***TWLOHA –Iowa State University Constitution***

Article I. NAME: TWLOHA–Iowa State University

Article II. NATIONAL AFFILIATION

TWLOHA- Iowa State University is affiliated with TWLOHA, Inc., a non-profit movement dedicated to presenting hope and finding help for people struggling with depression, addiction, self-injury, and suicide. TWLOHA, Inc. exists to encourage, inform, inspire and also invest directly into treatment and recovery.

Article III. PURPOSE AND COMPLIANCE

**Section A. Purpose and Aim**

* TWLOHA University Chapters is a network of student organizations on college and university campuses that exist to embody the mission and vision of To Write Love on Her Arms. Through organized meetings and events, each chapter will serve as a voice of hope, inspiration, and support for students and their surrounding communities.

**Section B. Statement of Compliance**

* TWLOHA-Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. TWLOHA-Iowa State University agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

Article IV. MEMBERSHIP

**Section A. Membership Requirements**

* To remain an Active Member, Chapter members are required to attend 50% of meetings per month (Please see Article V: Section A for attendance requirements for officers)
* Members are required to participate in at least one event per semester
* If a member is not able to meet these requirements, they must be in communication with the President regarding why.

**Section B. Membership Qualifications**

* Membership shall be open to all registered students in good standing at Iowa State University.
* No individual will be denied membership based on race, sex, religion, color, height, weight, age, handicap, national origin, sexual orientation, or veteran status.
* Iowa State University and TWLOHA-Iowa State University do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, ethnicity, sex, color, marital status, gender identity, race, sexual orientation, national origin, age, religion, or status as a U.S. Veteran.

**Section C. Standards of Conducts**

* Each member is required to abide by university/city/state/federal laws and failure to do so is grounds for revocation of membership.
* When representing TWLOHA, members are required to live in accordance to TWLOHA’s values, mission and vision. Failure to do so is grounds for revocation of membership.

**Section D. Revocation of Membership**

* Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible

revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant deference prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

**Section E. Reinstatement of Membership**

* Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of the active student members

**Section F. Selection of Members**

* TWLOHA – Iowa State University will not deny membership to anyone who is willing and able to participate in the organization. Membership is open at all times.

**Section E. Voting Privileges**

* All active members are eligible to vote.
* Members must be present for their vote to count.

**Section F. Open Door Policy**

* If school policy permits, member meetings and volunteer opportunities remain open to all regardless of enrollment status.

**Section G. Affiliates**

* Other members of the university/college community, such as faculty, alumni, as well as students from other universities/colleges may be affiliated with the chapter in accordance with school policy but may not vote or serve as officers unless otherwise permitted by the school and TWLOHA, Inc.

Article V. OFFICERS

**Section A. Officer Requirements**

* All officers are required to fulfill jobs and responsibilities as outlined below.
* Officers cannot miss 2 consecutive meetings.
* Officers may not miss two meetings per month in consecutive months.
* Officers may not miss five meetings in one semester.
* Be able to dedicate between 3-5 hours per week on TWLOHA – Iowa State University related work in addition to 1 officer meeting and 1 member meeting per week.
* If an officer is unable to meet these requirements, they must be in communication with the President in regards to why.

**Section B. Officer Qualifications**

* 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.
* 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.
* Be willing to commit to TWLOHA–Iowa State University for at least one full semester.
* Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in Section B.

**Section C. Election of Officers**

**i. Announcement of Elections**

* The President shall, at least one meeting prior, announce the date of the upcoming nominations and elections. He/she shall also state the eligibility criteria.

**ii. Nomination Process**

* The nomination of officers shall occur each semester at the membership meeting held at the end of each term. The President or other officer shall facilitate the nomination and election process at this meeting.
* Any active student member present may nominate someone him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position.
* Absentee/proxy ballots are not permitted in the nomination process.

**iii. Election Process**

* The election of officers shall occur at the membership meetings held in December & March. The order of elections shall be: President, Vice President, Treasurer, and Secretary. The organization may not proceed to the election of the next officer until the current one has been resolved.
* The nominated candidates for each officer will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present will have the opportunity to vote by secret ballot.
* Absentee/proxy ballots are not permitted in the election process.
* The facilitator will tabulate all votes immediately, in the presence of the organization. A candidate shall be elected by majority of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will immediately enter a run-off election. In the event of a tie, the facilitator shall cast a vote to break the tie.
* The facilitator will announce the new officer and ask if any active student member contests the count. If no active student member contests the

count, the new officer shall take office. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The facilitator will immediately recount all votes in the presence of the selected representatives. Once an officer is confirmed, the organization will proceed to elections for the next officer.

**iv. Installation of Officers**

* Newly elected officers shall take office immediately following the membership meeting at the end of each term. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to Student Activities.

**v. Reelection**

* Any officer may be reelected for the same position or separate officer position.

**vi. Officer Term**

* Officers can hold their position indefinitely assuming they are reelected during the elections process at the end of each term.

