

DESIGN COUNCIL of the COLLEGE OF DESIGN  
BYLAWS

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August 30<sup>th</sup>, 2005

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**The purpose of the Design Council is to encourage and support the involvement of Design students inside and outside of the classroom by providing leadership opportunities, allocating money to Design Student Organizations, and supporting events that promote all aspects of the Iowa State University College of Design**

## **1      ARTICLE ONE – Definition and Government**

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Section 1.    Name: This body shall be officially known and designated as the Design Council of the ISU College of Design

Section 2.    Laws Enumerated: The Council shall be governed by the following:

- A. University policies
- B. Design College policies
- C. Student Activities Center policies
- D. Design Council By Laws

## **2 ARTICLE TWO – Operating Procedures**

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Section 1. Meetings:

- A. The Design Council shall meet at least twice every month unless specified by the President.
- B. Meetings shall be called to order and presided over the President following current Council guidelines. In the absence of any other rules, or when deemed absolutely necessary by this Council, the latest edition of Robert's Rules of Order shall govern the conduct of meetings.
- C. The Design Council meetings will be open to all students, faculty and visitors, unless otherwise specified.

Section 2. Voting:

- A. Voting rights shall be limited to the appointed Design Council Full Membership Senators and the Executive Council, excluding the President. The President shall vote only in a tie. Advisors and faculty may not vote, but their advice and suggestions are always welcome.

Section 3. Majority:

- A. Unless otherwise specified, a majority shall be ample for any action by this Council. Majority defined shall be at least one-half plus one of the members voting.

Section 4. Quorum:

- A. A majority of the representatives and officers shall constitute a quorum of any meeting of this Council. A quorum is required for any vote to take place.

Section 5. Bill:

- A. A document presented to the Design Council containing a formal statement of a case, complaint, or request for funding allocations.

### **3 ARTICLE THREE – Executive Council**

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Section 1. Elected Officers Positions:

- A. President
- B. Vice President of Operations
- C. Vice President of Public Relations
- D. Secretary
- E. Treasurer

Section 2. Officer Requirements

- A. Currently registered as a student of the College of Design.
  - 1. Must have completed one year (2 semesters) in the College of Design.
- B. Must be present on the ISU Campus for the entire term of office
  - 1. Term of office begins: Last scheduled Design Council meeting of fall semester
  - 2. Term of office ends: Last scheduled Design Council meeting of fall semester
- C. Officers are limited to one position within the Design Council. The Council must approve additional duties.

Section 3. Officer Responsibilities

- A. All officers must attend all meetings, unless a request for an excused absence is delivered to the President and approved by the President in advance of the meeting to be missed.
- B. President
  - 1. Responsible for the overall leadership and direction of the Design Council.
    - a. Oversees and assists with all programming to ensure consistency with the overall goals of the Design Council.
    - b. Researches and develops all policies and procedures.
    - c. Oversees the yearly Design Council budget in conjunction with the Treasurer.
    - d. Writes year-end evaluation and recommendations.
    - e. Responsible for registering the Design Council with the Student Activities Center.
    - f. Approves all committees and chairpersons.
  - 2. The President shall be the Official Representative of the Design Council.
    - a. Represents the Design Council at all student, faculty, administrative and community levels.
    - b. Shall appoint Design Council members to various college or university committees.
    - c. Enters all contracts and other transactions on behalf of the Design Council.
    - d. Oversees and approves all expenditures and financial transactions
    - e. Receives all Design Council correspondence and shall sign all outgoing correspondence.

3. Acts as the channel of communication.
    - a. Meets regularly with the Executive Council.
    - b. Meets regularly with the Design Council Advisor.
    - c. Meets regularly with the Dean.
  4. Calls and Chairs all regular and special meetings.
    - a. Prepares meeting agenda prior to the meeting.
    - b. Calls an end to all discussion.
    - c. Calls all votes in executive council and regular Design Council.
  5. Shall call the President's Council Meeting once a semester.
- C. Vice President of Operations
1. Oversees operations of the Design Council, including the operation of Design Council Special Projects
  2. Oversees Design Council organization membership status and works with Design Council Secretary to confirm eligibility
  3. Makes recommendations for procedures and assists with planning of all events.
  4. Conduct the President's Responsibilities in his or her absence.
  5. Keep the most current copy of the Student Activities Center Manual
  6. Works with the following Design Council Committees:
    - a. Homecoming/VEISHEA
    - b. Other committees as needed
- D. Vice President of Public Relations
7. Serve as the public relations director for the Design Council.
  8. Recruits students to serve on Design Council and College Committees.
  9. Issues all press releases about Design Council events.
  10. Publicize Council meetings, social events, and activities.
  11. Update the Design Council bulletin board (in Vendoland).
- E. Secretary & Information Technologist
12. Keep minutes and attendance of all Council meetings.
  13. Organize, prepare, and distribute all Design Council files and correspondence.
  14. Informs the Vice-President of Operations of any infractions of Membership Requirements (Article Four: Section 2)
  15. Assemble an end-of-year report on next year's contact information for full and provisional membership Design Council organizations
  16. Act as Design Council webmaster or appoints an alternative webmaster (see Article Five, Section 2)
  17. Maintain Design Council mailing list ([designcouncil@iastate.edu](mailto:designcouncil@iastate.edu)) by adding and removing email addresses as needed
- F. Treasurer
18. Handle all Design Council accounts and budgets.
  19. Serve as Financial Director for all Design Clubs when considering allocations.
  20. Shall give a financial report when requested.
  21. Prepares the yearly Design Council budget.
- G. GSB Senator
22. Attend all GSB meetings.

