

CONSTITUTION OF GRANDMA MOJO'S MOONSHINE REVIVAL AT IOWA STATE UNIVERSITY

- Article I: Name
- Article II: Mission Statement
- Article III: Statement of Compliance
- Article IV: Non-Discrimination Statement
- Article V: Membership
- Article VI: Risk Management
- Article VII: Executive Positions
 - Section 1: Executive Members
 - Section 2: Executive Selection and Qualifications
 - Section 3: Terms of Executive Positions
 - Section 4: Succession and Replacement
 - Section 5: Removal of Executives
 - Section 6: Minimum Cumulative GPA for Officers
- Article VIII: Advisor(s)
- Article IX: Finances
- Article X: Meetings
 - Section 1: Business Meetings
 - Section 2: Attendance
 - Section 3: Quorum
- Article XI: Polices
- Article XII: Provision for Amending this Constitution

ARTICLE I

NAME

The name of this organization shall be Grandma Mojo's Moonshine Revival at Iowa State University.

ARTICLE II

MISSION STATEMENT

Grandma Mojo's Moonshine Revival (hereafter referred to as "GMMR") is a student-administered improvisational and sketch comedy performance group. GMMR is committed to enriching the student experience at Iowa State through live performances on and around campus.

ARTICLE III

Statement of Compliance

SECTION 1

GMMR abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

SECTION 2

GMMR agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

ARTICLE IV

Non-Discrimination Statement

Iowa State University and GMMR 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

Membership shall be open to all registered students in good standing at Iowa State University. Non-executive members of GMMR shall be divided into two groups: performing and non-performing, the details of which are outlined in the bylaws.

ARTICLE VI
RISK MANAGEMENT

The GMMR President will additionally serve as the risk management officer for the group and will help minimize potential risks for club activities, will recommend risk management policies or procedures to GMMR as warranted, and will submit documentation to ISU's Risk Management Office as necessary. The designated GMMR risk management officer will ensure that Iowa State University policies are followed at all of the organization's events and will also ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

ARTICLE VII
EXECUTIVE POSITIONS

SECTION 1

Executive Members: The Executive positions of the GMMR shall be the President and Treasurer. The Executive members of the GMMR shall be nominated and elected in accordance with the GMMR by-laws. Holding an executive position in no way gives any sort of creative control more so than a normal member of GMMR may hold.

President: The President shall serve simply as an administrative figurehead. The President shall chair meetings and have no vote on group decisions, or select a fellow GMMR member (executive or otherwise) to chair the meetings. If such a selection is made, the president may vote in the place of their selection's vote. The President will follow any further job descriptions outlined in the GMMR Bylaws.

Treasurer The Treasurer will be responsible for all financial issues of GMMR. Any income shall be promptly dealt with. The Treasurer will follow any further job descriptions outlined in the GMMR Bylaws.

SECTION 2

Annual Executive Selection: Executive members of GMMR shall be voted in at the end of every spring semester. Selection will begin with a volunteer and or nomination process. Any member of GMMR may volunteer or be nominated to be a nominee up for election, adhering to the qualifications listed either below or in the bylaws pertaining to each executive position. Every member of GMMR will then cast a ballot for one nominee. The nominee with the most votes then becomes the candidate for election. A majority vote of all members of GMMR will then seat the candidate into the elected position in question.

Executive Qualifications: The Executive Members of GMMR must meet the following requirements:

- (a) Have a minimum cumulative grade point average (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. 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 under consideration.
- (b) Be in good standing with the university and enrolled: at least half time, 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, if a graduate level student during their term of office.

The president of GMMR must be a performing member of the group.

SECTION 3

Terms of Executive Positions: The term of the executive positions shall be one (1) year and end on the Monday of dead week of the spring term.

SECTION 4

Succession and Replacement: In the event of an extended absence, or early removal of a director, a business meeting must be called, and the election process as outlined in section 2 must take place as soon as possible to seat a new executive member.

SECTION 5

Removal Executives: Failure to follow GMMR policies and expectations and/or perform in a satisfactory manner according to the duties described and assigned in the job description is cause for removal from the position. If any member of GMMR feels as if an executive has been at fault for any of the above reasons, he or she may call an impromptu business meeting, at which all members are required to attend. The business meeting will consist of discussion of grievances, an appeal from the executive in question, followed by a vote of all members, minus the executive in question. A two-thirds vote is required for the official removal of an executive.

