

Article I Name

The name of this organization shall be Iranian Students' and Scholars' Association (ISSA) at Iowa State University.

Article II Purpose & Goals

ISSA aims to:

- Represent Iranian students and scholars at Iowa State University.
- Promote the rich culture of Iran and the Persian language at ISU through events and activities.
- Strengthen connections between members and the larger Ames community.
- Create an environment to network members with other Iranian communities in the US.

Article III: Statement of Compliance

- **Section One: ISSA abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.**
- **Section Two: ISSA agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required)**
- ISSA follows the policies set by Student Organization Recognition Policy (SORP) document <http://policy.iastate.edu/policy/sorp>. In the case of any contradictory statement, SORP is valid.

Article IV: Non-Discrimination Statement

Iowa State University and ISSA do 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 III Membership

Membership shall be open to all registered students, scholars, faculty and staff at Iowa State University.

The organization must be mainly composed of students and be controlled and directed by students.

As a member, one is required to pay dues. Members are urged to attend general meetings and to support organization projects and events

Membership Due— The Membership due is annually determined by a simple majority of officers and shall not exceed \$50 per year. Payment of the due is mandatory within one week of the membership start date.

Term of Membership—The terms of membership will be

- One academic year for annual membership to be renewed at the beginning of each Fall semester.
- One semester for semester-based membership to be renewed at the beginning of each semester.
- Membership rates will be set annually for the full year, as well as for the Fall, Spring and Summer semesters.

Revocation of Membership—A member is impeached by the vote of 10 members or majority of officers if actions are deemed inappropriate according to ISSA constitution and ISU code of conduct

(<http://policy.iastate.edu/policy/SDR>). The member is permitted to speak before general meeting attendants about the charges. Membership will be revoked by a simple majority vote of the general meeting attendants.

Article VI: Risk Management

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to (name of student organization), [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University 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 IV Officers

President

- Preside over all meetings
- Represent ISSA on campus
- Ensure and manage ISSA participation in required and affiliated meetings
- Ensure that ISSA is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
- Maintain communication with organization adviser
- Organize committees and volunteers for ISSA events and projects

Vice-president

- Preside over meetings in the absence of the President
- Schedule meetings/events with appropriate University offices
- Coordinate organization promotion and publicity of events
- Update membership about future ISU events, activities and possible involvement opportunities
- Serve as risk management officer

Secretary

- Maintain an accurate record of all organization meetings and post for members
- Maintain membership directory
- Act as new member coordinator
- Correspond when necessary with University administration and other recognized organizations
- Correspond with members regarding suggestions, complaints and grievances.

Treasurer

- Maintain accurate record of organization transactions and campus account
- Collect dues and fees if required
- Develop organization budget and present to membership
- Arrange fundraising opportunities for the organization
- Cosign organization checks along with the Adviser

All officers are required to include the President in all their ISSA related communications, including email correspondences, letters, applications, financial transactions, etc.

Officers shall meet in addition to regular organization meetings. Officers shall appoint and recruit committees that are needed for specific tasks and events. Committee chairs would be assigned by majority of both officers and general meeting attendants.

The officers of ISSA must be currently enrolled students meeting the following requirements:

(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 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.

(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).

(d) Be able to communicate with the membership in Persian.

(e) The President must have been registered as a student at ISU for at least one year.

Term of Service—The term of office will be one full year (May 1st to April 30th).

Method of election of officers—Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates that received the most votes.

Date for election of officers—Last week of April.

Impeachment/Removal of officers—An officer is impeached by the vote of 10 members or majority of officers. The officer is permitted to speak before general membership in the general meeting about the charges made concerning his/her performance.

Officers may be removed from office by the vote of $\frac{3}{4}$ of the general meeting attendants if actions are deemed inappropriate according to ISSA constitution and ISU code of conduct

(<http://policy.iastate.edu/policy/SDR>).

For example, if an officer uses the organization belonging for personal usage or performs a personal action for the organization without other officer's agreement.

Replacement of officers—Replacement is done by election in less than a month. Meanwhile, a temporary officer will be assigned by majority of remaining officers.

Article V Adviser

The adviser is required to:

- Maintain communication and meet with officers in general and with the Treasurer in particular
- Be aware of and approve financial expenditures in a timely manner

Adviser shall be a faculty member whenever possible in order to promote student-faculty interaction. Professional and Scientific or Merit staff members with advising experience and/or relevant expertise may also serve as the adviser. Adviser must be employed at Iowa State University on at least a half-time, permanent basis.

Method of selection of advisor—Adviser is selected by a simple majority of officers.

Term of Service—The term of office will be one full year (May 1st to April 30th).

Impeachment/Removal of Adviser—The adviser is impeached by majority of officers. The adviser is permitted to speak before officers about the charges made concerning his/her performance. The Adviser may be removed from office by majority of officers.

Replacement of officers—Replacement is done by the selection method described above.

Article VI Finances

The organization annual budget shall be drafted with the advice and comments of general meeting attendants, within 3 months of officer installation. The treasurer shall receive event and activity proposals from the membership and will write a draft budget proposal. The draft shall be presented to officers and approved by a simple majority of officers.

Expenditures not foreseen in the annual budget and not exceeding 10% of the total annual budget shall be approved by 2/3 of officers.

Expenditures not foreseen in the annual budget and exceeding 10% shall be approved by a simple majority of general meeting attendants and 2/3 of officers.

The treasurer shall prepare a statement of revenues and expenses for each month during his/her term and report to membership, officers, and the Adviser.

If the organization was to be dissolved, the savings will go towards any unpaid bills and the remaining will be given to charity.

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.

Article VII Amendments & Ratification

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of officers and with majority of general meeting attendants. Members will be given one week to consider amendments.

Amended or ratified constitution will be submitted within 10 days to Student Activities Center for approval.