23. Represent the interests of the college and the Design Council in GSB.

Section 4: Impeachment:

- A. Shall be implemented to remove an Executive Officer, in the event that the Officer in question
  - is unable to meet the requirements of the position
  - has proven unsatisfactory in completing the duties of the position.
- B. Prior to impeachment proceedings, a twenty-four hour notice must be given to the individual being brought up for review.
- C. The individual in question will not be allowed to vote on his/her impeachment.
- D. Impeachment of any Executive Council member will be decided by a MAJORITY vote by secret ballot.
  - 1. The Design Student Senate and the remaining Executive Council member will be allowed to vote.
- E. After impeachment has been voted upon, if needed, a Special Election shall be called immediately. (Section 4: Article c)

## **4 ARTICLE FOUR – Design College Student Senate Membership**

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### Section 1. General Membership Requirements:

- A. Organizations must be registered with the Student Activities Center.
- B. Organizations must notify the Council of any changes in the group's officers or advisors.
- C. Organizations must report to the Council on the activities of their respective groups and current meeting dates.
- D. Meeting Attendance
  1. All organizations must be represented by at least one Senator at each scheduled Design Council meeting, except the first meeting of the academic year
  2. A Senator may send a temporary alternate and notify the club's President.
  3. Attendance will be recorded by the Design Council Secretary
  4. Failure to comply
    - a. Full membership organizations are allowed one violation of the attendance policy; after two violations occur, the organization is reduced to provisional membership status
    - b. Provisional membership organizations are allowed one violation of the attendance policy; after two violations occur, the organization is removed from the Design Council
- E. Design Council organization membership status will be established on the last scheduled Design Council meeting in spring.

### Section 2. Senate Membership Status:

- A. Full Membership Organizations
  1. Letter of Intent
    - a. Organizations seeking full membership status must submit letter of intent to Design Council Secretary by last scheduled Design Council meeting in spring
    - b. Available on Design Council website
  2. Eligibility
    - a. Organizations holding full or provisional membership in previous academic year
      1. Organizations must be in compliance with Design Council attendance policy for the entire period of provisional membership
      2. Organizations must outline their organization's purpose and how their organization will benefit the students of the Design College
      3. Majority Design Council approval required
      4. Vote taken during last scheduled Design Council meeting in spring.
  3. Full membership status is granted by the Vice-President of Operations and recorded by the Secretary for a period of one calendar year upon confirmation of eligibility

4. Represented by **TWO** Senators each; Senators elected or appointed by their respective organizations
- B. Provisional Membership Organizations
  1. Letter of Intent
    - a. Organizations seeking provisional membership status must submit letter of intent to Design Council Secretary
    - b. Available on Design Council website
  2. Eligibility
    - a. Organizations cannot duplicate existing full member Design Council organizations
    - b. Organizations must outline their organization's purpose and how their organization will benefit the students of the Design College
    - c. Eligibility is confirmed by a majority vote of the Design Council
  3. Provisional membership status is granted by the Vice-President of Operations, ends at the conclusion of the current academic semester and is recorded by the Secretary
  4. Represented by **TWO non-voting** Senators each; Senators elected or appointed by their respective organizations

## 5 ARTICLE FIVE – Design Council Annual Account

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### Section 1. Definition

The Design Council Annual Account is funded through Design Café revenues provided by the Design College Dean’s Office. The revenue equals an annual appropriation of \$2,500. This revenue is fixed and is transferred to the Design Council at the beginning of the academic year. The Annual Account **shall be used to provide yearly financial allocations to full membership Design Council organizations.**

Account Number: # 206-00-35-00-1837

### Section 2. Uses:

#### A. Design Council Discretionary Account Transfer:

1. Any remaining funds leftover in the Annual Account at the end of the academic year shall be transferred to the Discretionary Account

#### B. Full Membership Organization Allocations

1. Each Design Council full membership organization is entitled to an equal percentage of the available Design Council Annual Account

**\*\* Example:** If there are 9 full membership Design Council organizations, each club is entitled to a maximum of \$250 ( $\$2500 \div 10 \text{ organizations} = \$250$ )

2. The amount each organization is entitled to is determined for the next academic year by the Design Council Secretary and Design Council Treasurer during the last meeting of the spring.

