

The Constitution of the College of Agriculture and Life Sciences Student Council at Iowa State University

Article I

Name

The name of this organization shall be the College of Agriculture & Life Sciences Student Council at Iowa State University.

Article II

Purpose

The purpose of the College of Agriculture and Life Sciences Student Council at Iowa State University shall be to provide a forum for discussion for CALS Student Organizations and support the College of Agriculture and Life Sciences through unity, inclusion, awareness, and leadership opportunities; and to function as such in activities that support all CALS students, create a sense of community within the College, and provide opportunities for students to further their professional development.

Article III

Statement of Compliance

The College of Agriculture and Life Sciences Student Council at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The College of Agriculture and Life Sciences Student Council at Iowa State University agrees to annually complete President's and Treasurer's Training.

Article IV

Non-Discrimination Statement

Iowa State University and the College of Agriculture and Life Sciences Student Council 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

Calendar

The College of Agriculture and Life Sciences Student Council at Iowa State University shall operate on the fiscal year beginning in January and ending in December.

Article VI

Membership

Section 1. Eligibility

1. A representative must be a full-time undergraduate student enrolled at Iowa State University and maintain satisfactory academic progress as defined by the ISU Information Handbook.
2. No person on the College of Agriculture & Life Sciences Student Council can represent more than one organization.
3. The College of Agriculture & Life Sciences Student Council shall at no point assess dues to any of its members.

Section 2. Composition

The College of Agriculture & Life Sciences Student Council shall be composed of:

1. Two representatives maximum from each major based student organization, both representatives having majors in the College of Agriculture & Life Sciences
2. Up to two representatives will be allowed from each organization related to the College of Agriculture and Life Sciences that have met the admission requirements in Article VI Section 3 of this constitution. This includes all interest groups that are available.
3. Two advisors minimum of two made up of a faculty advisor, staff advisor, or graduate student advisor from the College of Agriculture & Life Sciences. Appointments of advisors made through the Dean's office.
4. The College of Agriculture & Life Sciences' Senators to the Government of the Student Body.

Section 3. Criteria for Admission Membership

1. Criteria for representation on the CALS Student Council:
 - a. The organization must express interest in studies, research or areas aligned with the College of Agriculture & Life Sciences.
 - b. The organization must be recognized and in good standing within the Student Organization database.
2. A two-thirds majority of the present members with voting rights will be required to add a new club or organization to the CALS Student Council.

Section 4. Special Cases

1. A club that has dual college representation shall have voting rights according to the Operations Manual and funding rights based on events associated with each college.
 - a. Example clubs such as: Agricultural Engineering, Food Science & Human Nutrition, Biological Sciences.
2. The Government of the Student Body senators will have voting rights but no funding rights.

3. All officers of CALS Student Council, except for the President, will have voting rights. In the event of a tie, the President will vote to break the tie.
4. The CALS Ambassadors can have up to two representatives, but they can only serve as liaison seats with no voting and no funding rights.
5. The Iowa State Daily Board of Directors can have one liaison representative. This representative is not required to follow the attendance policy outlined in the CALS Student Council Operations Manual.

Section 6. Selection of Council

Representatives

1. Each student organization on the council is responsible for providing one or two representatives for the entire year.

The College of Agriculture & Life Sciences Senators

1. The CALS Senators to the Government of the Student Body shall be selected in the All-University elections as prescribed by the regulations of the Government of the Student Body. They shall serve the prescribed term for which they are elected.

Section 7. Term of Office

Representatives

1. Curricula and Liaison representatives shall be seated at the first CALS Student Council meeting of the Spring semester. Representatives serve one year and may be re-elected as many times as warranted by their respective organization.
2. CALS Senator: Each senator shall be seated following the All-University elections.

Article VII Officers

Section 1. The Executive Council

1. Shall consist of a president, vice president, secretary, and treasurer.
2. Shall carry out the policies of the CALS Student council as written in this constitution.
3. Shall coordinate all sponsorship accumulated throughout the year.
4. Shall complete a written report (transition document) upon termination that includes resources and recommendations for the next officer team.

Section 2. Duties of Officers

1. President
 - a. Organize and preside over meetings of the CALS Student Council and meetings of the Executive Officers.
 - b. Create agendas for both CALS Council meetings and executive meetings.
 - c. Invite student organizations to join the CALS Student Council

- d. Sign all necessary documents as drawn up by the secretary or other members of the CALS Student Council.
- e. Attend CALS Cabinet Meetings and Student Advisory Meetings upon invitation from the Dean of the College of Agriculture and Life Sciences.
- f. Perform other duties that are necessary for the functioning of the CALS Student Council.

2. Vice President

- a. Holds responsibility for the committees of the CALS Student Council and their work and will act as a member of all the committees to do so.
- b. Shall assume the role of Risk Management Chair. In this role, the vice president shall [a] help minimize potential risks for organization activities, [b] recommend risk management policies or procedures, [c] submit documentation to ISU's Risk Management Office and [d] ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- c. In case of absence or at the request of the president, the vice president may temporarily assume the duties of the president.

3. Secretary

- a. Shall be responsible for recording meeting minutes of the CALS Student Council meetings and providing a copy of the minutes to every CALS Student Council member and advisor.
- b. Shall be responsible for recording meeting minutes of Executive Officer meetings and providing a copy of the minutes to each executive officer and advisor.
- c. Provide digital meeting agendas, and/or other materials necessary for the meeting.
- d. Notify the CALS Student Council of upcoming meetings and provide a document that allows each represented organization to share their announcements and distribute this document to the entire CALS Student Council.
- e. Take attendance of the CALS Student Council and notify members of their absences.
- f. In charge of overseeing food safe certification for the Vice-President.

