

**Latina/o Graduate Student Association at Iowa State
Constitution**

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Preamble

Recognizing the need to unite the community of Latina/o graduate and professional students as a means of social justice, the Latina/o Graduate Students Association [LGSA] at Iowa State commits to:

- Enrich the intellectual and social community for Latina/o graduate and professional students.
- Advocate for Latina/o graduate and professional students, faculty and other members of the Iowa State University community.
- Support Iowa State University, the Graduate College and all other interested parties in the recruitment, retention, and completion of Latina/o graduate and professional students.
- Encourage Latina/o students to pursue higher education.
- Develop partnerships with interested stakeholders including but not limited to: faculty, staff, and other student and campus organizations at Iowa State University.
- Promote awareness of professional development and research opportunities to Latina/o graduate and professional students.
- Abide by Iowa State University rules and regulations, State, and Federal Laws and follows local ordinances and regulations.
- The Latina/o Graduate Student Association agrees to annually complete President's Training, Treasurer's Training and Advisor Training.

Article I: Purpose

Section 1 To encourage professional collaboration and development of Latina/o graduate and professional students.

Section 2 To facilitate a community of social and cultural support for Latina/o graduate and professional students across departments at Iowa State University.

Section 3 To work in collaboration with institutional agents to fulfill the commitment of student success for Latina/o graduate and professional students.

Article II: Membership

Section 1 The Latina/o Graduate Student Association at Iowa State shall be open to all

registered students at Iowa State University in good standing who support the purposes, goals, and ideas of the organization as expressed in Article I.

Section 2 Membership dues will consist of \$20 per academic year.

Section 3 Memberships will be open in accordance with the Iowa State University guidelines. In the event that any member of the organization engages in conduct which violates university policy, the organization reserves the

right to revoke his or her membership and all its privileges therein by a 2/3 majority vote.

Article III: Officers and Duties

Section 1 Officers and Duties: The executive board (President, Vice President, Treasurer, Secretary, and Public Relations) will act as the LGSA governing board.

Section 2 The officers of LGSA must meet the following requirements:

(a) Have a minimum cumulative 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, graduate and professional students, the minimum GPA is 2.00. 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, 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.

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

(d) Officers shall serve a one-year term corresponding to the academic year (Fall–Spring). Elections shall be held in the Spring semester. Newly elected officers will participate in a transition period during the Summer and shall officially assume office at the beginning of the Fall semester. Officers are required to complete all University-required trainings within the timeframe established by Student Engagement. If an officer begins service outside of the Fall semester, they must complete all required trainings during that period and again in the subsequent Fall semester, as required by University policy. Officers may seek re-election unless otherwise restricted by University policy.

Section 3 Duties of the Executive Board will consist of the following:

(a) President:

- (i) Serve as the Chief Executive Officer.
- (ii) Set forth the agenda for all meetings
- (iii) Attend and facilitate all organization meetings.
- (iv) Present all business during meetings.
- (v) Call special meetings of the organization when required.

- (vi) Prepare and file any report required by the University.
- (vii) Hold meetings with committee chairs, as needed.
- (viii) Act as liaison to the Graduate College and Graduate Minority Assistantship Program (GMAP).
- (ix) Will serve as Risk Management Officer. The role of the risk management officer is [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

(b) Vice President

- (i) Assist the President in the execution of her/his duties.
 - (ii) In case of the absence or incapacity of the President, the President duties shall be performed by the Vice President or set proxy.
 - (iii) Serve as liaison to the Graduate and Professional Student Senate. Including attending monthly GPSS meetings.
 - (iv) Update organizational records with the Student Activity Center.
- (c) Secretary:
- (i) Maintain minutes for all general and executive meetings.
 - (ii) Distribute minutes to the listserve following each meeting.
 - (iii) Update and maintain listserve.
 - (iv) Prepare and maintain transition documents related to offices and duties.

(d) Treasurer:

- (i) Maintain all financial records of the organization.
- (ii) Prepare and submit financial reports to members.
- (iii) Prepare the annual budget.
- (iv) Prepare all budget requests for funds.
- (v) Become familiar with University accounting policies and procedures.
- (vi) Hold signatory power for financial transactions.

(e) Public Relations:

- (i) Oversee communication efforts with university, community, and membership.
- (ii) Produce flyers for special events and meetings.
- (iii) Develop marketing collateral to distribute to members and other interested parties.