#### 3. Allocation Requests

- i. Must be submitted through a sponsoring Senator one meeting prior to evaluation
- ii. The President may waive this part of the requirement if extenuating circumstances exist (i.e. scheduling conflicts) and agreed upon by two-thirds vote of the Senators present
- iii. Funding requests must be submitted using standard Design Council Funding Request form (available on Design Council website)
- iv. Organizations must demonstrate how the funding request will benefit entire organization or greater Design College
- v. Requests must include an itemized budget/cost breakdown

#### 4. Awarding of Allocations

- i. Allocations will be given after a majority approval of the Design Senate when a quorum is met
- ii. During discussion, any aspect of the request may be changed through an amendment

## 6 ARTICLE SIX – Design Council Discretionary Account

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### Section 1. Definition

The Design Council Discretionary Account is funded through vending machine revenues provided by the University's Central Administration. These revenues are variable and are supplied on a monthly basis. In addition, any funds remaining in the annual account at the end of each academic year shall be placed in the Discretionary Account. The Design Council Discretionary Account **shall be used to assist new organizations financially** and, separately, **for special projects and special funding requests that benefit the entire Design College.**

Account Number: # 206-00-35-00-1835

### Section 2. Uses:

#### A. Special Full Membership Organization Requests:

1. Full membership organizations may submit one-time, special funding requests equal to each Design Council full membership organization's regular Annual Account allocation

**\*\* Example:** If each full membership Design Council organization is entitled to an Annual Account allocation of \$250 (see Article 6, Sec. 2, B, 1 & 2), then any special Discretionary Account request cannot exceed \$250.

#### 2. Special Requests

- i. Must be submitted through a sponsoring Senator one meeting prior to evaluation
- ii. The President may waive this part of the requirement if extenuating circumstances exist (i.e. scheduling conflicts) and agreed upon by two-thirds vote of the Senators present
- iii. Funding requests must be submitted using standard Design Council Funding Request form (available on Design Council website)
- iv. Organizations must demonstrate how the funding request will benefit entire Design College
- v. Requests must include an itemized budget/cost breakdown
- vi. Requests may not exceed ½ of total cost of expense

#### 3. Awarding of Special Requests

- i. Allocations will be given contingent on 2/3 approval of the Design Senate when a quorum is met
- ii. During discussion, any aspect of the request may be changed through an amendment

#### B. Provisional Membership Organization Requests:

1. Provisional membership organizations may submit allocation requests equal to or less than ½ of each full membership Design Council organization's regular Annual Account allocation

\*\* Example: If each full membership Design Council organization is entitled to an Annual Account allocation of \$250 (see Article 6, Sec. 2, B, 1 & 2), then any special Discretionary Account request cannot exceed \$125 ( $\$250 \div 2 = \$125$ )

2. Special Requests

- i. Must be submitted through a sponsoring Senator one meeting prior to evaluation
- ii. The President may waive this part of the requirement if extenuating circumstances exist (i.e. scheduling conflicts) and agreed upon by two-thirds vote of the Senators present
- iii. Funding requests must be submitted using standard Design Council Funding Request form (available on Design Council website)
- iv. Organizations must demonstrate how the funding request will benefit entire organization
- v. Requests must include an itemized budget/cost breakdown

3. Awarding of Special Requests

- i. Allocations will be given contingent on 2/3 approval of the Design Senate when a quorum is met
- ii. During discussion, any aspect of the request may be changed through an amendment

## 7 ARTICLE Seven – Design Council Responsibilities and Procedures

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### Section 1. Fall Notices and Publicity

#### A. Fall and Spring Calendars

1. Meeting dates and times shall be established for the remainder of the academic year at the 1<sup>st</sup> fall meeting
2. The Design Council calendar shall be posted on the Design Council website and distributed by the Vice-President of Operations to Design Council organizations (as listed in the year end report filed the previous academic year by the Design Council Secretary)

#### B. Public Notices

1. During the 2<sup>nd</sup> week in September, the Vice-President of Public Relations shall post a large public notice in the Design Atrium. This notice shall:
  - a. Provide the Design Council President’s contact information
  - b. Briefly describe the purpose of the Design Council, how organizations get involved in the Design Council and how organizations benefit from Design Council membership
  - c. Indicate when and where the next Design Council meeting shall be

#### C. Fall Design Council “Club Fest”

1. During the last week in September, the Vice-President of Operations shall coordinate and oversee a College-wide organization information table that will be located in the Design College atrium. This information table shall:
  - d. Represent and disseminate descriptions, contact information and meeting locations & times for all current Design Council organizations
  - e. Be staffed by Design Council executives and Design College Student Senate Senators

### Section 2. Webmaster

#### D. Shall construct and maintain the Design Council’s Web site

(<http://www.stuorg.iastate.edu/designcouncil>).

