



**Constitution and Bylaws of the  
American Humanics Student Association  
University of Northern Iowa**



Approved 11/29/2006

**Article I**                      Name of the Organization

- A. The name of the Organization shall be known as the University of Northern Iowa American Humanics Student Association, hereafter known as AHSA.

**Article II**                     Mission of the Organization

- A. The University of Northern Iowa AHSA's mission is to transform today's students into tomorrow's nonprofit leaders by helping them gain professional experience, skills, and certification.

**Article III**                  Statement of Purpose

- A. In conjunction with American Humanics Inc. the AHSA is dedicated to providing students professional and co-curricular opportunities with the intent of enriching student's perception and appreciation of the nonprofit sector.

**Article IV**                  Membership

- A. Any student of University of Northern Iowa may become a member of this organization provided they represent the organization in accord with the mission.
- B. An Active Member in the AHSA is one who:
  - a. Pays the required semester dues
  - b. Attends sixty-six percent (66%) of the weekly meetings
  - c. Attends and participates in events and activities
  - d. Promotes the AHSA to the general public

**Article V**                     Functions

- A. The AHSA shall schedule the following events every academic year: recruitment drive, sponsorship campaign, officer and chairperson training, nonprofit organization recognition, a student recognition event, and a major community engagement project.
- B. The AHSA shall provide other opportunities for its members to grow and develop as needed throughout the academic year.

**Article VI**                  Finances

- A. The UNI AHSA shall establish such accounts and accounting practices that are in accord with the faculty advisor, Northern Iowa Student Government, the UNI Foundation, and all applicable local, city, state, and federal laws.
- B. The UNI AHSA Treasurer shall be the chief financial officer of the Association.
- C. The UNI AHSA Executive Board, in consultation with the AHSA Treasurer, shall determine the yearly budget, income, and expenditures.

## **Article VII**                      Officers and Chairpersons

- A. Overview
  - a. The UNI AHSA shall have the following elected officers: President, Vice President, Secretary, and Treasurer.
  - b. The UNI AHSA shall have the following elected chairs: Resource Development, Professional Development, Membership, Community Service, Historian, and Communications & Marketing Coordinator.
  - c. The UNI AHSA, by vote of the Executive Committee, shall create any ad-hoc committees and appoint such chairperson(s) as needed.
- B. Executive Committee
  - a. The UNI AHSA Executive Committee shall consist of all elected officers/chairs, the faculty advisor, and the UNI American Humanics staff.
  - b. The term of office for the elected offices and chairs shall be from the spring election until the spring election of the following year. Special elections may occur for any AHSA position at the end of the fall semester for positions for the following semester.
  - c. All Executive Committee members must have been consider an active member for at least one semester prior to election/appointment, and must remain in good standing with the academic institution.
  - d. An officer may hold a specific position for one full term. A full term consists of at least nine months in office. Re-election of incumbents to the same office shall be permitted with a limit of no more than two terms.
  - e. Any officer may be dismissed from office with just cause, by a 2/3 vote from the Executive Board. The officer in question must be given the opportunity to be heard at the Executive Board meeting before the Executive Board's vote.
  - f. Executive Board members shall not engage in any alcohol abuse, drug abuse, or school misconduct or their position is placed to immediate vote for impeachment.
  - g. The job descriptions shall be determined by the President with consent of the faculty advisor. A copy shall be distributed.

## **Article VIII**                      Meetings

- A. All meetings of the UNI AHSA shall be run in accordance with a modified version of Parliamentary Procedures found in Robert's Rules of Order. (Attachment 1)
- B. AHSA Meetings
  - a. The American Humanics Student Association meetings shall be held at least bi-monthly in conjunction with the academic calendar of the University of Northern Iowa.
  - b. The President shall be the presiding officer of these meetings.
  - c. If a motion is called for a vote, it shall be passed by a simple majority.
  - d. The President will vote only in the case of a tie vote.
  - e. At least one AHSA meeting per month will have approximately five minutes set aside to discuss the AHSA and its purpose and mission.

