

**THE DAIRY SCIENCE CLUB at IOWA STATE UNIVERSITY  
CONSTITUTION  
2024**

**Article I.**

**Name**

The name of this club shall be “**The Dairy Science Club**” at Iowa State University

Section 1: If there is a desire to change the name of “The Dairy Science Club at Iowa State University,” an initial motion must be presented to the club confirming intent to change the name. A committee designated by the president shall be formed in response to confer with the Iowa State University Office of the Trademark. The committee’s findings are to be presented to the club at the next meeting, whereupon the motion from the previous meeting is further discussed. A name change can only be confirmed with both approval from the Office of Risk Management, the Office of the Trademark, and a 2/3 vote of approval from the club.”

**Article II.**

**Purpose and Goals**

Section 1. The object of this club shall be to: promote fellowship among those at Iowa State University who are interested in the dairy industry; establish contact between students and others in the dairy industry; and foster the development of the dairy industry.

Section 2. The Dairy Science Club at Iowa State University abides by and supports established Iowa State University policies, and State and Federal Laws.

**Article III.**

**Statement of Compliance**

Section 1. The Dairy Science Club at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Dairy Science Club at Iowa State University agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

**Article IV.**

**Non-Discrimination Statement**

Section 1. Iowa State University and the Dairy Science Club at Iowa State University do not discriminate based on 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 1. There shall be active, associate, and honorary membership.

#### Section 2. Membership Eligibility

A. Active membership shall be open to any registered undergraduate students of Iowa State University who are interested in the dairy industry. Iowa State University and the Dairy Science Club at Iowa State University does not discriminate based on race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

B. Associate members shall be open to graduate students, faculty, employees, and alumni of Iowa State University, former members of the Dairy Science Club at Iowa State University who are not connected with the university, and others who have made significant contributions to the club.

C. Honorary membership shall be restricted to persons who have made an eminent contribution to the dairy industry and/or the Dairy Science Club at Iowa State University. Nominations will be provided by the club with club advisors providing insight. The list will then be selected to the top three candidates. Nominations from the floor will be closed and final selection will be by vote at a regular meeting.

Section 3. To qualify, active members must pay dues set by the club. Associate members and honorary members must meet standards as previously set in Article III Sections 2 B. and 2 C., respectively.

A. Dues shall be set by the Executive Committee and are subject to approval by a two-thirds majority vote of the club members in attendance at the first regularly scheduled meeting of the fall semester. The dues are to be paid by active members prior to the meeting when elections are held or upon joining the Dairy Science Club at Iowa State University during the academic year. Annual dues shall not exceed \$10. This would limit dues to \$5 per semester. A portion of the club dues are designated for membership in the Student Affiliate Division of the American Dairy Science Association.

B. As a member, pay dues if required, and actively support organization projects.

## **Article VI.**

### **Risk Management**

Section 1. The President of the Dairy Science Club at Iowa State University shall act as the designated risk management officer. The role of the risk management officer is to:

- A. Help minimize potential risk for club activities.
- B. Recommend risk management policies or procedures to the Dairy Science Club at Iowa State University.
- C. To submit documentation to ISU's Risk Management Office.
- D. To ensure that Iowa State University policies are followed at all the Dairy Science Club at Iowa State University's events.
- E. To ensure that proper waivers and background checks are on file with Risk Management for events (if

applicable).

## **Article VII.**

### **Officers**

Section 1. The officers of the club shall be President, Vice President, Secretary, Treasurer, ~~Agricultural~~ College of Agriculture and Life Sciences (CALs) Student Council Representatives (Junior and Senior Representatives), Historian, ADSA/Industry Representative, Dairy Products Coordinator, Public Relations Coordinator, and Social/Intramural Coordinator, elected respectively.

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. For undergraduate students, the minimum GPA is 2.00 and are not to be on either Academic Warning or Probation. 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)."

Section 2. The term of office shall be one (1) year, except for the Agricultural Council Representatives who shall serve one, two (2) year term, starting with the first meeting of the spring semester. Except the College of Agriculture and Life Sciences (CALs) Student Council Representative, where they have the opportunity to serve for a second term following their first year, if desired. If they wish to serve for a second term, this will be decided prior to applications being sent out.

