**Constitution for Queer\* Graduate Student Association (Q\*GSA)**

Article I: Name

The name of this organization shall be Queer\* Graduate Student Association (Q\*GSA) at Iowa State University.

Article II: Purpose and Goals

The purpose of the Queer\* Graduate Student Association (Q\*GSA) is to be a professional organization for members of the ISU graduate student community who identify as lesbian, gay, bisexual, transgender (LGBT), and straight allies. The group hopes to provide a safe, supportive, and educational environment for members. The group also seeks to do outreach with the greater campus community, including faculty, staff, and undergraduates. To accomplish this, the group will support and network with other LGBT groups at Iowa State University, other student groups within the University as well as with the Lesbian, Gay, Bisexual, and Transgender Student Services office at Iowa State University.

The Queer\* Graduate Student Association (Q\*GSA) abides by and supports established Iowa State University policies, State and Federal Laws.

Article III: Statement of Compliance

“Queer\* Graduate Student Association or Q\*GSA” abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

“Queer\* Graduate Student Association or Q\*GSA” agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required)

*Article IV: Non-Discrimination Statement*

Iowa State University (and name of organization) 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 VI: Risk Management*

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to (name of student organization), [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Membership

Membership shall be open to all registered graduate students at Iowa State University. As well as being a group open to students, the group is also open and welcoming to faculty, staff, and significant others related to the Iowa State University.

As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organizational projects. Membership will be revoked by ½ vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership.

Article IV: Officers

The election of officers shall proceed as follows:

Election of officers

The election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.

The officers of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: 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.

(b) Have a minimum cumulative grade point average (GPA) of 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.

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

"The officer positions to be filled and duties thereof are:

(a) President

* Preside over all meetings
* Represent organization on campus and serve as a liaison to other LGBT campus groups and corresponding when necessary with University administration
* Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
* Maintain communication with organization advisor(s)

(b) Vice President

* Preside over meetings in the absence of the President
* Schedule meetings/events with the appropriate university offices
* Coordinate organizational promotion and publicity events

(c) Secretary

* Maintain an accurate record of all organization meetings and post for members
* Maintain membership directory/listserv
* Maintain records of events including photos, videos, etc.

(d) Treasurer

* Maintain accurate record of organization transactions
* Collect dues if required
* Develop organization budget and present to membership for ¾ vote
* Cosign organization checks along with the Advisor
* Arrange fundraising opportunities for the organization
* Solicits additional funding if needed from the Student Government Association in conjunction with the President

(e) Advisor(s)

* Maintain communication and meet with officers regularly
* Awareness and approval of financial expenditures
* Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

(f) Past President

* The outgoing president of the organization will remain as a guide and support for incoming president

Other Duties and Term of office

The term of service will be one full year (April to April). All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals. Outgoing officers will be expected to assist the new incoming officers for the remainder of the school year during which they lose office.

Removal or Impeachment of officers is as follows:

(a) Officers may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Replacement of officers

1. Upon removal of an officer, the highest current officer position on the executive board will be responsible for holding an election to fill the vacant position within one month of the removal of the officer.

Article V: Finances

The organization may establish reasonable dues that must be paid by all members. Currently there are no dues required by the organization. Dues shall not exceed $10.00, if assessed in the future. The amount of the dues will be determined at the beginning of the academic year by the Executive Committee and presented to the general membership for a ¾ vote. Dues must be paid by September 30th. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

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.

Article VI: Amendments and Ratification

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President and Treasurer 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.