

## **Constitution of Beyond the Pages Book Club**

### **Article I – Name**

The name of this organization shall be Beyond the Pages Book Club at Iowa State University.

### **Article II – Purpose**

The purpose of Beyond the Pages Book Club is to provide students who are passionate about books the opportunity to engage in book-related activities. The goals of this organization are to build relationships, encourage a positive relationship with books, and establish a reading community. Students involved in this organization are encouraged to form connections, participate regularly, and get back into reading.

### **Article III – Statement of Compliance**

Beyond the Pages Book Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Beyond the Pages Book Club agrees to annually complete President's and Treasurer's Training.

### **Article IV – Non-Discrimination Statement**

Iowa State University and Beyond the Pages Book Club 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 in good standing at Iowa State University.

#### 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 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 approve the membership removal. Officers will vote by show of hands.
- c. 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.
- d. 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

- a. President
  - Facilitate officer meetings and general meetings.
  - Oversee the activities of the officers and general membership.
  - Maintains record of membership in the student organization database.
  - Directs constitutional updating revisions.
  - Facilitates election of officers.
  - 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) to ensure that proper waivers and background checks are on file with Risk Management for events.
  - Maintain contact with the Advisor regarding organization activities and concerns
  - Complete all trainings as required by Iowa State University policy.
- b. Treasurer
  - Manage the club's finances.
  - Assumes the duties of the President in their absence.
  - Hold the club's purchasing card (p-card) and assigns additional p-card(s) to other designated club members.
  - Maintain the club's budget and work with officers to determine spending allowances.
  - Collect dues at the beginning of each semester.
  - Work with Advisor to approve each expenditure before payment.
  - Complete all trainings as required by Iowa State University policy.
- c. Social Chair
  - Post frequently on all social media profiles, constantly updating the accounts.
  - Creates posters for events and other club activities.
  - Responsible for taking pictures at club events.
  - Manage and record minutes at officer 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 at least one week prior to the general membership vote.
- c. 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.
- d. Voting will occur by secret ballot on an anonymous ballot. 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 on an anonymous ballot. Candidates will be elected by a majority vote of members present at the meeting.

- e. The term of office for all officer positions shall be one academic year, beginning 14 days prior to the first day of the fall semester at Iowa State University and ending 14 days following the last day of the spring semester at Iowa State University.

### 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. Voting will be made 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 anonymous ballot at a general meeting.
  - The upcoming vote will be announced at least one week prior to the meeting.
- 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 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 may occur before the annual election.
- 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 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) 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. 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 an officer meeting.
- b. 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.
- c. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- d. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

### Section 3: Terms of Service

- a. The Advisor of the organization shall serve at their leisure.
- b. Advisor will be contacted at the end of every academic year to confirm their continuation for the next academic year.

### Section 4: Impeachment/Removal

- a. The Advisor can be removed from their position by a unanimous vote of club officers at an 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 officers before a final decision is made. The Advisor may submit a written statement to officers.
- 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 Beyond the Pages Book Club, all funds and properties in excess of liabilities and expenses of dissolution will be distributed to a relevant non-profit organization determined by a majority of officers.
- c. Dues will be determined by a majority of officers at the beginning of each semester. Dues will not exceed \$20 per semester.
  - a. Dues will be collected by the Treasurer by the end of each semester through the student organization marketplace.
- d. If more funds are needed officers may organize a fundraising event.

#### **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 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.
- 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 majority vote of approval from the club officers and Advisor.
  - Notification of these changes must be communicated at the next organizational meeting.