**Saudi Students’ Association Constitution**

**ARTICLE 1**

**Purpose of the Organization**

Section 1. The name of this organization will be Saudi Students’ Association [SSA].

Section 2. The purpose of this organization will be:

1. To represent Saudi students and encourage good relationships with the American society and the other students of different nationalities.
2. To promote civilization, history and heritage of the kingdom of Saudi Arabia through its activities and programs of cultural, social, sports, and media.
3. To enhance good relationship among Saudi students.
4. SSA will serve as a part of the Saudi students’ clubs and educational centers in cultural mission of Saudi Arabia to the U.S.A. under supervision of the Royal Embassy of Saudi Arabia in The U.S.A., please check the contact information below:

Office of Cultural and Social Affairs

Saudi Arabian Cultural Mission

8500 Hilltop Road

Fairfax VA, 22031

**ARTICLE 2**

**Statement of Compliance**

Saudi students Association abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. SSA agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

**ARTICLE 3**

**Non-Discrimination Statement**

Iowa State University and Saudi Students’ Association 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 4**

**Membership**

1. Active Member:

1. Only ISU students may run in elections, as that only ISU students may hold an executive position, while this implies otherwise.
2. Active members are subject to an annual membership fee.

2. Honorary Member:

1. Any individual or organization of the Iowa community who has willingly and personally applied for the membership.
2. An honorary member is not eligible for nomination, voting, in the election.
3. No fee for membership.

**ARTICLE 5
Executive Officers**

Section 1. President:

1. Sketching the plan of activities and assigning management of projects.
2. Appointing with the vice president the other executive officers in the first week of the beginning of his role.
3. Leading meetings of the executive committee and the general body meeting.
4. Following up on execution of projects assigned to executive committee officers.
5. Contacting the university and the cultural mission.
6. Ensuring that all activities comply with the constitution of SSA.
7. Endorsing budget and expenses of the club.
8. Presenting annual report to the general body meeting.

Section 2. Vice President:

1. Reviewing budget and expenses of SSA.
2. Coordinating activities with other organizations.
3. Assuming the role of the president in case of absence of the latter.
4. Preparing annual budget and financial reports of SSA.
5. Submitting fiscal documents to appropriate authorities.
6. Assuming the role of the secretary in case of absence of the latter.

Section 3. Treasurer:

1. Maintaining records of all financial transactions of SSA
2. Collect dues if required.
3. Preparing for fund raising activities.
4. Cosign organization checks along with the Adviser.
5. Arrange fundraising opportunities for the organization.
6. Solicit additional funding if needed from the Student Government.
7. Association in conjunction with the President.

Section 4. Other Officers:

1. Secretary:

1. Preparing, circulating, and maintaining minutes of all the executive committee and the general body meetings.
2. Maintaining records archive of SSA, including members and official documents.
3. Assuming the role of the vice president in case of absence of the latter.
4. Preparing agenda for meetings of the committees.

2. Coordinator of Social Activities:

1. Representing SSA in the university’s cultural activities.
2. Coordinating cultural activities with other organizations.
3. Working in strengthening the bonds between the students.
4. Contacting the new students and helping them in accommodation.
5. Preparing a program for any social event or activity.
6. Being in charge of representing SSA at ISU for social activities.
7. Preparing contests, prizes and teams for the holiday meetings such as Eid Alfiter and Eid Aladha.

3. Coordinator of Cultural Activities:

1. Communicating and maintaining relations with media.
2. Arranging and organizing activities for cultural events.
3. Submitting a budget and cost of any cultural event to the Executive committee.
4. Managing all social media activities for the Association (facebook, twitter, and email).

4. Coordinator of Sports Activities:

1. Organizing sports activities.
2. Coordinating sports activities with other organizations.
3. Submitting a budget and cost of any cultural event to the Executive committee.

5. Coordinator of Women Activities:

1. Being in charge of organizing the activities for the female students.
2. Coordinating subcommittees for sisters’ celebrations in the holidays.
3. Preparing and organizing a cooking schedule for helping in some events related to the social activities.
4. Assuming the role of the coordinator of social activities in case of absence of the latter.

6. Risk Management Officer:

1. Helping minimize potential risks for association activities.
2. Recommending risk management policies or procedures to SSA.
3. Submitting documentation to ISU’s Risk Management Office.
4. Ensuring that Iowa State University policies are followed at all of the organization’s events.
5. Ensuring that proper waivers and background checks are on file with Risk Management for events (if applicable).
* Note: More than one activity could be incorporated under one coordinator.

Section 5. Qualifications of the Executive Officers:

1. Must be an ISU student and have no less than one-year scholarship from the government of Saudi Arabia to study at Iowa State University.
2. Must maintain a 2.00 (C) cumulative GPA at the time of election or appointment, and during their entire term of office must be full-time students.
3. May not be on academic or disciplinary probation during their term of office.
4. No person shall elected to the office of the president more than twice.

Section 6. Adviser:

1. Maintain communication with the executive officers periodically.
2. Awareness and approval of financial expenditures as well as signing of vouchers after approval.
3. Ensure that the organization is running in conformity with the policy standards set forth by Iowa State University and Student Engagement.