- b. Content must be in accordance with the Design Council by-laws and approved by the President

#### E. Shall handle accounts with the web host

### Section 3: November Elections

#### A. Design Council Executive Council Elections

##### 1. Eligibility

- a. The President must have served on the Design Council as an executive or Design Student Senate representative for a period of at least one semester
- b. No more than three people of the same major may be on the Executive Council.
- c. If more than three candidates from the same major are seeking nominations for Executive Council positions:

1. Each candidate will be given 2 minutes to present their credentials to the Senate.
  2. The Design Student Senate will vote for 2 candidates.
  3. Candidates receiving a majority of votes will be nominated.
  4. In the event of a tie, the current President shall cast the deciding vote.
2. Elections of Executive Council Officers
    - a. Elections will be conducted at the 1<sup>st</sup> meeting in November.
    - b. Upon election, the new officer will assume their position at the last scheduled Design Council meeting of the semester.
  3. Special Elections
    - a. Shall be called immediately in the event that there is a vacant Executive Council Officer position.
    - b. Nominations will be taken to fill the position, followed immediately with an election by the Design Student Senate.
    - c. Officers elected through a special election will assume their duties immediately.
    - d. If necessary, the newly elected officer must immediately resign as a Senator of his/her represented organization.

Section 4: Spring Procedures

A. Design Council Membership Status and Account Allocations

B. Design Council Year End Preparations

1. Reports

- a. The Design Council Executive Council shall file end of year reports as outlined in Article III, Section 3.

2. Calendar

- a. In consultation with the newly elected Executive Council, a beginning of the year meeting date and time shall be established for the next academic year

## 8 ARTICLE EIGHT – Timeline

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### FALL SEMESTER:

- First Meeting:
  - Review letters-of-intent from last meeting of spring
  - Review account allocation decisions from last meeting of spring
  - Register organizations
  - Record new contact information for Design Council Senators & Executives
  - Contact organizations with full membership but not represented at first meeting
  - Transfer unused funds from last year's annual account balance to discretionary account
  - Establish meeting dates for the remainder of the academic year
  - Plan for fall Design Council publicity
    - Public notices of Design Council/Design Council meeting times
    - Design Council Fall "Club Fest"
      - Establish dates
  
- Second Meeting:
  - Begin taking attendance for remainder of year
  - Update website & update designcouncil@iastate.edu
  - Contact organizations with full membership but not represented at first or second meeting
  - Discuss potential Design Council special projects/annual goals and objectives
    - Examples: mural, scholarships, juried art show, homecoming, VEISHEA
  - Design Council Fall "Club Fest"
    - Establish dates
    - Reserve Lightfoot Forum area w/ Dean's Office
    - Contact organizations to solicit involvement
  
- Last week in September:
  - Design Council "Club Fest"
  
- Last Meeting in October:
  - Advertise upcoming Design Council Elections
  
- First Meeting in November:
  - Hold Design Council elections
  - New officers meet with old officers at conclusion of meeting
    - Discuss responsibilities
    - Handover materials
  
- Last Meeting of Semester:
  - New officers assume new positions
  - Adjust spring semester meeting time to fit spring semester schedules

### SPRING SEMESTER:

- First Meeting:
  - Record new contact information for Design Council Senators & Executives

- Contact organizations with full membership but not represented at first meeting
- First Meeting in April:
  - Review annual allocation procedures
  - Review requirements for full membership status
- Last Meeting of Semester:
  - Set first meeting date and time for next fall
  - Establish membership for next year
    - Accept letters-of-intent from organizations for groups seeking membership
    - Review attendance in previous year
    - Vote on which organizations will be full Design Council members
  - Award annual allocations for next academic year based on membership and budget
  - Put Design Council materials in storage

## **9 ARTICLE NINE – By-Law Changes**

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### Section 1. Amendment Policy:

- A. Amendments to these bylaws will be considered under the following guidelines:
  - 1. Amendments shall be read at least one meeting prior to consideration.
  - 2. Require two-thirds vote by present Design Student Senate for adoption.
  - 3. Upon adoption, these amendments will become effective immediately.

### Section 2. Suspension:

- A. Bylaws may be suspended one at a time by a two-thirds vote of those members present.
- B. Bylaws may only be suspended until the end of the current meeting.

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