**Section D. Elected Officers**

**i. President**

* The elected president of TWLOHA– Iowa State University is required to be the primary contact between TWLOHA– Iowa State University and TWLOHA, Inc.
* The president is required to be the primary contact between Student Activities and the Chapter.
* The president of TWLOHA– Iowa State University is responsible for facilitating meetings. This responsibility may be shared with the Vice President. The facilitator helps accomplish the meeting’s goals by presenting the agenda and keeping the group on task.
* The president must be familiar with TWLOHA UChapters Meeting Order as well as the TWLOHA Chapter Constitution in order to conduct meetings.
* The president is responsible for delegating responsibilities to officers, committee members, and members as well as holding them accountable for those roles and responsibilities.

**ii. Vice President**

* The Vice President of TWLOHA– Iowa State University is responsible for assisting the President.
* The Vice President is responsible to fill the president’s role in his/her absence at meetings and events.
* The Vice President is responsible to work alongside the president ensuring the roles of the officers are executed.
* The Vice President is responsible for scheduling and facilitating meetings upon the president’s absence.
* Keep accurate records of all meetings in the Secretary’s absence.
* The Vice President will serve as the Risk Management officer. The Risk Management officer’s duties include minimizing potential risks for club activities, recommending risk management policies or procedures to officers and members of TWLOHA-Iowa State University, submitting documentation to ISU’s Risk Management Office for travel and/or the proper handling of food, ensuring that Iowa State University policies are followed at all of the organization’s events and ensuring that necessary waivers and background checks are on file with Risk Management for events (if applicable).

**iii. Treasurer**

* The Treasurer is responsible for keeping records of all TWLOHA– Iowa State University finances. Also, the Treasurer is responsible for attending all required School Name SGA Financial meetings. In addition, the Treasurer is responsible for deciding, alongside the President, when donations will be made to TWLOHA, as well as local organizations.
* The Treasurer should hold a position on the budgeting committee, which will seek to develop and/or revise TWLOHA– Iowa State University budget
* Should TWLOHA– Iowa State University become inactive, the Treasurer will withdraw all non-university funds and send them to TWLOHA, Inc. following officer and advisor approval.

**iv. Secretary**

* The Secretary is responsible for passing around an attendance sheet at the beginning of every meeting.
* The Secretary is responsible for maintaining a detailed list of all active members and assuring that all officers have a list.
* The Secretary is responsible for taking notes at all meetings, official or unofficial, and for preparing the meeting notes immediately following the meeting. These notes should be e-mailed to all officers after the meeting.
* The Secretary is responsible for e-mail new meeting attendees, thank them for their participation, and offer to answer any questions.
* The Secretary is responsible for keeping up the TWLOHA-Iowa State University Chapter Binder. All meeting notes should be kept in this binder.
* The Secretary is responsible for preparing ballots for elections
* The Secretary is responsible for compiling action points at the end of each meeting. These action points summarize what action needs to be taken as a result of the discussion in each meeting. The Secretary may ask individual officers to create and/or confirm the action points, but it is the Secretary’s responsibility that they are distributed.

**General guidelines for Officers:**

* Start and end on time. Respect everyone’s time by beginning promptly and keeping within the time limit that has been set for the meeting. A time limit should be set for every meeting, preferably by the president and vice president.
* Stick to the agenda. This can be a monumental task. This is a central role of the meeting facilitator. Meetings that get off track are often unproductive because they don’t address the discussion items agreed upon during meeting planning.
* Be flexible. Sometimes important issues that cannot wait to be addressed will come up. The facilitator needs to be able to recognize these (consult with other group leaders if needed) and propose a revised agenda if needed.
* Encourage participation. Seek commitments. Get members to sign up for tabling, action committees, and other specific tasks. Keep track of who has committed to what and follow up with those individuals.
* Do not get wrapped up in details unless there is a specific issue that must be resolved. Detailed decision making should be reserved for planning or committee meetings.

**Section E. Officer Vacancies/Special Elections**

* In the event of a vacant office, members will hold a vote for a new officer at the next meeting.
* Vacant offices will be filled after a 2/3 officer/member vote.

**Section E. Removal of Officers**

* Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.
* A change in officer information should be reported to Student Activities within 10 school days of the election.

Article VI. ADVISORS

**Section A. Advisors**

* TWLOHA– Iowa State University will enlist the assistance of advisors who express a genuine concern for both the mission of TWLOHA– Iowa State University and TWLOHA, Inc.
* TWLOHA-Iowa State University advisors will be available to consult with the officers upon their agreed availabilities.
* TWLOHA–Iowa State University advisors will hold office for one calendar year with the option of a longer term under 2/3 officer vote.
* TWLOHA– Iowa State University advisors will be selected by the officers under a 2/3 vote and notified promptly.
* Advisors do not have voting privileges.

**Section B. Removal and Replacement of Advisor**

* The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.
* The officers will identify a new advisor. The advisor will be replaced by the officers under a 2/3 vote.

