Womyn Of Colour (WOC) Student Organization Constitution

**Article I: Name and Affiliation**

1. The name of the organization shall be Womyn Of Colour Student Organization and its abbreviation is WOC. The organization’s primary focus is representing all women of color at Iowa State University
2. This organization is a student organization affiliated with Iowa State University and is organized under the regulations provided for the governance of student organizations by the university. It abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

**Article II: Purpose and Goals**

1. Promoting the academic, social, and cultural values of Womyn of Colour students at Iowa State University.
2. Educating and exchanging ideas to ISU students, faculty and staff members, and the community of Ames about Womyn Of Colour through social and cultural events.
3. Organizing and participating in various social events on the ISU campus and in the Ames community to share diverse Womyn Of Colour cultures, languages, educational, and recreational activities.
4. Conducting activities on and off campus that bring Womyn Of Colour together.

**Goals**

An organization of underrepresented minority women and supporters at Iowa State University that come together to form bonds of support and empowerment on campus.

**Article III: Membership**

The Womyn Of Colour Student Organization is open to all registered students of Iowa State University who are in good standing. The Womyn of Colour Student Organization does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran. The Womyn Of Colour Student Organization membership is open to friends, faculty, and staff of Iowa State University. Membership is voluntary and can be attained by attending meetings and/or paying club dues if required.

Membership dues will be determined by the Executive Committee.

**Article IV: Officers**

1. Elections take place at the end of the Spring semester annually.
2. Election of officers will require a simple majority vote, excluding abstainers, from the voting membership. Should a candidate fail to receive a majority vote, a run-off election will be held between the top two candidates that received the most votes.
3. The student officers of this organization must meet the following requirements:
4. For undergraduate, graduate, and professional students, the minimum cumulative 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 to be under consideration.
5. Applicants must also meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of officer.
6. Applicants must 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.
7. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (i) and (ii).
8. Any student member fulfilling the above requirements is eligible for nomination, self- nomination or re-election. If a vacancy should arise at any time between annual elections, by –elections will be held to fill the vacancy within one month after such vacancy has arisen.
9. All officers shall comprise the Executive Committee of the organization and will meet as required in addition to regular organization meeting. The Executive Committee may appoint any such ad-hoc committees as deemed necessary. Officers will serve for one academic year, i.e. from August to May.
10. The Womyn Of Colour Student Organization leadership agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training (if required).
11. **Officer titles and duties are:** 
    * 1. **President**
12. Presides over all Executive Committee meetings
13. Sets and distributes the agenda for executive meetings
14. Represents the organization on campus and events
15. Ensures that the organization is operating in conformity with the standards set forth by the Iowa State University and Student Activities Center
16. Maintains communication with the organization advisor
17. Schedules meetings/events with appropriate University Offices
18. Completes the annual ISU President’s Training (if required).
19. **Vice President**
20. Presides over meetings in the absence of the President
21. Coordinates with the President to assist with Presidential duties as needed
22. Oversees the Social Committee Officers
23. Sets and distributes the agenda for organizational meetings
24. Other duties as assigned by the President
25. Serve as the risk management chair and will oversee all risk management responsibilities which include:

* To recommend risk management policies to Womyn of Colour Student Organization
* B. To submit documentation to ISU's Risk Management Office
* To ensure that Womyn of Colour Student Organization's Risk Management Policy is implemented at all events

1. Completes the annual ISU Vice President’s Training (if required).
2. **Secretary**
3. Maintains an accurate record of all organizations meetings, in the form of general meetings minutes and actionable items reports
4. Maintains membership directory
5. Notifies members of meetings, times, assigned tasks, etc.
6. Corresponds when necessary with University Administration and other recognized organizations
7. Other duties as assigned by the President
8. **Treasurer**
9. Maintains an accurate record of organization transactions
10. Develops organization budget and present to membership for a ¾ majority vote
11. Co-sign organization checks and vouchers along with the Advisor
12. Arranges fundraising opportunities
13. Solicits additional funding if needed from the GSB in association with the President
14. Other duties as assigned by the President
15. Completes the annual ISU Treasurer’s Training.
    * 1. **Social Committee Officer**
16. Coordinates all organizations promotions, outreach and public communication activities and publicity of social events
17. Coordinates media and promotional materials to ensure maximum publicity
18. Other duties as assigned by the President
    * 1. **Advisor**
19. Maintains communication and meet with officer(s) regularly
20. Awareness and approval of all financial expenditures
21. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
22. The organization adviser shall be elected at a general meeting of the association held at the end of each academic year. The first election shall be in April.
23. The term of the office shall be one full year from May to April of the following year.
24. The organization adviser must be an ISU faculty member.
25. The process of election will be the majority vote of executive officer nominations of an adviser and the President shall ask him/her if he/she is interested in holding position. If the nominated adviser is not interested, executive officers will keep nominated and asking potential advisers until one accepts.
26. Completes the annual ISU Advisor Training (if required).
27. **Officer Removal and Replacement**