### Section 3. Election of Officers

A. Officer applications should be sent to the president to be approved by nomination committee of selected individuals from each grade. An interview panel will be conducted for all nominees.

1. Ballot shall be posted at the Dairy Science November Main Meeting.
2. Candidates may slide down to positions at the meeting when elections occur, provided they have completed an officer nomination interview.

#### B. Elections

1. Election of officers shall be held at the second to last regular meeting of the fall semester, with installation of officers to occur at the final executive of the fall semester.
2. Elections shall be by secret ballot.
3. Each person nominated shall have the opportunity to speak then leave the room and

after every candidate has left the room, there will be an open the floor for 5 minute discussion for all of the candidates, limiting 30 seconds for each person speaking, with opportunity for discussion back and forth.

- Candidates have a time limit on speeches: 2 minutes for the first time they speak and 1 minute if they slide down to another position
- Each candidate will be asked only one question from the floor. This question will be asked of all candidates running for the same position. The question will be approved by the nomination committee.
- Candidates sliding more than once will only be allowed to answer the question.

4. A simple majority is needed for election (50% plus 1 vote).

5. Only members present at the election shall be allowed to vote or speak on behalf of an officer candidate.

6. Individuals listed on the ballot for the specific position shall not cast a vote for that position.

#### Section 4. Officer Duties

President: The president shall preside over club meetings, set up executive board meetings, make meeting agendas, organize club and executive pictures, perform other duties as specified in the constitution and by-laws, and other inherent responsibilities. The president must have served a term as a previous officer within the club.

Vice President: Assist the president and preside over meetings in the president's absence. The vice president shall oversee all standing committees, organize club clothing orders, facilitate alumni outreach, and oversee the New Member Retention Committee.

Secretary: Take attendance before meetings to maintain membership involvement, maintain a roster of club members, write minutes at the club meetings, write thank you letters and other correspondence as necessary, and attach regular meeting minutes of the Dairy Science Club website to emails. Work with Animal Science Department webmaster and other interested parties to monitor and update club website.

Treasurer: Keep records of the club's money. Deposit all money coming into the club and disperse funds going out of the club. Make and present a yearly budget for the main account. Facilitate all food arrangements for main meetings.

College of Agriculture and Life Sciences (CALs) Council Representatives: Serve as a liaison between the club and the College of Agriculture and Life Sciences (CALs) Council. Must attend bi-weekly meetings of the College of Agriculture and Life Sciences (CALs) Council and perform all duties expected by College of Agriculture and Life Sciences (CALs) Council.

Historian: Take or obtain pictures at club events and activities. Put all pictures in the club scrapbook. Assist in producing Alumni Newsletter in the fall alerting them of upcoming club activities. Put all club pictures in scrapbook and create the annual yearbook. Coordinate with Secretary to maintain club webpage.

ADSA/Industry Representative: Serve as a liaison for the club to the dairy industry. Inform the club of upcoming events and opportunities in the National and Midwest Regional ADSA Undergraduate Student Affiliate Division and the dairy industry as a whole. Be the primary liaison between the industry and the club, work with the Iowa State Dairy Association, organize annual trip to ADSA-USD club trip for the following year, and line up speakers as requested. Assist the Vice President in overseeing New Member Retention Committee.

Dairy Products Coordinator: Oversee full operation of the ice cream production, works directly with the treasurer to coordinate financial transactions and monitor costs and revenue, shall be a recommending voice to the club on decisions to be made associated with sale, manufacturing, or distribution of club ice cream, and act as a liaison between the Dairy Science Club at Iowa State University and the Iowa State Creamery. Coordinate storage with the Iowa State Meat Lab.

Public Relations Coordinator: Maintains all club social media platforms including but not limited to: Facebook and Instagram. Additionally, it is their role to send out This Week in Dairy Science (TWIDS), to update the club and promote club activities, update club hallway displays and the traveling display.

