**Constitution of the Photo Club**

**Article I: Name**

Section 1.01

The name of this organization shall be Photo Club: Developed at Iowa State University, hereby after stated as Developed.

 Section 1.02

The name of this organization shall hereby be amended to Photo Club and will be stated as Photo Club for the purpose of this document.

**Article II: Purpose**

Section 2.02

Photo Club is a voluntary group of people interested in gathering together with the purpose of discussion and activities involving photography at Iowa State University.

**Article III: Statement of Compliance**

Section 3.01

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

Section 3.02

Photo Club agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training, if needed.

**Article IV: Non-Discrimination Statement**

Section 4.01

Iowa State University and Photo Club 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 5.01

Membership shall be open to all registered, interested students at Iowa State University.

Section 5.02

As a member one is required to pay annual dues, attend meetings regularly, and support Photo Club projects and/or activities.

 Section 5.03

Membership shall hereby be amended to be open to all interested persons, who pay annual dues, and support Photo Club projects and/or activities.

**Article VI: Risk Management**

 Section 6.01

 The role of the risk management officer is to:

 (a) help minimize potential risks for club activities;

 (b) Recommend risk management policies, procedures to Photo Club: Photo Club;

 (c) to submit documentation to ISU’s Risk Management Office;

 (d) to ensure that ISU 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, if applicable.

**Article VII Officers**

Section 7.01 Elections

(a) Elections shall be held at the end of each school year (Spring term) or upon the

 completion of Fall semester if an officer will be unavailable for the entire year.

(b) Advisers shall also be nominated at each election.

(c) Officers are elected for a one-year term through majority vote.

(d) Should an officer become unavailable between elections, an emergency election shall be held to fill the position.

Section 7.02 Officer Requirements

1. 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. For undergraduatestudents, 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.

1. 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) All officers must meet regulations regarding academic requirements as

 established by the Student Organization Recognition Policies.

1. Be ineligible to hold an office should the student fail to maintain the

requirements as prescribed in (a), (b), and (c).

Section 7.03 Officer’s Duties

President or Co-Presidents:

(a) Complete required training to become ‘active’ as President

(b) Preside over all meetings and club activities

(c) Perform duties of Risk Management Officer as described in Article VI

(d) Represent organization on campus

(e) Ensure that the organization is operating in conformity with the

 standards set forth by Iowa State University and Student Activities

 Center

(f) Maintain communication with organization adviser

Vice President:

(a) Preside over meetings in the absence of the President

(b) Schedule meetings/events with appropriate University offices

(c) Coordinate organization promotion and publicity of events

Treasurer:

(a) Complete required training to become 'active' as Treasurer

(b) Maintain accurate record of organization transactions

(c) Collect dues

(d) Develop organization budget and present to membership for ¾ vote

(e) Cosign organization checks along with the Adviser

(f) Arrange fundraising opportunities for the organization

(g) Solicits additional funding if needed from the Student Government

(h) Association in conjunction with the President

Section 7.04 Impeachment

1. Any officer may be impeached by the participating members of Photo Club: Photo Club in cases of:
	* 1. Failure to perform duties as required
		2. Conduct unbecoming a member of Photo Club: Photo Club
2. Officers may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership.
3. A secret ballot shall be used
4. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning their performance.
5. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.
6. In the event that an officer is impeached, a replacement will be made using regular election procedures within 2 weeks from the impeachment.

**Article VIII Adviser**

Section 8.01 Elections

Elections shall be held at the end of each school year (Spring term) or upon the completion of Fall semester if an officer will be unavailable for the entire year. Advisers shall be nominated at each election. All officers must meet regulations regarding academic requirements as established by the Student Organization Recognition Policies.

Section 8.02 Adviser Roles

1. Maintain communication and be available to meet with officers regarding club

activities

(b) Be aware of and approve financial expenditures

(c) Ensure that the organization is operating in conformity with the standards set

 forth by Iowa State University and Student Activities Center

Section 8.03 Removal/Impeachment of Adviser

1. An adviser may be removed from office by ½ vote of the officers and ¾ of the general membership if actions are deemed inappropriate by the membership.
2. A secret ballot shall be used
3. The adviser is permitted to speak before the Executive Committee and the general membership about the charges made concerning their performance.
4. In the event that the adviser is impeached, a replacement will be appointed by the president of the club within 3 weeks of the impeachment.

**Article IX Finances**

Section 9.01

All money 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 expenditures before payment.

Section 9.02

Financial responsibility for the organization will rest in the hands of the Treasurer.

Section 9.03

If the organization is dissolved, the funds in the organization’s account shall revert to the university.

Section 9.04

Dues are to be determined and agreed upon per semester by the Executive Committee collectively.

**Article X Amendments and Ratification**

Section 10.01 Amendments

1. The constitution of Photo Club is to be voted on and approved by officers and

a majority of its membership at the beginning of each year.

1. Bylaws may be added or changed prior to its approval each year.
2. The amended constitution will be submitted within 10 days to Student Activities Center for approval.

Section 10.02 Ratification

1. This constitution shall become effective when two-thirds of all members vote in favor of it.
2. The ratified constitution shall be submitted within 10 days to the Student Activities Center for final approval.