

**Constitution of the Iowa State University
Sustainable Agriculture Student Association**

Article 1. NAME. The official name of this organization shall be "The Sustainable Agriculture Student Association" or "SASA."

Article 2. PURPOSE. The objectives of this organization shall be:
To represent the student body within the Graduate Program of Sustainable Agriculture (GPSA).

To provide information and a forum for discussion about issues in sustainable agriculture to members and the wider university community.

To serve the needs of current and incoming members via orientation, workshops, and field trips.
To abide by and support established Iowa State University policies, and State and Federal Laws.

Article 3. STATEMENT OF COMPLIANCE. The Sustainable Agriculture Student Association agrees to annually complete President's Training and Treasurer's Training. SASA agrees to abide by Iowa State University rules and policies as well as State and Federal laws and local ordinances or regulations.

Article 4. MEMBERSHIP. Partial membership shall be open to all registered students at Iowa State University. Full membership shall be open to any student currently enrolled in the Iowa State University Sustainable Agriculture Graduate Program be they majors or minors. Partial members are non-voting members, and may not hold an office. The Sustainable Agriculture Student Association is open to registered students 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.

Article 5. OFFICERS AND ELECTIONS. The officers of the organization shall be Co-Presidents, Secretary, Treasurer, GPSS Representative, Outreach Coordinator, and committee representatives for Graduate Program in Sustainable Agriculture including the admissions, coordinating, curriculum, and international committees.

All officers of this organization must meet the following criteria:

(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 3.00. 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).

Officer Duties

Core Officers

Co-Presidents

- Preside over all meetings
- Represent the organization on campus
- Maintain communication with organization advisor
- Schedule meetings and events
- Coordinate organization promotion and publicity of events
- Have the power to form special committees to address specific issues

Secretary

- Maintain an accurate record of organizational meetings and disperse records to members
- Recommend risk management policies or procedures to SASA
- Submit documentation to ISU's Risk Management Office
- Ensure that Risk Management procedures are implemented at all events sponsored by the Sustainable Agriculture Student Association

Treasurer

- Maintain accurate record of organizational transactions
- Develop organization's budget and present to the general assembly for a $\frac{3}{4}$ vote if necessary, the general assembly shall be defined as all full members present at any given meeting
- Arrange fundraising opportunities for the organization if necessary
- Solicit additional funding if needed from the student government

Graduate and Professional Student Senate Representative

- Represent SASA in the Graduate and Professional Student Senate (GPSS)
- Report to the organization about activity in GPSS
- Arrange for substitute in case of absence

Outreach Officer

- Coordinate outreach to campus groups and organizations that are interested in collaborating with SASA

officers and will be conducted by an agreed upon volunteer. The ballot will be produced by the Secretary. Only full members will be allowed to vote. Simple majority determines the winner, but in the circumstance of a tie, a second secret ballot will determine the winner. The terms of the officers shall be for one calendar year beginning in the spring semester. Officers may be re-elected for an unlimited number of terms as long as they meet the requirements above.

Removal of Officers or Adviser

Officers or advisers may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee 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 Committee regarding the charges.

Replacement of Officer or Adviser

If an officer or adviser is removed the replacement procedure is the same as the election procedure described in Article 5. It shall take place at the first meeting following the removal of the previous officer/adviser.

Article 6. Finances. There are no dues required for membership in this organization. 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. The treasurer shall maintain all financial records. If the organization is dissolved in the future all funds shall be released to the Wallace Chair in the Department of Agriculture for use at their discretion.

Article 7. Meetings. The organization shall have at least three meetings per semester to discuss organizational business. The meetings will be scheduled by the Co-Presidents and notification of events will be sent out via email or other accepted form. The meetings will be conducted following standard practices for order. Items must be submitted to the Co-Presidents in advance to be considered on the agenda. The agenda will include a financial report, past business report, and new business. The agenda will be addressed first and completed before any other business is conducted. Items not on the agenda may be submitted for discussion during the meeting by any member if acknowledged by a Co-President. Discussion of these item(s) may be terminated through an agreement by both Co-Presidents at any time for such reasons as time constraints, deadlock, or disorderly conduct. Meetings shall be dismissed by the Co-Presidents. If for any reason the Co-Presidents are in disagreement then the Secretary/Treasurer shall cast a tie-breaking vote. All matters will be voted on the bases of simple majority unless otherwise defined.

Article 8. Amendments & Ratification. Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment will be voted on at a subsequent meeting. In order to adopt the amendment a vote of $\frac{3}{4}$ of the general assembly is necessary. If a proposed amendment is defeated twice it cannot be resubmitted for 1 semester. All proposed amendments will remain on file by the secretary.

- Coordinate outreach to the Ames community
- Outreach will include email communication, promotion of events, etc.

Food at First Coordinator

- Maintain SASA's relationship with Food at First
- Organize and coordinate no less than one meal per month at First United Methodist Church
- Oversee the schedule of maintenance for the Food at First Garden
- Coordinate SASA's participation with any Food at First special events
- All or part of any of these duties apart from the first may be delegated to other members of SASA

Organization Advisor(s)

- Shall be appointed at the request of the organization
- Maintain communication and meet with officers regularly
- Awareness and approval of financial expenditures
- Ensure the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activity Center

GPSA Committee Representatives

Members may serve as representatives to multiple committees including:

Admissions Committee Representative

- Represent the organization and student body in GPSA admissions committee
- Report to the organization about activity in GPSA admissions committee
- Assist prospective students with trip planning and tours

Coordinating Committee Representative

- Represent the organization and student body in GPSA coordinating committee
- Report to the organization about activity in GPSA coordinating committee

Curriculum Committee Representative

- Represent the organization and student body in GPSA curriculum committee
- Report to the organization about activity in GPSA curriculum committee

International Committee Representative

- Represent the organization and student body in GPSA international committee
- Report to the organization about activity in GPSA international committee

Elections

Elections shall be held at the end of the Fall Semester or beginning of the Spring Semester. All positions are elected except for the Admissions Committee Representative. Because of the sensitive nature of the position it will be appointed by a consensus of the Co-Presidents and the outgoing Admissions Committee Representative. Elections will be coordinated by the core

This constitution shall be effective upon approval by a $\frac{3}{4}$ vote of the full membership. Ratified constitutions must be submitted to Student Activities Center within 10 days for final approval.

Ratified 1/15/15, by vote of 59 year and 0 nay

Co-President Harold Dean

Co-President John S. Nix

Secretary Mark K

Treasurer Ann

Advisor(s) Mary Wiedenhoft