

# History Club Constitution

## Article I: Name

The name of this organization shall be History Club.

## Article II: Purpose and Goals

History Club seeks to promote the discipline of history as well as provide a space for enthusiasts to discuss the subject of history. Meetings are biweekly and consist of a number of history related activities. In addition, History Club is affiliated with the ISU History department. Faculty will be invited to join in discussions for select meetings (usually coinciding with movie nights) and History Club will host a "Meet & Greet" once per academic year

## Article III: Statement of Compliance

History Club abides by and supports established Iowa State University policies and State and Federal Laws and follows local ordinances and regulations. History Club agrees to annually complete the President's Training, Treasurer's Training, and Adviser Training (if required).

## Article IV: Non-Discrimination Statement:

Iowa State University and History 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

History Club is open to all students of Iowa State University. Members are required to pay dues of \$5.00 per semester.

## Article VI: Risk Management

The risk management officer of History Club is the current president or, at the president's sole discretion, the Treasurer.

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

### Positions:

History Club Officers can hold one of the following positions:

- A. President- The chief officer of History Club. Responsible for planning events and meetings, communicating with the history department faculty, risk management, and delegation of any/all needs of History Club to appropriate officers.
- B. Vice-President- The vice-president of History Club is responsible for facilitating the president in performing his/her duties. In addition, the Vice President will assume the role of the president if said president is unable, for whatever reason, to complete his/her duties.
- C. Treasurer- The treasurer is responsible for maintaining the financial records of History Club, collecting dues, and authorizing spending for meetings and events. Additionally, the treasurer may be called upon to take risk management responsibilities at the president's request.
- D. Secretary – The Secretary of History Club is in charge of keeping meeting minutes and tallying votes.
- E. Specialty Position- At the discretion of the president, officer positions may be added for a specific specialty needed by History Club for the current term. Examples include: Technology Chair, Volunteer Chair, Social Media Chair, and Interdepartmental Communication Chair.

### Terms & Elections

The term of service is one semester. Election of officers is conducted at the last meeting of November in the Fall Semester and April in the Spring Semester. Elections will be conducted by a simple majority ballot. If there is a tie between two or more members, there will be a second round of voting between the tied candidates. If the tie is between every member on the ballot, then the president will cast the tiebreaking vote.

Specialty positions are placed on the ballot on sole discretion of the president. If a specialty position is vacated, it will not be filled and removed from the officer list unless explicitly stated otherwise by the president.

### Requirements

All candidates for officer positions must be present during elections. This rule may be waived by a majority vote of the current officers. All candidates must 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. All candidates must 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. Note that if a candidate wins election, he/she is expected to maintain these

academic requirements during their term as an officer.

In addition to the above requirements, the officer position of Secretary must be either an underclassman or have attended ISU less than two years. The requirement can be waived with permission of the current secretary, president, and academic advisor

In addition to the above requirements, the officer position of President must have been involved in History Club for at least one term prior to assuming the position. The requirement can be waived with the permission of the current president and academic advisor.

#### Impeachment/Removal of Officers

Officers can be removed for a number of reasons. These reasons include: failure to meet academic requirements, failure to perform officer duties, or any behavior that is considered unbecoming to Iowa State University. Any history club officer can call for the removal of any other officer by placing a formal request to the History Club adviser. If the adviser feels that the request has merit, he/she can bring the matter to a vote. The officer being impeached can provide their defense to the other officers and may be present when the impeachment vote is taken. 2/3 of the other officers must vote to remove the officer in question. In addition, the adviser can remove officers at his/her sole discretion.

#### Replacement of Officers

If an officer role is, for any reason, vacated during the duration of the position term, that role will remain vacant until next election.

If any of the necessary officer roles (president and treasurer) are

vacated, the adviser will appoint a member of the History Club as a replacement within two weeks following the role becoming vacant. This replacement officer will remain in power until the semesterly election when they will be able to run for election again if they choose to.

### Article VIII: Adviser

The adviser of History Club will facilitate communication between the club and ISU history department. The role of adviser will be appointed by the History Department head.

The term of adviser is indefinite. If a member of History Club believes the adviser is acting inappropriately, they can contact the History Department head and the undergraduate adviser. The club adviser can be removed at their sole discretion.

In the event that the adviser role becomes vacant, the remaining executive body will meet within two weeks of this occurrence in order to elect an adviser by rule of majority vote.

### Article IX: Finances

To be considered a member of History Club, students will have to pay \$5 per academic term. Collecting dues is the responsibility of the treasurer "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."

If History Club should be dissolved, then all remaining funds will go to the ISU History Department's graduate student fund.

### Article X: Amendments and Ratification

Any student can propose changes to the constitution, and submit said changes for approval. These changes will be considered ratified among a majority vote of History Club members.

Amended or ratified constitution should be submitted within 10 days to Student Engagement for approval.

