

**Article I Name:**

The name of this organization shall be “National Retail Federation Student Association” (NFSRA) at Iowa State University.

**Article II Purpose:**

1. Our group will allow students to gain professional development and knowledge when participating in challenging scholarships as well as going to National Retail Federation (NRF) conferences and learning from professionals. It applies class knowledge into the real world retail industry. Our vision as an organization is to facilitate the mission of the National Retail Federation: to advance the interests of the retail industry through advocacy, communications and education. Students will be given the opportunity to participate in NRF sponsored scholarships as well as attend National Retail Federation events. Assistance applying to and working on scholarships will be provided by officers as well as industry professionals. The point of the group is to help thriving students with a future in retail gain professional development and networking opportunities.

**Article III Statement of Compliance:**

The National Retail Federation Student Association abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The NFSRA agrees to annually complete President’s and Treasurer’s Training.

**Article IV Non-Discrimination Statement:**

Iowa State University and National Retail Federation Student 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 V Membership:**

Membership shall be open to all registered students in good standing at Iowa State University that have an interest in retail.

**Article VI Officers:**

All officers must have experience participating in an NRF scholarship or attendance at an NRF conference, if possible. Selection will take place at the end of spring semester each year to appoint the following school year’s officers. The application/interview process for these positions will go through the NFSRA advisers. The voting is done by the current club advisers. If officers aren’t upholding duties, the club advisers have the power to remove or replace officials.

All officers must be currently enrolled as an Iowa State University student and in good standing with the university.

The officers of the NRFSA and their respective duties shall be to:

- 1) President, whose duties shall be:
  - a) conduct meetings
  - b) appoint necessary committees
  - c) oversee risk management including:
    - i) to help minimize potential risks for club activities
    - ii) to recommend risk management policies or procedures
    - iii) to submit documentation to ISU's Risk Management Office
    - iv) to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- 2) Vice-president, whose duties shall be to:
  - a) assume the duties of the President in the latter's absence
  - b) organize and recruit guest speakers
- 3) Secretary, whose duties shall be to:
  - a) record the minutes of the meetings
  - b) carry on necessary correspondence
- 4) Treasurer, whose duties shall be to:
  - a) collect the dues
  - b) keep an account of the club's finances.
  - c) keep membership records (attendance/dues).

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 (1) and (2).

Impeachment/Removal of Officers – Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with impeachment

proceedings, 2/3 of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5-10 minutes to speak in front of the general membership, then a secret ballot will be held. An officer can be impeached by a simple majority vote of current members.

Replacement of officers - To fill an officer vacancy, a special election will be held within two weeks of the previous officer's leave. The special election will follow the same procedures as general elections.

#### **Article VII Adviser:**

Duties – Appointed advisers are responsible for attending the first meeting of each semester, keeping in contact with National Retail Federation correspondents, assisting with Iowa State University student organization policy and procedures, and being a professional resource for members of the club.

Method of election/selection of adviser(s) – Advisers are appointed by the AESHM department at Iowa State University.

Adviser(s) Term of Service – Advisers will serve the club on a year to year basis at their leisure and for their duration at Iowa State University. They have the ability to step down at the end of any term.

Impeachment/Removal of Advisers – If members of the NRFSA are unhappy with an adviser's contributions, they can vote to impeach them with a  $\frac{2}{3}$  majority vote. The person being impeached is allowed to speak and be present during the final vote.

Replacement of Advisers – An adviser may be replaced by appointment of the AESHM department should a vacancy arise.

#### **Article VIII 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 after collection. One Adviser to this organization must approve and sign each expenditure before payment.

Description of dues – Dues will be free for the entire school year. Therefore, no dues will be charged.

If the organization is dissolved, then the remaining funds will be transferred to the AESHM department.

**Article IX Amendments & Ratification:**

At a minimum, the constitution must be voted on and approved by a majority of general members of the organization.

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