**Article I: Name**

The name of this organization shall be College of Veterinary Medicine Spectrum (CVM Spectrum) at Iowa State University.

**Article II: Purpose**

The purpose of CVM Spectrum is to connect and support LGBTQIA+ people and allies in the Iowa State University College of Veterinary Medicine. CVM Spectrum encourages healthy and supportive relationships between LGBTQIA+ people and allies and seeks to encourage these same relationships beyond the veterinary student experience. CVM Spectrum seeks to develop a safer space for LGBTQIA+ persons and allies within the College of Veterinary Medicine through safer social interactions and by providing educational opportunities that foster an understanding of what it means to be an LGBTQIA+ person or ally in the veterinary profession.

**Article III: Statement of Compliance**

CVM Spectrum abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. CVM Spectrum agrees to annually complete President’s and Treasurer’s Training.

**Article IV: Non-Discrimination Statement**

Iowa State University and CVM Spectrum 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: Membership**

Section I: Requirements

Official membership in CVM Spectrum will be open to all registered students in the Iowa State University College of Veterinary Medicine who are genuinely supportive and respectful of the purpose of the organization.

Official members will pay the required semester dues and actively participate in the projects and activities of CVM Spectrum.

As an organization that strives to be inclusive, if a potential member is experiencing financial hardship and is unable to pay the dues for the semester, the executive board will examine the circumstances on a case-by-case basis and reserves the right to still grant official membership to said individual.

Section II: Member Expectations

A. Members shall maintain and support CVM Spectrum’s mission to provide a safer space for individuals in the LGBTQIA+ community.

B. Members shall abide by the Non-Discrimination Statement outlined in Article IV.

C. Members shall attend meetings/events/activities with a positive attitude and an open mind that remains respectful of other member’s opinions and identities.

Section III: Membership Revocation

Membership may be revoked for transgressions against established CVM Spectrum requirements outlined in Section I of Article V and expectations of membership as outlined in Section II of Article V.

Any member found to be in violation of the Non-Discrimination Statement outlined in Article IV or found to be an ongoing threat to providing a safer space for members may have their membership revoked.

Removal from the organization will be upon recommendation of advisors, the executive board team, and/or other official organization members.

**Article VI: Officers**

Section I: Requirements

All officers of CVM Spectrum must meet the following requirements:

(a) Be in good standing with the university and enrolled in the proper coursework for their current veterinary medicine year at the Iowa State University College of Veterinary Medicine during their term of office.

(b) Have a minimum cumulative grade point average (GPA) of 2.00 in the semester immediately prior to the election/appointment, the semester of election/appointment and 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) Be able to serve for an elected two-semester term and attend all executive board and general assembly meetings.

Section II: Officer Titles and Duties

One President, one Vice President, one Treasurer, and one Secretary will be appointed by group vote and will serve a one-year term. All officers are expected to complete and/or attend all trainings appropriate to their position as required by Iowa State University and/or the College of Veterinary Medicine.

A. President:

* Plan and facilitate general member meetings and executive board meetings
* Plan and facilitate social events among members
* Plan and facilitate events related to CVM Spectrum’s mission
* Ensure that the organization is operating in conformity with the standards set forth by Iowa State University, Student Activities Center, and CVM Spectrum’s mission
* Represent CVM Spectrum and serve as the liaison between the organization and any individuals or other organizations outside of the club
* Complete annual President’s training as required by Iowa State University

B. Vice President

* Assist with meetings in the absence of the President
* Maintain and update the organization’s social media accounts
* Serve as the organization’s historian
* Plan and facilitate organizational promotion and publicity events
* Serve as the organizations risk management coordinator
	+ Help minimize potential risks for club activities
	+ Recommend risk management policies or procedures
	+ Submit documentation to ISU’s Risk Management Office
	+ Ensure that proper waivers and background checks are on file with Risk Management for events

C. Treasurer

* Build and track the overall organizational budget
* Assure all monies are responsibly handled and given to the appropriate faculty advisor
* Maintain the overall organizational membership roster
* Collect dues and/or payments as needed
* Plan and facilitate organizational fundraising events
* Hold the power of signature along with the faculty advisor for all financial documents requiring approval.
* Complete annual Treasurer’s training as required by Iowa State University