C. Executive Committee

- a. The Executive Committee of the AHSA shall meet at least monthly during the school year. The President in consultation with the Executive Committee and the faculty advisor shall determine the dates.
- b. The President shall be the presiding officer of these meetings.
- c. The legislative power shall be vested in the Executive Committee.
- d. If a motion is called for a vote, it shall be passed by a simple majority.
- e. The President will vote only in the case of a tie vote.
- f. Special Executive Board meetings may be called at the discretion of the President with the approval of the Executive Director and Campus Director.

**Article IX**                      Elections

A. Nomination Procedures

- a. A nomination meeting will be held two weeks prior to the election meeting during the spring term.
- b. The outgoing President shall preside over the nomination meeting, unless being nominated for another term. In such case, the faculty advisor shall designate a presiding officer.
- c. Any member of the AHSA may make a motion to nominate themselves or anyone else for an Executive Committee position. This will be followed by a second and approval of the nominee.
- d. The nominee must accept their nomination in order to be nominated.
- e. No one nominee shall be on the final nomination list for more than one position.

B. Election Procedures

- a. The election meeting shall occur two weeks after the nomination meeting but at least one week before the spring recognition event.
- b. The outgoing President shall preside over the elections, unless being nominated for another term. In such case, the faculty advisor shall designate a presiding officer.
- c. A member of the AHSA must make a motion to close the position from nominations and it must be seconded.
- d. Ballots will be passed out and then collected and counted by the faculty advisor and any designees of the President.
- e. The candidate with the majority of the votes shall be elected.
- f. The presiding officer shall then announce the winner of the election and then will ask those candidates who were not elected if they would like to run for a succeeding position.
- g. In case of a tie between two or more candidates, a revote shall take place.
- h. Those candidates that are not part of the revote shall be asked if they would like to move to a succeeding position.
- i. The process of election shall then continue with the office of Vice President, Secretary, Treasurer, and then the various Chairs.

## **Article X** Executive Orders and Presidential Veto

- A. Presidential Veto
  - a. The President, in agreement with the Vice President, shall have veto power of all decisions of the UNI AHSA.
  - b. The Presidential veto can be overridden by a 2/3 majority vote of the Executive Board.
- B. Executive Orders
  - a. The President may make an executive order after the consent of the faculty advisor. This order may be over any aspect of the Association, provided that the Executive Board has met and can not decide, or if the decision needs to be made without enough time to convene the Executive Board.
  - b. Executive Orders may be overturned only by the faculty advisor.

## **Article XI** Removal of Office

- A. Any member of the Executive Board may be asked to resign with just cause, by a 2/3 vote from the Executive Board. The officer/chairperson in question must be given the opportunity to be heard at the Executive Board meeting before the Executive Board's vote.
- B. In the event of the President being the subject of removal, the Vice President will become the presiding officer during the hearing, and the faculty advisor will appoint a voter.
- C. If an office becomes vacant, the President will appoint someone to fulfill the remaining portion of that term, with the approval of the Executive Committee. In the event the office of the President is vacant for whatever reason, the Vice President will become the interim President until the Association selects someone to fill the remaining portion of the term.

## **Article XII** Associations

- A. The UNI AHSA shall have two representatives yearly to the Veridian Credit Union Nonprofit Grantmaking Committee.
- B. The UNI AHSA shall have one representative yearly to the Mother Moon Foundation.

## **Article XIII** Amendments

- A. These rules shall be subject to amendment at any regular or special meeting of this AHSA or at any Executive Board meeting, provided such an amendment has been submitted in writing to the Executive Board at least 14 days prior to such meeting. The amendment will be discussed and voted on at either the following Executive Board meeting or a special business meeting of the AHSA, whichever comes first. A two-thirds (2/3) majority vote of eligible voting members present shall be required for passage of the amendment.

## **Article XIV** Governing Body

The Executive Board is the principal ruling body of AHSA. Any subject not directly addressed specifically in these rules should be addressed to this group.