Officers of the organization may be removed if they do not fulfill their duties as outlined in the job responsibilities. The officer is permitted to speak before the Executive Committee and general membership about the charges made concerning his/her performance. A vote for removal will take place whereby ½ of the votes of the Executive Officers and ¾ of the general membership present must agree on the retention or replacement of the accused officer. The officer is not permitted to participate in the deliberation of the executive committee regarding the charges.

**Replacing Officers:** If the President resigns on his/her own accord or is removed, the Vice President will be offered the position of President. If the Vice President refuses the position, a general assembly meeting will be called and a new election will be held to fill the vacancy.

If the Vice President accepts the position, then the position of Vice President will become vacant. A general assembly meeting will then be called and a new election will be held to fill the vacancy.

If any other of the positions besides the Presidency becomes vacant a general assembly meeting will be called and a new election will be held to fill the vacancy. In order for a candidate to fill the position, ½ of the votes of the Executive Officers and ¾ votes of the general membership present must agree on the candidate.

1. **Advisor Removal and Replacement**

If the memberships feel that the current Advisor is unable or unwilling to perform the duties above, or if they feel that the Advisor is acting in a manner detrimental to the WOC, he or she will meet with the President about the issue. The Advisor will then have to opportunity to speak on his/her behalf to the Executive Board. If the Executive Board cannot come to an agreement on the removal of the advisor, the issue will be brought to the general body.

Advisors of the organization may be removed if they do not fulfill their duties as outlined in the job responsibilities. The advisor is permitted to speak before the Executive Committee and general membership about the charges made concerning his/her performance. A vote for removal will take place whereby ½ of the votes of the Executive Officers and ¾ of the general membership present must agree on the retention or replacement of the accused officer. The advisor is not permitted to participate in the deliberation regarding the charges.

In the case of an advisor needs to be replaced or in any other instance of a vacant position, a special election will take place in the month of the replacement. All student members will be eligible to vote.

The Advisor will be removed from the meeting when the impeachment voting takes place.

**Replacing Advisor:** Advisors will be replaced via appointment during a special election. A general meeting will be held whereby members may nominate potential advisors. The candidates will then be emailed by a member of the Executive Committee. Candidates that accept the nomination will submit a biography and a brief statement on why she/he would be an ideal candidate for advisor. The general body and Executive Committee will then hold a special election. In order for a candidate become advisor, ½ of the votes of the Executive Officers and ¾ votes of the general membership present must agree on the candidate.

**Article V: Finances**

“All monies belonging to this association shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting Office and/ or approved institution office (must receive authorization via Campus Organization Account Office). All funds must be deposited within 24 hours of collection. The adviser to this association must approve each expenditure and sign before payment. “

**Membership dues:** $ 5.00 each semester or $10.00 each year paid to the Treasurer.

**Article VI: Amendments and Ratification**

The procedure for adopting this constitution and any future amendments shall be adopted by the majority of the registered, eligible persons in membership present in the meeting called specifically for the constitution. The constitution shall be voted on and approved by the general membership of the association.

This constitution shall become effective upon approval by a ¾ vote of the persons in membership. A ratified constitution must be submitted to the Student Activities Center within 10 days for final approval.

Amendments to this constitution must be submitted in writing at a regular meeting of the association. The amendment 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. The amended constitution will be submitted within 10 days to the Student Activities Center for approval.

The constitution shall be signed by at least the organization’s chief student officer and primary advisor and approved by the Assistant Director of Student Activities. Space is provided at the end of the document for signatures.

Chief Student Officer Signature

Primary Advisor Signature