in good standing with the university and enrolled: at least half time (four or more credits, 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 a graduate student in the Human Computer Interaction program in good standing with the program.
- D. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (A), (B) and (C).
- E. Executive officers are expected to attend organization functions and should notify the President or other responsible party when they have a conflict. In cases of online student members, exceptions may be made.
- F. The Online Student Representative is an optional role that must be filled by an online HCI student.

Executive Officer Term:

- A. All officers, except the Event Organizing Manager, will serve a 2-semester term coinciding with the university calendar year.
- B. Executive responsibility transitions take effect after the termination of Spring Semester.
- C. The Event Organizing Manager serves a variable term that coincides with the planning needs of the specific event they are appointed to organize. For example, an Event Organizing Manager in charge of Usabilathon would begin their term in September and finish no earlier than one-week after the event in late March/early April, to give time for concluding duties.
- D. The Online Student Representative positions are optional positions that may be filled if an online student candidate wishes to apply. If no student wishes to apply, the position will remain vacant.

Section III: Officers Appointment

The term of office will be one year for all officers. Officers, except for the Event Organizing Manager, are elected in the Spring semester to be in office by the first of May. Elections are to be a simple majority vote of all members, not including abstainers, and shall take place by the middle of April. Any member meeting the requirements for

officers are free to nominate themselves and officers from previous years are free to be re-elected as long as they continue to meet the requirements to be an officer.

The Event Organizing Manager is appointed by the current executive committee. Applications are solicited and collected for a period of one week, and the appointee is notified within four weeks. Any member meeting the requirements for officers, as well as officers from previous years, are free to apply for the position. The position may also be filled by a current officer as a joint appointment. The Usabilathon Event Organizing Manager will be appointed by a simple majority vote of all officers, not including abstainers.

Section IV: Replacement of Officers

In the event of a vacancy, all members will be free to nominate himself or herself or another member that meets all of the requirements of being an officer. Elections will take place to fill the vacant position no more than one month after the vacancy occurs. The new officer will be elected by a simple majority vote of all executive members, not including abstainers.

Section V: Impeachment/Removal of Officers

An officer may be removed from office if a member in good standing calls for impeachment, with another member seconding the motion. An impeachment requires 2/3 of all members to approve it in an impeachment trial that will occur no earlier than two weeks after the call for impeachment and no later than one month after the call for impeachment. The impeachment offenses may be in the form of not completing the duties described in this constitution and any other acts of unprofessional or immoral conduct. The impeached person is allowed to be present and speak at the trial but is not permitted to be present at the vote. The replacement of an officer is conducted with the procedure outlined in Section IV: Replacement of Officers.

Section VI: Executive Officer Duties

President

- A. Preside over all meetings
- B. Represent organization on campus
- C. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
- D. Maintain communication with organization adviser and officers
- E. Lead behind-the-scenes meetings
- F. Help plan and organize social activities for the organization (or establish a committee to perform this duty)

Vice-president

- A. Assumes the President's responsibilities upon their absence

- B. Preside over meetings in the absence of the President
- C. Schedule meetings/events with appropriate University offices
- D. Coordinate organization promotion and publicity of events
- E. Help plan and organize social activities for the organization (or establish a committee to perform this duty)

Treasurer

- A. Complete all required treasurer training to keep the organization in good standing with the university
- B. Maintain accurate record of organization transactions
- C. Communicate financial status to executive officers
- D. Develop organization budget and present to membership for $\frac{3}{4}$ vote
- E. Cosign organization checks along with the Adviser
- F. Solicits additional funding if needed from the Student Government
- G. Manage access to and usage of university purchasing cards
- H. Association in conjunction with the President

Adviser

- A. Maintain communication and meet with officer(s) regularly
- B. Awareness and approval of financial expenditures
- C. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
- D. Serve as a resource and liaison in communications with the Human Computer Interaction Student Organization and department, and Iowa State University.
- E. Advisers may attend executive meetings and advise on matters pertaining to the executive committee

Event Organizing Manager

- A. Oversee the organization of the appointed event (for example, the ISU Usabilathon)
- B. Establish, in conjunction with the Vice President, the Event Organization Committee
- C. Coordinate and lead weekly meetings with the Event Organization Committee
- D. Develop Event Budget, in conjunction with the Treasurer
- E. Solicit event funding (if applicable)
- F. Maintain the Operations Manual for the event

Outreach Coordinator

- A. Oversee the organization of outreach events
- B. When needed, establish a committee, in conjunction with the Vice President
- C. Coordinate and lead committee meetings as needed
- D. Develop Event budget, in conjunction with the Treasurer
- E. Organize outreach event with interested parties
- F. Maintain the Operations Manual for outreach events

Graduate and Professional Student Senator(s)

- A. The number of senators is determined by the GPSS by-laws and executive board.
- b. Attend all GPSS meetings and report relevant news back to the executive board and general membership

Online Student Representative(s)

- A. Inform the group about online student needs
- B. Represent online students in the HCI organization and department
- C. Help coordinate events for online students

Social Media Representative

- A. Post regularly to HCI organization social media, such as the LinkedIn page
- B. Document the events organized by the HCI organization and department
- C. Assist in writing of the monthly newsletter, which promotes and publicizes events and members of the HCI department and organization.

Article VII: Advisor

The Human Computer Interaction program shall appoint the advisor each year with the election of the new officers. The advisor shall be approved by a simple majority vote of the president, vice president, and treasurer, not including abstainers. If the advisor is not approved, the president, vice president, and treasurer will work with the Human Computer Interaction program to appoint an advisor. The advisor can be impeached and removed if a member in good standing calls for impeachment with another member seconding the motion. An impeachment requires 2/3 of all members to approve it in an impeachment trial that will occur no earlier than two weeks after the call for impeachment and no later than one month after the call for impeachment. The impeachment offenses may be in the form of not completing the duties described in this constitution and any other acts of unprofessional or immoral command. The impeached person is allowed to be present and speak at the trial but is not permitted to be present at the vote. In the event of a vacancy, The Human Computer Interaction program shall appoint a new advisor within one month (30 days).

Article VIII Finances

Section I: Finance Distribution

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.

Section II: Membership Dues

No dues are collected by the organization from its members.

Section III: Transactions

Proposed transactions shall be presented before the executive committee along with a detailed budget and funding source. The transaction shall comply with the rules governing the funding source. For example, if a transaction proposes to use money from the Graduate and Professional Student Senate, the transaction shall comply with the rules governing that funding.

The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions. The records shall record the transaction item(s), the purpose of the transaction, and any event the transaction is associated with.

The treasurer shall make purchases with the organization p-card. The president or vice president may make purchases with the approval of the treasurer.

Section IV: Fundraising

Fundraising can be done through the university regular allocations, donations, or sponsorship. Specifically, for community events, the group may seek sponsorship from community businesses.

Article IX Amendments & Ratification

Section I: Amendments and Ratifications

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments. Amendments will be made by the Vice President or President. Ratified amendments to this Constitution must be submitted to the Student Activities Center within ten (10) days.