Human Development and Family Studies
Undergraduate Club Constitution
Iowa State University

• **Article I Name**
The name of this organization shall be The Human Development and Family Studies (HD FS) Club.

• **Article II Purpose & Goals**
The mission of the Human Development and Family Studies Club is to “Leave Our Mark on the World” by:
  - Volunteering in the community.
  - Acting on behalf of the needs and rights of families and young children.
  - Providing resources to assist with the transition between the role of student to the role of professional.
  - Creating an awareness of early childhood development and education as a profession.
  - Providing peer mentoring and networking opportunities with professionals in the field.

The club is committed to being involved in the community through various activities and services. Examples of these activities are assisting with community fundraisers, socializing with the elderly, providing crafts for grade-school children, volunteering for homeless shelters, and raising money and items to benefit those in need. The club meets its members’ needs by incorporating suggestions of the whole. Participating in activities allows members to apply what they have learned about human development and family services to real-life situations.

The Human Development and Family Studies Club will abide by and support established Iowa State University policies, State and Federal Laws.

• **Article III Membership**
Membership shall be open to all registered students at Iowa State University. Iowa State University and The Human Development and Family Studies Club does not discriminate on the basis of race, gender identity, color, age, religion, national origin, sexual orientation, sex, marital status, disability or status as a U.S. Veteran. Although the club is mostly made up of Human Development and Family Studies Undergraduate students, all Iowa State University undergraduate students are welcome to join. To qualify as a member, a student should have interest in promoting the purpose of the organization, volunteering, have a commitment to becoming involved in the community, have an interest in child development, early education, finance, housing, or policy. As a member, one is required to pay dues if required, and actively support organization projects. Membership will be revoked if there is consensus of ½ of officers plus ¾ of the general membership if actions are deemed inappropriate by the membership.

• **Article IV Officers**
The following HD FS Club offices are to be filled for each academic year:
1. **PRESIDENT**
   - Create /organizes activities
   - Create agendas for meetings
   - Preside over all meetings
   - Make sure everything is getting done
   - Promote participation
   - Initiate and facilitate communication among members and with advisor
   - Update listserv
   - Secure meeting site and speakers for upcoming meetings
   - Assist in lining up volunteer opportunities
   - Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
   - Assist other officers if needed

2. **VICE PRESIDENT/PUBLIC RELATIONS**
   - Publicize meetings
• Make all arrangements for reservation of meeting spaces
• In the event of the President's absence or inability to perform the duties of President, the Vice President shall temporarily, or permanently if warranted by the situation, assume the duties of the office of President.
• Assist in coordinating organization activities.
• Maintain bulletin board located
• Assist other officers if needed

3. SECRETARY
• Maintain an accurate record of all organization meetings and post for members
• Create and maintain attendance/volunteer records
• Correspond when necessary with University administration and other recognized organizations
• Assist other officers if needed

4. TREASURER
• Maintain accurate record of organization transactions
• Collect dues
• Organize fundraising opportunities
• Solicits additional funding from the Government of the Student Body if needed
• Complete Treasurer Training in a timely manner
• Receive and pay bills
• Maintain book fair finances
• Submit financial report to ISU when necessary
• Order food for events
• Assist other officers if needed

5. HS COUNCIL REPRESENTATIVE
• Attend HS Council meetings
• Report club findings to Human Sciences Council

6. MEMBERS
• Pay dues
• Attend meetings
• Participate in volunteering events
• Represent the student organization across campus

7. ADVISER
• Attend regular club meetings
• Maintain communication and meet with officer(s) regularly
• Awareness and approval of financial expenditures
• Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
• Advise the officers of the Organization on matters of University policy, ethics, and other laws or regulations that may concern them in the operation of the Organization.
• Be employed at the University as a Faculty of Staff member and not be on any type of disciplinary probation for violations of University policy.

METHOD OF APPOINTMENT
• Suggestions will be taken by club members and final decision will be approved by the Department Chair of the Department of Human Development and Family Studies.

