

Constitution of the Elementary Education Club

Article I: Name

The name of this organization shall be the **Elementary Education Club** (hereafter referred to as "the Club").

Article II: Purpose

The purpose of the Elementary Education Club is to:

1. Inspire and support future educators by engaging in creative educational activities.
2. Foster a love for teaching and learning among young students.
3. Collaborate with local schools and community organizations to support educational initiatives.
4. Provide professional development opportunities for members.
5. Create a vibrant and supportive community for individuals passionate about elementary education.

Article III: Membership

Section 1: Eligibility

Membership is open to all students, educators, and community members with an interest in elementary education.

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

Iowa State University and Elementary Education 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.

Section 2: Membership Types

1. **Active Members:** Participate regularly in meetings and events, and contribute to club activities.
2. **Associate Members:** Support the club through occasional participation and attendance at events.

Section 3: Joining

Prospective members may join by attending an introductory meeting or contacting the Club Secretary for an application form.

Section 4: Responsibilities

Members are expected to:

1. Attend regular meetings and events.
2. Actively participate in projects and initiatives.
3. Uphold the Club's values and policies.

Section 5: Advisors

1. Advisors are expected to:

A. Provide Guidance to club members about Elementary Education.

B. Help plan events and meetings when needed.

C. Help maintain financial and membership records.

2. Advisors are selected by the club's current executive board. Advisors can be replaced with every executive board election. It is required for the club's advisors to also be Elementary Education advisors at Iowa State University.
3. Advisors can be impeached if they are not performing their job duties. Impeachments will be voted on by the executive board. If an advisor were to be impeached, they would be replaced with a different Elementary Education advisor in the department.

Impeachable offenses:

- a. Failure to attend meetings.
- b. Not completing assigned job duties.
- c. Harassment or bullying.

Article IV: Officers

Section 1: Executive Board

The Executive Board shall consist of the following officers:

1. **President:** Presides over meetings, represents the Club, and oversees its operations.
2. **Vice President:** Assists the President, manages committees, and assumes the President's role in their absence.
3. **Secretary:** Keeps meeting minutes, manages correspondence, and maintains membership records.

4. **Treasurer:** Manages the Club's finances, including budgeting and tracking expenses.
5. **Risk Management:** Minimizes potential risks for club activities.

Section 2: Election and Term

1. Officers shall be elected by a majority vote of the Active Members.
2. 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.
 3. (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 to be eligible for an executive or officer position is 3.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
 4. (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."
5. Terms of office shall be one year, with the possibility of re-election.
6. Elections will place on the last meeting before the end of the spring semester. Elections will take place through a majority vote.

Section 3: Duties

1. **President:** Provides leadership, sets the agenda for meetings, and represents the Club at external events.
2. **Vice President:** Supports the President, leads committees, and ensures continuity in the President's absence.
3. **Secretary:** Maintains records of meetings, manages membership data, and handles official correspondence.
4. **Treasurer:** Manages the Club's financial affairs, prepares financial reports, and oversees fundraising efforts.
5. **Risk Management:** Minimizes potential risks for club activities, recommends risk management policies or procedures, submits documentation to ISU's Risk Management Office, and ensures that proper waivers and background checks are on file with Risk Management for events (if applicable).

Section 4: Impeachment

1. If an executive member or officer is not performing their job duties, there is a possibility of impeachment. Impeachment will be a majority vote by the club members. If impeachment occurs, the officer or executive board member will be removed from their position. A reelection will happen at the next meeting after an impeachment.
2. Impeachable offenses:
 - d. Not attending meetings.
 - e. Not completing assigned job duties.
 - f. Harassment or bullying.

Article V: Meetings

Section 1: Regular Meetings

1. Regular meetings shall be held on the first Tuesday of each month at 7 PM.
2. The President shall prepare and distribute the agenda prior to each meeting.

Section 2: Special Meetings

Special meetings may be called by the President or by a petition of at least one-third of the Active Members.

Section 3: Quorum

A quorum for conducting official business shall be defined as one-half of the Active Members.

Article VI: Committees

Section 1: Standing Committees

The Club shall have the following standing committees:

1. **Event Planning Committee:** Organizes and coordinates Club events and activities.
2. **Community Outreach Committee:** Manages partnerships with local schools and organizations.
3. **Professional Development Committee:** Arrange workshops and training sessions for members, run social media accounts.

Section 2: Committee Chairs

1. Committee Chairs shall be appointed by the Executive Board during the last meeting of the Spring semester through a majority vote.
2. Committee Chairs shall report on their activities at regular meetings.

Article VII: Finances

Section 1: Budget

The Treasurer shall prepare an annual budget, which must be approved by the Executive Board. This budget will be discussed by the executive board.

Section 2: Fundraising

The Club may engage in fundraising activities to support its operations and projects. All fundraising efforts must be approved by the Executive Board.

Section 3: Expenditures

Expenditures must be approved by the Treasurer and President. Requests for reimbursement must be submitted with receipts. There will be no dues in the Elementary Education Club. If the club were to dissolve, the funds be donated to the Elementary Education major at Iowa State University. 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 Adviser to this organization must approve and sign each expenditure before payment.

Article VIII: Amendments

Section 1: Proposal

Proposed amendments to this Constitution must be submitted in writing to the Executive Board.

Section 2: Approval

Amendments require a two-thirds majority vote of the Active Members present at a meeting where a quorum is established.

Section 3: Added Amendments

The submission of any amended constitution or bylaws to Student Engagement within 10 days of ratification.

Article IX: Dissolution

In the event of the dissolution of the Club, any remaining assets after the payment of debts shall be donated to the elementary education major at Iowa State University as determined by the Executive Board.