

Constitution

Economics Graduate Student Association at *Iowa State University*

Article I – Name

The official name of this organization shall be “Economics Graduate Student Association” herein referred to as “EGSA.”

Article II – Purpose

EGSA is an elected body that represents the graduate student body within the Graduate Program in Economics at Iowa State University and aims to enhance the academic, professional, and personal experiences of economics graduate students. EGSA provides a platform for students to express concerns as well as to develop and disseminate ideas for improvement of department and university policies regarding graduate education.

Article III – Statement of Compliance

EGSA abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. EGSA agrees to annually complete President’s and Treasurer’s Training.

Article IV – Non-Discrimination Statement

Iowa State University and EGSA 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 1: Requirements

Partial membership shall be open to all registered graduate and professional students at Iowa State University. Full membership shall be granted automatically to any student currently enrolled in the Iowa State University Economics Graduate Program. Partial members are non-voting members and may not hold any EGSA officer positions.

Section 2: Removal

- a. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- b. The removal process may be initiated by any member of the organization.

- A formal call for removal must first be brought to the executive council of the organization. A member may call for removal of another member by emailing the President or Vice President of the organization and requesting to discuss their concerns at the nearest officer meeting.
 - Executive officers must have a majority vote of approval to move the removal process to a general membership vote. Executive officers will vote by show of hands.
- c. Membership may be revoked by a majority vote of club membership present at the voting meeting.
 - d. Voting will be conducted by secret ballot at a general meeting. The voting method will be an anonymous virtual form or secret paper ballot (method decided by executive officers).
 - e. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
 - f. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
 - g. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
 - h. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
 - i. Member in question may request reinstatement 365 days after removal.
 - Member must submit a written request for reinstatement to executive officers.
 - Executive officers must reach a unanimous vote through a show of hands to reinstate member.

Article VI – Officers

Section 1: Executive Council and Duties

The executive council of the EGSA shall consist of the President, Vice President, and Treasurer. The following outlines duties for each of the executive officer positions:

a) President

- Presides over meetings of the organization
- Calls special meetings of the organization
- Facilitates executive council meetings
- Oversees the activities of officers and general members
- Prepares and files any required reports
- Maintains membership records in the student organization database
- Maintains contact with the organization's Advisor
- Maintains contact with affiliated University department
- Represents the organization to the University

b) Vice-President

- Assumes the duties of the President in their absence
- Directs constitutional updating and revisions
- Facilitates election of officers
- Recruit new members to the organization
- Serves as an ex-officio member of standing committees
- Oversees the impeachment and removal process for members, officers, and advisor
- Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU's Risk Management Office, and (d) ensure that proper waivers and background checks are on file with Risk Management for events

c) Treasurer

- Works with Advisor to approve each expenditure before payment
- Keeps all financial records of the organization
- Prepares an annual budget
- Holds the purchasing card (p-card) for the organization
- Prepares funding requests with President and Vice President
- Advises members on financial matters
- Prepares purchase orders or supply requests
- Coordinates fundraising drive
- Maintains an inventory of all organization equipment and property

Non-executive officer positions involve the following two positions:

d) Graduate and Professional Senate (GPSS) Representative - CALS

e) Graduate and Professional Senate (GPSS) Representative - LAS

- Represent economics graduate students in GPSS
- Report to the organization about activity in GPSS
- Arrange for substitutes in case of absence

f) Faculty Meeting Representative – Department of Economics

- Represent economics graduate students in department faculty meetings

Non-executive officers are not required to attend executive meetings but are required to report during the club's general meetings.

Section 2: Elections

- a. Elections will occur annually during the month of April.
- b. Members interested in running for an officer position will complete a nomination form and submit the form to the current executive officers at least one week prior to the general membership vote.
- c. Voting will occur at April's general meeting.

- d. Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot.
- e. Candidates will be elected by a majority vote of members present at the meeting.
 - In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
 - In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest voted candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
 - In the case of only one nomination for a position, the nominee shall be elected by acclamation unless there are objections. If objections arise, the position will be put to a vote by the members.
- f. The term of office for all officer positions shall be one year, beginning August 1st and ending July 31st.

Section 3: Impeachment/Removal

- a. Officers can be removed from their position by a vote of club membership.
- b. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
 - The officers will hold a special meeting with the Advisor to deliberate.
 - The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- d. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
 - Voting will be conducted by secret ballot at a general meeting.
 - The vote will be announced at least one week prior to the meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
- e. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- g. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement.

The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

Section 4: Officer Replacement

- a. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- b. Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
- c. If no candidates come forward for the position, the executive officers may appoint a general member to the position with the member's approval.

Section 5: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- a. 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
- b. Have a minimum cumulative grade point average (GPA) of 3.00 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. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

Article VII – Advisor

Section 1: Duties

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section 2: Method of Selection

- a. Advisor candidates shall be verbally nominated by officers at a pre-determined executive officer meeting.
- b. A candidate may be elected through a majority vote of executive officers.
 - Officers will vote through a show of hands.
 - All officers must be present for a vote to occur.
- c. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- d. If the candidate declines, the officers of the organization will repeat steps (a)-(c).

Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure.

Section 4: Impeachment/Removal

- a. The Advisor can be removed from their position by a unanimous vote of club executive officers at an executive officer meeting.
 - Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
- b. The Advisor must be notified and given reason for removal at least one week prior to voting.
- c. The Advisor will be given the opportunity to speak in front of the club executive officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.
- d. The Advisor will be notified of the decision via email.

Section 5: Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

Article VIII – Finances

- a. 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.
- b. Upon disbandment of EGSA, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.

Article IX – Amendments and Ratification

- a. The amendment process may be initiated by any club member.
 - Requests for amendment must be submitted in writing to the club executive officers.
 - The executive officers must have a majority vote of approval to move the amendment to a general membership vote.
 - Executive officers will vote through a show of hands.
- b. The proposed amendment must be presented to general membership at least one week before the vote.
- c. Constitution may be amended by a majority vote of club membership present at the meeting.
 - Voting will take place at a club meeting.
 - Voting will be conducted by show of hands.
- d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- e. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.

- Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
- Notification of these changes must be communicated at the next full organizational meeting.

Ratified on

10/01/2024

Albulena Basha, President

Albulena Basha

Alican Yildirim, Vice President

Alican Yildirim

Luiz Filippe Santana Adao, Treasurer

Luiz Filippe Santana Adao

Amy Bainum Emmett, Advisor

Amy Bainum Emmett

Billie Flaming, Advisor

Billie Flaming