Social/Intramural Coordinator: Organize and publicize club activities monthly, coordinate intramural sign-up, and food at first philanthropy events.

Section 5. Should any officer of the Dairy Science Club at Iowa State University be unable to fulfill their duties at any time, or if it is found that they fail to meet the requirements outlined in Article VII. Section 1. Subsections A and B, or if evidence is presented of negligence and any form of misconduct including (but not limited to) harassment or criminal charges, they may be removed from office through the following procedure:

- A. Any active member in good standing may submit a writ of impeachment against any officer at least one week prior to any regular meeting. This writ must list the charges as the basis for the writ and be signed by at least four other active members in good standing.
- B. At least one week's notice will be publicized to the officer in question, the Dairy Science Club membership, and any other relevant parties.
- C. At the next regular meeting of the Dairy Science Club, all relevant parties will be present to discuss the eligibility of the officer in question. Said officer will be permitted to speak on their own behalf but will be asked to step out of the meeting room before the final vote.
- D. Removal of an officer requires a 2/3 majority vote of all active members in good standing, submitted via secret ballot.
- E. Upon approval, the officer in question is subject to immediate removal.
- F. Vacancies will be filled by holding a special election at the next regular meeting from those candidates who had run for office in the previous election.

## **Article VIII.**

### **Advisors**

Section 1. Advisors shall be appointed to the first spring semester meeting by the current Dairy Science Club Executive Officer team. An advisor's term of service will last for two years and may be renewed indefinitely.

Section 2. Advisors shall maintain communication and meet with officers regularly. Advisors should also be aware and approve of financial expenditures and all club sponsored travels. They also ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement.

Section 3: The Executive Board has the ability to elect an Industry Advisor. Their term will last two years without consecutive renewal but can serve as a primary advisor if sought out.

Section 4. In the event of a vacancy, club members shall seek potential new advisor(s). Candidate(s) will need to complete advisor contract prior to being accepted and appointed as an advisor.

Section 5. In the event of impeachment/removal, a two-thirds majority club vote is required to remove said advisor from the club. Any member of the club can bring impeachment concerns to the current Executive Officer team. Terms of impeachment/removal may include, but are not limited to, inappropriate use of club funds, failure to uphold position duties, and/or harassment towards club members. The advisor in question will be provided with the opportunity to speak for two minutes on their behalf during the club final voting. The advisor will not be allowed to be present as the club makes their final votes. In the event of an impeachment/removal of advisor, the remaining advisors will advise the club and club members shall seek potential new advisor(s).

## **Article IX.**

### **Executive Board**

Section 1. The Executive Board shall be composed of the officers of the club and shall meet prior to each regular monthly meeting in consultation with the faculty staff advisors.

Section 2. The purpose of the Executive Board is as follows:

- A. Shall execute the objectives of the club.
- B. Prepare for regular club meetings.
- C. Make minor decisions resulting in smoother club meetings.
- D. Receive officer and committee reports.
- E. Ensure that all club activities are carried to completion.
- F. Determine and implement yearly goals.

## **Article X.**

### **Meetings**

Section 1. The regular meeting of the club shall be held on the second Tuesday of each month from September to April inclusive unless otherwise ordered by the club or Executive Board.

- A. The President shall have the power to call a special meeting at any time, upon giving notice to the club.

B. A special meeting shall be called by the President upon submission of 25% of the active members.

## **Article XI.**

### **Finances**

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 or two business days of collection. The Advisor to this organization must approve and sign each expenditure before payment.

## **Article XII.**

### **Committees**

Section 1. The club will have the following standing committees: I Milked a Cow (IMAC), Banquet, Coalition/Education, Sale/Luncheon, New Member Retention, and any other committee necessary formed by the Vice President of the fiscal year.

Section 2. Each member of the club, with the exceptions of the president and vice president, are encouraged to be a member of one or more standing committees. Each committee will have one member of the executive committee serving, except the president and vice president. An officer will not serve as chair but may serve as a co-chair with a non-executive member. An individual may serve on a maximum of two co-chair positions at the same time.