Section 7. The term of the office:

1. The term shall be one full year from September to August of the following year.
2. The executive committee shall meet together, in addition to regular organization meetings, to discuss issues related to the club.
3. The executive committee shall appoint other such committees that are needed to carry out organization goals.
4. The adviser’s term of the office shall be one full year from September to August of the following year.

**ARTICLE 6
Meetings**

Section 1. General Body Meetings:

1. The presence of a valid meeting shall not be less than 51% of active members.
2. General body meeting should be announced seven days in advance, and the electronic invitation for the meeting.
3. In case of presence of less than 51% of the active members, the general body meeting should be canceled and postponed to one week later from date of the canceled meeting.
4. The postponed meeting shall be held regardless of the number of attendants.
5. The Executive committee should inform the administration of cultural and social affairs in the Saudi embassy about all SSA activities.
6. Notification of meetings shall be by email to all active members at least 48 hours before said meeting will begin.

Section 2. Executive Committee Meetings:

1. Emergency meetings may be called at the request of any two executive officers.
2. The president, vice president, secretary, treasurer may call special meetings.

**ARTICLE 7
Elections**

* 1. An Election Committee is the adviser, the president and one of the honor members or any one chosen by the adviser.
	2. The Election Committee is responsible for the processes of the election.
	3. The Election Committee shall call for a nomination by contacting the all active members at least two weeks before the Election Day and verify membership validity of nominating members as well as eligibility of nominees for nomination to run for the president and the vice president positions.
	4. Nominees should maintain an active membership with SSA for at least a week prior to the nomination.
	5. A candidate may refuse of withdraw the nomination without any justification.
	6. Each nominee should provide voters with a statement of his plan when he gets nominated.
	7. Elections should be well advertised by the Election Committee to all voting members at least one week prior to the Election Day via e-mail.
	8. Election should take place from the 1st of Oct to the 10th of Oct.
	9. Only active members are eligible for voting in elections.
	10. Each voting member shall have one vote for the president who run on a joint ticket with his vice and treasurer and they shall be elected by a plurality of the vote’s coast.
	11. The new president and his officers take their place as executive team one week after the elections.

**ARTICLE 8
Finances**

* 1. All organizational finances will be handled by the association’s Treasurer only under approval from the club’s other Executive Officers and the association’s Adviser.
	2. 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 or approved institution/office (must receive authorization via Campus Organizations Accounting Office).
	3. All funds must be deposited within 48 hours after collection.
	4. The Adviser to this organization must approve and sign each expenditure before payment.
	5. Dues shall not exceed fifty (50) dollars.
	6. All the funds that come from contributions by the Saudi Arabian Culture Mission., donations with no conditions, and contributions from the members for the social, sports, and family activities must be deposited within 48 hours after collection.

**ARTICLE 9
Replacement/Removal Procedures:**

Section 1. Officer Removal

1. If the President resigns on his/her own accord or is removed due to his/her inappropriate actions, the Vice President will be offered the position of President. If the Vice President refuses the position, a general assembly meeting will be called and a new election will be held to fill the vacancy.
2. If the Vice President accepts the position, then the position of Vice President will become vacant. A general assembly meeting will then be called and a new election will be held to fill the vacancy.
3. If any other of the positions besides the Presidency becomes vacant because of resignation deemed by personal choice or removal deemed by other questionable member behavior, a general assembly meeting will be called and a new election will be held to fill the vacancy.
4. Officers may be removed from office by ½ of the votes of the other officers and ¾ of the general membership if actions are deemed inappropriate by those in membership.
5. The officer is permitted to speak before the executive committee and general membership for 15 minutes about the charges made concerning his/her performance.
6. The officer is not permitted to participate in the deliberation of the executive committee regarding the charges.
* The executive Officers may be removed from office for non-performance of duties, lack of participation, conviction of criminal acts and other malfeasance, defined by the executive committee (a committee of all executive officers except the person to be removed) and by a majority vote of those officers.
* Any officer wishing to resign may resign by letter or email to the executive committee. The resigning officer must give two weeks’ notice of his written intention to resign.
* When any officer resigns, dies, or is otherwise removed from office a special election by all of the active members shall be held to fill that position for the unexpired term of the former officer.
* Other officers may be nominated by executive members, and they may be removed if they subject to non-performance of duties, lack of participation, conviction of criminal acts or commit any malfeasance.

Section 2. Adviser Removal

1. If the adviser resigns on his/her own accord, the executive members will look for another adviser to fill the vacancy.
2. The organization adviser may be removed from office by more than 50% of the votes of the other officers and 75% of the general active membership if actions are deemed inappropriate by those in membership.
3. The adviser is permitted to speak before the executive committee and general membership for 20 minutes about the charges made concerning his/her performance.

**ARTICLE 10
Amendment to Constitution**

The president calls a special meeting of the active members in order to amend the constitution and the presence at this meeting shall not be less than of the members of SSA. At least 50% of the members present at this meeting must approve constitutional changes and this change (these changes) must be accepted by both the Office of Student Engagement of Iowa State. The document proposed shall be vetted by SSA advisor to make sure that it passed by more than 50% of the active members present at this special meeting.

**ARTICLE 11
Empowerment**

This constitution shall be fully ratified once approved by a simple majority vote of the membership, after its submission to and approval by the Student Engagement, and after its submission to and approval by the Student Government Association.