Section 4 In order to hold office in the LGSA, the candidate must be a graduate or professional student member of the organization, and must have held membership for at least one term (one semester).

Section 5 Impeachment/Removal of Officers: Officers can be impeached and removed from office if officers do not fulfill constitutional duties, perform illegal or unethical behavior, or miss more than 3 executive board meetings during the semester.

This is not an exhaustive list of offences and the executive board reserves the right to add to this list.

Section 6 Officers may be removed from office by simple majority vote if the officer's conduct is in violation with University policy, and/or the officer fails to perform the duties of the office as set forth in the constitution. The accused may be present during impeachment proceedings and can speak for 3-5 minutes. Members and Executive Board Officers will deliberate and notify the accused within 24 hours of verdict via email. If impeached, the officer cannot appeal the decision however the officer may still be a recognized member of the organization.

Section 7 Replacement of Officer: A replacement officer may be appointed during the academic year by the Executive Board if an officer is impeached.

Article IV Adviser

Section 1 The LGSA Adviser(s) will assist the organization members in accomplishing the purpose of the organization.

Section 2 The LGSA shall have Adviser(s) who are full-time permanent professional faculty and/or staff at Iowa State University.

Section 3 The LGSA Adviser(s) may be nominated by either the membership or the Executive Board.

Section 4 More specific duties may be assigned to the Advisers if mutually agreed by the Advisers, the Executive Council, and the Administrative Board.

Section 5 Adviser will serve as liaison between ISU administration and LGSA.

Section 6 The adviser is appointed by the Executive Board for a one year term.

Section 7 Impeachment/Removal of Adviser: Adviser can be impeached and removed from office if adviser does not fulfill constitutional duties, perform illegal or unethical behavior, or miss more than 3 executive board meetings during the semester. This is not an exhaustive list of offences and the executive board reserves the right to add to this list.

Section 8 Adviser may be removed from office by simple majority vote if the adviser's conduct is in violation with University policy, and/or the adviser fails to perform the duties of the position as set forth in the constitution. The accused may be present during impeachment proceedings and can speak for 3-5 minutes. Members and Executive Board Officers will deliberate and notify the accused within 24 hours of verdict via email. If impeached, the adviser cannot appeal the decision.

Section 9 Replacement of Adviser: A replacement Adviser may be appointed during the academic year by the Executive Board if the Adviser is impeached.

Article V Meetings

Section 1 Meetings will be held at least once every month throughout the academic year.

Section 2 The membership will be notified meetings at least one week in advance by the Executive Chair of the organization. Emergency meetings may be called by the Executive Board at their discretion.

Section 3 A quorum will consist of a 2/3 majority of organization membership.

Article VI Elections

Section 1 Elections will be held during the spring semester and *prior* to April 15th.

Section 2 Membership will be notified of upcoming elections at least one month prior to election date.

Section 3 Elections will be held anonymously. A candidate must receive a simple majority of votes casted. In the event of a tie, a run-off election will be held.

Section 4 In the case of unfilled positions, appointments of officers will be made by the new Executive Board.

Article VII Finances

Section 1 Dues for the LGSA will be \$20 per academic year.

Section 2 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.

Section 3 The Treasurer is responsible for the financial affairs of the organization.

Section 4 Upon dissolution state money and mandatory student fees revert back to the granting organization. Group fees should be divided as stated in the constitution and carried out by the dissolving group's members and officers.

Section 5 Should the organization dissolve leaving monies in the organization account, said monies shall be held in the account until the organization is re-established.

Article VIII Amendments

Section 1 A proposed amendment to this constitution shall be presented to the members at least one meeting prior to the meeting at which the vote shall be held by the presiding President.

Section 2 A 2/3 majority of present and voting members is required for ratifying an amendment.

Section 3 All amendments or changes to this constitution must be submitted to Student Engagement.

Section 4 An updated constitution must be submitted to Student Engagement within 10 days of approval.

Article IX Ratification

Section 1 A 2/3 majority of members present must be obtained in order to ratify this constitution.

Article X Compliance Clause

Section 1 In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur:

- (a) Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
- (b) Notification of these changes must be communicated at the next full organizational meeting.

Non-Discrimination Statement

Iowa State University and the Latina/o Graduate Student Association 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, or status as a U.S Veteran.