**Constitution of The Wildlife Society**

**Article I – Name**

The name of this organization shall be The Wildlife Society at Iowa State University.

**Article II – Purpose**

The purpose of The Wildlife Society is to promote excellence in wildlife stewardship through science and education. The goals of this organization are for members to manage, conserve, and study wildlife populations and habitats. To achieve these goals, The Wildlife Society will provide opportunities for students to attend regional TWS student conclaves and network with fellow students and wildlife professionals from across the region, as well as to participate in educational workshops, field trips, and competitions, which help familiarize them with wildlife management techniques and natural resource issues as well as build relationships and provide experience critical to their professional future. To achieve these goals, The Wildlife Society student chapters are also invited to local chapter meetings, regional sectional meetings, the TWS Annual Conference, and a variety of workshops.

**Article III – Statement of Compliance**

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

**Article IV – Non-Discrimination Statement**

Iowa State University and The Wildlife Society 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*

Membership shall be open to all registered students at Iowa State University. Members will attend organization meetings, pay dues as required, and actively support projects taken on by the membership. Members are encouraged to attend state, regional, and national conferences for The Wildlife Society, as well as workshops.

*Section 2: Removal*

1. 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).
2. The removal process may be initiated by any member of the organization.

* A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.
* Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.

1. Membership may be revoked by a majority vote of club membership present at the voting meeting.
2. 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 organization officers).

1. 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.
2. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
3. 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.
4. The member in question may attempt to appeal the results of the vote by contacting the Advisor(s) of the organization and submitting a written statement. The Advisor(s) must respond with their decision within 10 days. No secondary appeals will be permitted.
5. Member in question may request reinstatement 365 days after removal.

* Member must submit a written request for reinstatement to officers.
* Officers must reach a unanimous vote through a show of hands to reinstate member.

**Article VI – Officers***Section 1: Officer Positions and Duties*

1. President

* Facilitate and attend all officer meetings, general meetings, events, and activities.
* Oversee the activities of the officers and general membership.
* Represent the student organization at college or university-wide club functions.
* Maintain contact with the Advisor(s) regarding organization activities and concerns.
* Complete all trainings as required by Iowa State University policy.

1. Vice President

* Serve the duties of President when he/she/they cannot, including all duties stated above.
* 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) to ensure that proper waivers and background checks are on file with Risk Management for events.
* Complete all trainings as required by Iowa State University Policy.

1. Treasurer

* Mange the club’s finances.
* Hold the club’s purchasing card (p-card) and assigns additional p-card(s) to other designated club members.
* Develop and maintain the club’s budget and work with officers to determine spending allowances.
* Maintain accurate records of the financial transactions of the organization.
* Collect, deposit, and record dues at the beginning of each semester.
* Solicit funds from departmental and student governmental sources, as well as other sources, as necessary.
* Work with Advisor(s) to approve each expenditure before payment.
* Complete all trainings as required by Iowa State University policy.

1. Secretary

* Maintain an accurate record of membership.
* Maintain an accurate record of student organization functions.
* Correspond as necessary with the Iowa State student body, student organizations, departments, colleges, university and other entities.

1. Ag Council Rep

* Represent the student organization at Ag Council meetings.

*Section 2: Elections*

1. Elections will occur annually during the month of April.
2. Members eligible to run for an officer position shall be a recognized student member at the time of their election.
3. Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week prior to the general membership vote.
4. Voting will occur at a general meeting. The date of the meeting will be announced at least one month in advance through an email to all members.
5. At the voting meeting, each candidate will have 2 minutes to speak in front of general membership.
6. Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot. Candidates will be elected by a simple majority vote of the members present at the meeting.

* In 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 case that no candidate receives a simple 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.

1. The term of office for all officer positions shall be one year, beginning the first day of the fall semester following elections and ending the last day of the following spring semester. Re-election shall be possible in the same or other office for no more than two additional years.

*Section 3: Impeachment/Removal*

1. Officers can be removed from their position by a vote of club membership.
2. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
3. 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(s) to deliberate.
* The officers (excluding the officer in question) and Advisor(s) 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.

1. 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).

1. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
2. 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.
3. The officer in question may attempt to appeal the results of the vote by contacting the Advisor(s) of the organization and submitting a written statement. The Advisor(s) must respond with their decision within 10 days. No secondary appeals will be permitted.
4. Officer may resign on their own violation.

*Section 4: Officer Replacement*

1. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
2. Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
3. If no candidates come forward for the position, the 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:

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.
2. 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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**Article VII – Advisor(s)**

*Section 1: Duties*

The duties of the Advisor(s) 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. The Advisor(s) shall attend executive meetings, maintain communication with university administration, and assist with the leadership development of the organization’s officers.

*Section 2: Method of Selection*

The Advisor(s) of this organization shall be faculty in a department that is relevant to the field of wildlife biology. This department may be the Department of Natural Resource Ecology and Management (NREM) or the Department of Ecology, Evolution, and Organismal Biology (EEOB).

1. Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.
2. A candidate may be elected through a majority vote of officers.

* Officers will vote through a show of hands.
* All officers must be present for a vote to occur.

1. Once a candidate is selected, the President will contact the Advisor candidate to offer the position
2. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

*Section 3: Terms of Service*

The Advisor(s) of the organization shall serve at their leisure.

*Section 4: Impeachment/Removal*

Impeachment proceedings for an Advisor shall follow the same format as Officer impeachment proceedings.

*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**

1. **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(s) to this organization must approve and sign each expenditure before payment.**
2. **Upon disbandment of The Wildlife Society, the account shall be kept intact for two years following disbandment, giving the club time to reestablish its existence.** All remained monies in the account after two years latency, if any, shall be dispersed into the scholarship account of the Department of Natural Resource Ecology and Management at Iowa State University.
3. Dues will be determined by a majority of officers at the beginning of each semester. Dues will not exceed $30 per semester.
4. Dues will be collected by the Treasurer within the first 3 weeks of each semester through the student organization marketplace.

**Article VII. Amendments and Ratification**

1. The amendment process may be initiated by any club member.

* Requests for amendments must be submitted in writing to the club officers.
* The officers must have a majority vote of approval to move the amendment to a general membership vote.
* Officers will vote through a show of hands.

1. The proposed amendment must be presented to general membership at least one week before the vote.
2. 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.

1. Amendments to the organization’s constitution must be submitted to Student Engagement within 10 days for approval.
2. 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 in compliance may be made with unanimous approval from the President, Treasurer, and Advisor(s).
* Notification of these changes must be communicated at the next full organizational meeting.