4. Treasurer

- a. Shall responsibly manage the finances of the CALS Student Council by creating an annual budget, collecting funding requests, completing all payments and regularly presenting financial statements to the entire CALS Student Council.

Section 3. Eligibility

- 1. All members in good standing are eligible (including liaisons).
- 2. To be eligible for elected office a member must be:

- a. Serving in at least their second full semester as a CALS Student Council Representative.
- b. Have a minimum cumulative grade point average (GPA) of 2.00 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.
- c. Be in good standing with the University and enrolled at least half time (six or more credit hours) for undergraduate students (unless less credits are needed to graduate in the spring and fall semesters) during their term of office.

Section 4. Election Process

1. Officer nominations will be open two meetings prior to the election.
2. Each nominee shall submit a document from their club showing that they are a member in good standing.
3. Officers shall be elected by ballot at the last meeting of the CALS Council meeting during the fall semester.
4. All members in attendance have the right to vote during officer elections.
5. A simple majority of voting members present is required for a person to be elected. In the event the initial vote for the office does not yield a candidate with a simple majority vote, the two candidates with the highest percentage of votes will move on to a second ballot.
6. Those members elected to office must resign as representatives from their respective clubs.

Section 5. Impeachment/Replacement

1. Officers may be removed for neglect or incompetence by a vote of 3/4 of the voting CALS Council members.
2. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.
3. Officer may be brought up for removal upon:
 - a. Have a minimum cumulative grade point average of 2.5 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.
 - b. Be in good standing with the university and enrolled half time (at least 6 credit hours).
 - c. Shall not miss three or more main or executive meetings without excuse.
4. In the case of the removal of the President, the Vice President shall have the option of assuming the office. If not, nominations can be held at the earliest

possible meeting for a special election. In the event of other executive officer removals, these shall be filled by nominations at the earliest possible meeting, and the election shall be held at the following meeting. In any special election, no current executive officers are nominated.

5. In the event an officer resigns during their term, a special election will be held to fill the vacancy. The Executive Team will call for nominations from the current Council at the earliest possible meeting after the resignation is announced. The election for the replacement officer will take place at the following general meeting. The special election requires a simple majority vote to induct the new officer. The newly elected officer will serve for the remainder of the original term of the resigned officer.

Article VIII

Advisors

Section 1. Duties of Advisors

It shall be the duty of the advisors to maintain communication and meet with officers regularly, be aware of and approve all financial expenditures, and ensure that CALS Council is operating in conformity with the standards set forth by Iowa State University and Student Engagement.

1. Advisors may be removed for neglect or incompetence by a vote of 3/4 of the voting CALS Council members.
2. The advisor is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.
3. Advisor may be brought up for removal upon:
 - a. Shall not miss three or more main or executive meetings without excuse.
 - b. When a member(s) becomes dissatisfied with an adviser, the complaint should be brought up with the officer team, and the officer team will determine if the matter should be brought to a vote.
4. If the advisor is brought up for impeachment, they can be present for the vote and give a speech on their behalf as to why they should remain the advisor or anything else they deem necessary. Should a vacancy occur in the adviser role, the officer team will draft a list of potential replacements and options. Those potential candidates who have agreed then will be brought to a 3/4 vote of the members present at the meeting.

Section 2. Selection

1. The CALS Student Council executive team and current advisors shall select the new advisors.
2. Prior to the completion of an advisor's term, a new advisor shall be chosen in the fall school term and approved by the Dean of the College of Agriculture & Life Sciences.

3. If the nominee accepts the advisor role, they to be the new assistant advisor.
4. Advisors shall assume office in the spring semester but are to attend the transition meeting after the CALS Council Banquet
5. Advisors will serve at least two years and must give notice of resignation at least one semester in advance.
6. An advisor may not be the head of a department or curriculum.

Section 3. Removal of Advisors

An advisor may resign their position or be removed from office by a 3/4 majority vote of the voting members in attendance at any regular Council meeting.

Article IX 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. An advisor to this organization must approve and sign each expenditure before payment.

1. The treasurer oversees all the financial responsibilities, including the budget, of this organization.
 - a. The financial matters are completed through the Workday program.
 - b. The budget of this organization is created each year by the club's treasurer and is voted on by members during the first monthly meeting of an officer team's term. This budget includes allocations to club events, committee planning funds, and our annual CALS Week, Freshman/Transfer BBQ, and the National Ag Day Luncheon.
2. All officers collectively work together to modify the sponsorship list, gain renewals, and reach out to potential new sponsors. Sponsorship letters should be sent out within the first semester of the elected officer team's term.
3. No dues are to be requested from council members.

Article X Amendments

This constitution may be amended by reading the proposed amendment at each of two meetings, prior to the regular meeting at which it is acted upon; a simple majority of all voting CALS Student Council members shall be necessary to adopt the amendment. Amended or ratified constitution should be submitted within 10 days to the Student Engagement for approval.

Article XI

Procedures

Procedures necessary to the function of the CALS Student Council including but not limited to: committee chair and committee selection, committee duties and transition documents, voting procedures, officer vacancies, committee chair vacancies and attendance policy, shall be outlined in the CALS Student Council Operations Manual.