ELECTION OF OFFICE
Human Development and Family Studies Club Officers shall be held at the December meeting, before the beginning of the Spring Semester. Only student members of the organization shall be eligible to be elected to an officer position. Positions elected shall include: President, Vice President, Secretary, and Treasurer. Elections take place at a regularly scheduled meeting. Officers are first nominated and a vote is taken. Election of officers will require a majority vote from the general membership via secret ballot. If a candidate fails to receive a majority of votes, a run off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet the following academic requirement:

(a) Have a minimum grade point ratio (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 students, the minimum GPA is 2.00 with a cumulative GPA of 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(b) 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.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

(d) Replacement procedures:

(e) As vacancies occur during the term of office such vacancies shall be filled by appointment of the Executive Committee and majority by current members.

(f) Removal procedures:

- Those officers not fulfilling their duties shall be impeached by a majority vote of the Executive Committee, followed by a majority vote of the current members.

**TERM OF OFFICE**

The term of office will be one full year, which will run from January to December. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint sub-committees that are needed to carry out organization goals. The duties of such committees will be outlined shall the need arise. An election will be held to replace officers at the time of absence or in the case an officer is no longer able to fulfill his or her duties.

Officers may be removed from office by ½ vote of the other officers and ⅔ of the general membership if actions are deemed inappropriate by the membership. 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.

**ATTENDANCE POLICY**

Officer absences must have prior notification of at least one day. Missing more than one event with an unexcused absence will result in a meeting with the Faculty Adviser with potential to be demoted.

- **Article V. Finances**

The Human Development and Family Studies Club Treasurer is responsible for handling all financial matters. All monies belonging to the HD FS Club are used to fund the following:

- Purchase materials needed to provide services for volunteer activities
- Purchase materials needed to recruit new members
- Publication and printing materials
- Start-up money for club fundraisers
- Sponsorship of speakers; donations
- Food for club meetings
• End-of-Semester club celebrations
• Other activities deemed appropriate by executive positions and advisor(s)

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 treasurer shall maintain all financial records and shall countersign with the president for all organization transactions. The Adviser to this organization must approve and sign each expenditure before payment.

DUES
The organization may establish reasonable dues that must be paid by all members. Dues are $20.00 for each semester or $30.00 for a full year. Dues must be paid by midterm of each semester. Semesters will run August – December & January – May according to the Iowa State University calendar. For students joining the HD FS Club partial-semester, dues must be paid after four weeks of participation in first activity or first meeting attendance. Dues will include a t-shirt and food at every meeting.

Article VI. Amendments & Ratification
This constitution will be reviewed by all current Human Development and Family Studies Club members, officers, and the faculty adviser. This constitution shall become effective upon approval by a ¾ vote of the membership. Ratified constitutions must be submitted to Student Activities Center within 10 days for final approval. Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary. Amended constitution will be submitted within 10 days to Student Activities Center for approval. Written notice of the proposed amendment shall be sent to the entire membership prior to the meeting. Amendments may be proposed by any member.

Article VII – Meetings
• The Human Development and Family Studies Club shall meet, at minimum, four times a semester (August–December & January – May)
• The meeting dates and times shall be established by the governing board.
• Club meetings will be held at a location with adequate space and resources for the officers, members, and speakers that will promote a professional image.
• Executive committee meetings will be held prior to all club meetings, and additional meetings will be held if needed. Officers meetings will be held at a location with adequate space and resources.
• Members are encouraged to attend the Fall IAEYC Conferences.
• Members are encouraged to attend Fall Financial Planning Association of Iowa Conference
• All programs and meetings are open to the public.

Article IX – Fiscal Year
The fiscal year for accounting purposes shall begin on July 1 and end on June 30.

Article X – Dissolution
A recommendation for the dissolution shall be mailed to the entire membership. The recommendation must be approved by a majority of the members present at the next regular meeting and a vote would be conducted to decide how funds would be distributed.

These bylaws were amended and passed by the members present at the regular club meeting on October 13, 2010.