Section 3. Each committee will have two or three committee chairs, with at least one non-executive board chair. An officer will not serve as chair but may serve as a co-chair with a non-executive member. An individual may serve on a maximum of two co-chair positions at the same time

Section 4. The New Member Retention Committee shall be chaired by the active vice president and ADSA/Industry Representative. This will be an exception to section 2 and section 3

Section 5. Open committee chair positions shall be opened to the club at the beginning of the fall semester for Coalition/Education and Sale/Luncheon committees, and at the beginning of the spring semester for IMAC and Banquet committees. Committee chairs will be selected by the currently serving executive board

Section 6. If a chair is chronically absent from committee meetings and/or fails to perform their duties as outlined in the committee document, they may be relieved of their office. The executive board member or another committee chair may bring forth the concern. If two-thirds of the executive committee feels the chair's performance does not meet the requirements, the committee chair will be removed from their position. The term of membership will span for the duration of the event.

Section 7. Committee chairpersons should maintain a cumulative grade point average (GPA) of at least 2.0 on a 4.0 scale and at least six hours (half-time credits) during all semesters of their appointment. The Vice President will be responsible for checking the status of this condition at the beginning of each semester.

## **Article XIII.**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the club may adopt.

## **Article XIV.**

### **Amendments**

Amendments to this constitution may be made by a two-thirds vote of the active members of the club at any regularly held meeting. The updated constitution submitted to Student Engagement within ten (10) days.

## **BY-LAWS**

### **Article I.**

#### **Annual Banquet**

Section 1. There shall be a banquet each year.

Section 2. There shall be an Honorary Member(s) selected each year and installed at the annual Dairy Science Club Banquet. The Honorary Member Award is the oldest (started in 1925) and most prestigious award given annually by the club. With just six exceptions (A. R. Porter, C. F. Foreman, Ilene Carlson, Dr. Lee Kilmer, Dr. Howard Tyler, and Dr. Jesse Goff – all former long-time Dairy Science and College of Veterinary Medicine faculty/staff members), it has been given to an active dairy producer. Emphasis should be given to an active dairy producer or other individuals who have made an eminent contribution to the dairy industry or the Dairy Science Club at Iowa State University through their profession. After selection, it is necessary to find a person to speak on their behalf at the banquet.

Section 3. There shall be a Distinguished Graduate selected each year and recognized at the annual Dairy Science Club Banquet. He or she shall be selected in the same manner as the Honorary Member(s). The Distinguished Graduate Award (started in 1978) has been given to individuals who received at least one of their degrees from Iowa State (any major) and have made outstanding contributions to the dairy industry or the dairy science program at ISU through their role in business, industry, or academia. After selection, it is necessary to find a person to speak on their behalf at the banquet.

### **Article II.**

#### **Quorum**

A majority of the members shall be present at a meeting to constitute a quorum.



### **Article III.**

#### **Office Vacancy and Officer Removal**

Section 1. In case of an office vacancy, the vacancy shall be filled at the following meeting by a vote of the members present. Candidates must have applied and interviewed with the nomination committee prior to November elections. The exception is the office of the President, in which case the Vice President shall be elevated to the position of President and a Vice President will be elected.

Section 2. If officers are chronically absent from club and executive meetings and/or fail to perform their duties as outlined in Section 5 they may be relieved of their office. If two-thirds of the executive board feels the officer's performance is in question the matter will be brought before the club. If two-thirds of the club feels the officer's performance is inadequate the officer will be relieved of his/her duties and a special election will be held, except in the case of the president, who will be succeeded by the vice president.

Section 3. However, per notification from Student Engagement, should a student fall below a 2.0 GPA or be currently on academic probation, they will be asked to step down as a club officer. A special election will then take place to fill said position.

### **Article IV.**

#### **Constitution Revision**

Section 1. The constitution stands subject to revision by the executive board and is opened for public comment appointed by the president every two (2) years.

Section 2. Constitutional revisions must be read to the club at two consecutive meetings and approved by a two-thirds majority vote of the present members of the club at the second reading.