D. Secretary

* Maintain an accurate record of topics discussed during executive board meetings and general body meetings
* Email minutes to the appropriate group (executive board or general body) following the meetings
* Maintain the organization’s listserv
* Communicate general information and announcements to members
* Respond to general emails regarding CVM Spectrum
* Coordinate room reservations for meetings and events

While each officer title has specific duties laid out in Section II of Article VI, leading CVM Spectrum shall be a team effort. All officers should be committed to the organization’s mission and hold themselves and other officers accountable. Each individual on the executive team will assist in the planning of meetings and events, and all opinions and ideas will be respected. Issues that are noticed within the executive board should be discussed with a faculty advisor.

Section III: Officer Selection, Removal, and Replacement Procedures

A. Selection:

Elections shall be held once per academic year during the last month prior to the beginning of finals week during the spring semester. All potential candidates must meet the requirements laid out in Section I of Article VI.

Individuals interested in obtaining an officer position must submit an intent to run a week before elections. This intent should state their name and the position they wish to run for and be emailed to the current Vice President. Past officers are eligible to rerun for election, but must adhere to the same election procedures as new candidates.

Official members who meet the requirements laid out in Section I of Article V as well as current officers who meet the requirements laid out in Section I of Article VI are eligible to vote.

Votes shall be cast via either paper or electronic ballot. Ballots shall include the names of all potential candidates. Individuals may run for more than one position, but will only be allowed to obtain one officer position.

The outgoing president will not vote in the initial vote, but serve as the tie-breaking vote in the situation that two candidates receive the same number of votes. After all ballots are cast, the advisor(s) will tally the votes. The elected candidate for a given position will be the candidate that has received the most votes (simple majority) for that position. The newly elected officials will be named after the votes are tallied and all necessary re-votes are complete. The advisors will announce those elected.

B. Removal:

Failure to meet organization expectations and requirements as outlined in Section II of Article VI may result in removal from the officer position and/or the organization upon recommendation of advisors, officers, and/or other members.

In the event that it is recommended that an officer be removed or an officer has failed to meet eligibility requirements, the executive team and general body members should vote on whether to remove the officer from their position. The officer that received the recommendation for removal is permitted to make a case to the executive team and general members. If the simple majority vote by both the executive team and the general body members is to remove the officer from their position, the officer shall be impeached.

 C. Replacement:

In the event that an officer is removed from their position, the executive team should coordinate an election to fill the vacant officer position. This should be done within two weeks of the removal of the previous officer. The election shall follow the same procedures outlined in Article VI, Section III, Part A.

**Article VII: Advisor(s)**

Section I: Requirements

Advisors must be faculty or staff members of Iowa State University who are employed on at least a half-time permanent basis.

Section II: Advisor Duties

* Maintain communications with officers
* Participate and assist in financial planning and remain aware of financial expenditures
* Serve as a neutral counsel to conflicts which may arise between officers and/or general members
* Serve as a resource for the general operation of CVM Spectrum

Section III: Selection, Removal, and Terms of Service

Advisors shall be selected by the general members and elected officers via a simple majority vote. Advisors shall serve one year terms, but may elect to continue advising the organization year to year.

If an advisor fails to meet eligibility requirements, perform their duties, or fail to support the mission of CVM Spectrum, they may be removed by a simple majority vote by the general members and executive board.

Section IV: Replacement

In the event that an advisor is removed, a new advisor will be selected according to Section III of Article VII.

**Article VIII: 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. The Advisor to this organization must approve and sign each expenditure before payment.

Dues to join CVM Spectrum will be no more than $10.00. Dues will be collected by the Treasurer and must be paid before individuals will be officially listed as members of CVM Spectrum. As outlined in Section I of Article V, the executive board reserves the right to still grant membership to an individual who is unable to pay dues due to financial hardship on a case-by-case basis.

**Article IX: Amendments and Ratifications**

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the executive board (all elected officers) and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments.

Ratified amendments to this Constitution must be submitted to the Student Activities Center within (10) days.

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