Article VII. MEETINGS

**Section A. Frequency of Meetings**

* TWLOHA– Iowa State University member meetings will be held weekly.
* TWLOHA– Iowa State University officer meetings will be held biweekly, ideally the same day as the member meetings and an hour before member meetings.

**Section B. Special Meetings**

* Special meetings can be called at the discretion of the officers.

**Section C. Meeting Procedure**

* President shall use his/her discretion as to the manner and process in which he/she presides over the meetings, however, Roberts Rules of Order is recommended.

Article VIII. QUORUM

* In order for a quorum order to conduct business, ¾ active members must be present.

Article IX. FINANCES

**Section A. On-Campus Accounts**

* TWLOHA– Iowa State University will follow and be subject to all Iowa State University policies, procedures and practices regarding student organization accounts and finances.

**Section B. Off-Campus Accounts**

* If school policy permits, all TWLOHA–Iowa State University non-university funds will be handled by the elected Treasurer and held in a separate school account.

**Section C. Financial Authority**

* For the protection of the organization and its officers, it is required that two authorized persons approve all monetary transactions. Only the President, Treasurer, and Advisor can be signers with the organization’s financial institution.
* Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under university, local, state, and federal laws.
* All funds must be deposited within 24 business hours after collection.

**Section C. Financial Policy**

* TWLOHA– Iowa State University will be held financially accountable by TWLOHA Inc.; thus providing TWLOHA, Inc. the right to appropriate funds that were raised using TWLOHA’s name (e.g., benefit shows, fundraisers, donations, etc).
* The elected Treasurer of TWLOHA– Iowa State University will be responsible to attend university financial workshops as specified in Treasurer Roles above.
* Although TWLOHA– Iowa State University will create its own budget, budgets will be advised with the help of TWLOHA, Inc., as well as the rules and regulations of the university.
* Under the circumstance that a chapter is dissolved, all funds left in the account must be withdrawn and donated to TWLOHA, Inc.
* 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 Organization 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.
* Dues are determined by officers each year, but must meet the minimum dues requirements set annually by TWLOHA, Inc.

**Section D. Officer Transition**

* It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization’s financial institution after each election. In addition, it is the outgoing Treasurer’s responsibility to compile and present all banking documents and information about the previous and current budget to the new treasurer.

**Section E. Dissolution of Organization**

* In the event that the organization ceases to exist, any funds remaining in the organization’s account shall be donated to the external national affiliate TWLOHA, Inc.

Article X: PUBLICATIONS AND ADVERTISING

**Section A. Merchandise**

* TWLOHA – Iowa State University is permitted to utilize the TWLOHA UChapters logo in accordance with the signed Licensing Agreement with TWLOHA, Inc. for the promotion of the chapter and other permissible campus business.
* No merchandise (includes, but is not limited to shirts, bags, accessories, etc) using any of the TWLOHA, Inc. logos without the University Chapters mark shall be used or created. Official TWLOHA, Inc. merchandise will be provided by TWLOHA, Inc.

**Section B. Publications**

* All graphics and publicity created by TWLOHA– Iowa State University must be approved by TWLOHA, Inc.
* All promotional materials must utilize the TWLOHA UChatpers official logo. The use of the TWLOHA, Inc. logo without the University Chapters mark is prohibited unless authorized by TWLOHA, Inc.

Article XI: AMENDMENTS

**Procedure for Amending the Constitution:**

* Amendments to constitution must be proposed to the President in writing in either an officer or member meeting.
* Amendments must be discussed and drafted in an Officer’s meeting.
* Amendments must be submitted for approval by the president to TWLOHA, Inc.
* If approved by TWLOHA, Inc. the amendment will be brought to a vote at the next meeting.
* Amendments require 2/3 vote to pass.
* Upon TWLOHA, Inc. and university discretion, amendments may be made.
* Amendments are required to follow university policy.
* All amended constitutions must be submitted to Student Activities.

Article XII: BYLAWS

* Bylaws may be amended following the same procedure for amending the Constitution.

Article XII: RATIFICATION

* This Constitution can only be ratified once approved by the designated TWLOHA, Inc. representative.
* A 2/3 vote is required to ratify this constitution.

**BYLAWS**

**Section A. Dues**

* Dues are determined by officers each year, but must meet the minimum dues requirements set annually by TWLOHA, Inc.
* Funds raised by collecting dues must be utilized according to Section C. Financial Authority.

**Section B. Committees**

* Temporary or permanent committees may be created at the discretion of the organization and must consist of at least three members (e.g. budgeting committee, social networking committee, community outreach committee, help-link committee, etc.).
* Only members who are in good standing can hold a committee position.
* Committee’s and committee positions will be determined by a 2/3-member vote.

**Section C. Training**

* Each semester a member or officer is eligible to participate in TWLOHA’s MOVE Community Conference.
* The cost of the conference will be covered from the chapter’s operation budget. The President is responsible for communicating conference information to all members and officers.