SECTION 6

Minimum Cumulative GPA for Officers: The officers of this organization must meet the following requirements:

1. 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.
2. Have a minimum cumulative grade point average (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.
3. Be ineligible to hold an office should the student fail to maintain the requirements listed in items 1 and 2.

Article VIII **ADVISOR(S)**

Advisor(s): The GMMR advisor(s) shall be the Memorial Union Entertainment Programs Coordinator. The advisor(s) are responsible for aiding in the coordination and Risk Management for all GMMR Events. Should the need for a new advisor arise, it is the responsibility of the GMMR president to contact SAC regarding the removal and/or replacement of the GMMR advisor.

ARTICLE IX **FINANCES**

All monies belonging to this organization shall be deposited and disbursed through an account established for this organization at the Memorial Union Business Office and approved institution or office. All funds must be deposited within 24 hours after collection. The Advisors to this organization must approve and sign each expenditure before payment, however the Advisors will not be allowed to initiate financial transactions on behalf of GMMR. Finances of GMMR shall be monitored by the Treasurer.

GMMR does not require dues from its members.

ARTICLE X
MEETINGS

SECTION 1

Business Meetings: GMMR shall meet no less three times a semester at times to be determined by the GMMR President. These meetings are to determine overarching goals and discuss administrative business of GMMR. All meetings will follow parliamentary procedure as outlined in *Robert's Rules of Order*.

SECTION 2

Attendance: Attendance to the regular meetings of the GMMR is required of the President and Treasurer. Attendance for other members shall be governed in accordance to the Bylaws.

SECTION 3

Quorum: Two-thirds (2/3) of all members present at any meeting shall constitute quorum.

ARTICLE XI
POLICIES

GMMR shall create and maintain certain standing policies and expectations that shall always be active.

GMMR will abide by all University rules and regulations

ARTICLE XII
PROVISION FOR AMENDING THIS CONSTITUTION

A constitutional amendment can be submitted by any member at a regular business meeting.

Approval of the amendment shall require an affirmative three-fourths (3/4) vote of seated voting members at a regularly held business meeting.

GMMR

by: _____
President

by: _____
Advisor

Bylaws of Grandma Mojo's Moonshine Revival at Iowa State University

Table of Contents

- Article 1: Statement of Precedence of Governing Documents
- Article 2: Policies and Expectations
 - Section 1: Expectations
 - Section 2: Standing Policies
- Article 3: Director Job Descriptions
- Article 4: Amendment of These Bylaws

ARTICLE I

STATEMENT OF PRECEDENCE OF GOVERNING DOCUMENTS

The following listing outlines the order of precedence of governing documents of the GMMR, listed from highest precedence to lowest.

- GMMR Constitution
- GMMR Bylaws

ARTICLE II

Member EXPECTATIONS

Expectations: GMMR Members are expected to....

- Be punctual, responsible and fulfill commitments
- Highly communicative to all members of GMMR
- Be respectful of members, advisors, volunteers, and event attendees
- Be a representative of GMMR, and ISU at all GMMR functions
- Follow Memorial Union and University rules as well as state & federal laws

ARTICLE III

EXECUTIVE, MEMBER, AND ADVISOR JOB DESCRIPTIONS

Executive Members: Executive members are required to attend all GMMR related meetings, be it called by GMMR itself or other student, University, or Independent organizations relating to GMMR in terms of performance, funding, or other general business.

Performing Members: Performing members of GMMR are part of the active group of members who regularly perform onstage at GMMR live performances. Performing members shall be selected by a publicly held audition at the beginning of every semester. A majority vote of all currently seated GMMR members is required to seat an auditioning performer as a new GMMR member.

The majority of the performing member roster must consist of locally enrolled, full-time Iowa State University students. Auditions will be open to anyone, students of other local colleges, or high schools, or non-students in the area and they will not be discriminated against based on their status. All performing members will be limited in their enrollment term based on their graduation date, or a cumulative five years for non-students at which point their membership with GMMR will come to an end.

Non-Performing Members: If any person fulfilling the requirements mentioned above, but have skills other than performance to contribute to the advancement of GMMR, they may be appointed as a non-performing member by a majority vote of currently seated GMMR members. Requirements for performing members equally apply to Non-Performing members. Non-Performing members also hold an official vote.

Advisors: Advisors are expected to maintain communication and meet with members regularly, be aware of and approve financial expenditures, and ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center. Advisors will not be allowed to vote on GMMR.

ARTICLE IV
AMENDMENT OF THESE BYLAWS

Amendments to the GMMR Bylaws shall be made by 3/4 vote of seated members of GMMR.