Vote Everywhere

Drafted 9 November 2016

**Article I. Name**

The name of this organization shall be Vote Everywhere at Iowa State University.

**Article II. Purpose**

The purpose of Vote Everywhere is to promote civic initiatives through voter education, voter registration, and raising awareness of local and national issues.

**Article III. Statement of Compliance**

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

**Article IV. Non-Discrimination Statement**

Iowa State University’s Vote Everywhere chapter does not discriminate on the basis of genetic information, pregnancy, physical or mental ability, 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, faculty, staff, and community members.

**Article VI. Officers**

*Section 1. Requirements for Eligibility*

1. Have a minimum cumulative grade point average (GPA) of 2.00 and meet that minimum GPA in the semester immediately prior to elections and during the term of office.

2. Be in good standing with the university and enrolled at least half time during the term of office and the semester before. For undergraduate students, half time is six credit hours. For graduate students, half time is four credit hours.

*Section 2. Officer Duties*

**a.     Team Leader (Acting President):**

1.     Facilitate meetings and set agendas for projects

2.     Represent organization on campus

3.    Ensure that the organization is operating in conformity with the standards set forth by Iowa State University, Student Activities Center, and the national chapter.

4.     Maintain communication with organization advisor

**b.     Ambassador:**

1.     Preside over meetings in the absence of the President

2.     Schedule meetings/events with appropriate University offices

3.     Coordinate organization promotion and publicity of events

4.     Shall perform the role of the *Risk Management Officer*:

                                         i.        Help minimize potential risks for club activities

                                       ii.        Recommend risk management policies or procedures Vote Everywhere.

                                      iii.        Submit documentation to ISU’s Risk Management Office

                                 iv.        Ensure that Iowa State University policies are followed at all of the organization’s events

                         v.        To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

**c.      Treasurer:**

1.     Maintain accurate record of organization transactions

3.     Develop organization budget and present to members

4.     Cosign organization checks with the Advisor

5.     Arrange fundraising opportunities for the organization

6.     Solicits additional funding if needed from the Student Government

**d.     Advisor:**

1.     Maintain communication and meet with Team Leader.

2.     Awareness and approval of financial expenditures.

3.    Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center

*Section 3. Officer/ Advisor Election*

Officers are elected by a 2/3 majority vote of members present at the meeting in which an officer election will take place, which shall be on an annual basis in the spring semester at the discretion of the members of the organization. If a vacancy is to exist at any point during the year, nominations and affirmations by the Vote Everywhere members may take place to install a new officer.

*Section 4. Officer Removal and Replacement*

Officers may be removed from office by 2/3 majority of the members present at the meeting in which the officer in question is being subject to removal or replacement.

*Section 5. Grounds for Impeachment*

Impeachment shall be determined by members of the organization, but several offences that can constitute removal, but are not limited too are:

1. Violation of University policies.
2. Falling out of good academic standing with the University.
3. Insufficient fulfillment of obligations as an office.

**Article VII. Advisor**

*Section 1. Responsibilities*

This student organization’s advisor will maintain communication and meet with officers, be aware of and offer approval of financial expenditures, and ensure the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center. The advisor does not have voting rights.

*Section 2. Selection*

The advisor shall be selected by Vote Everywhere members and voted on. Approval will be confirmed by an affirmative 2/3 majority vote.

*Section 3. Term*

The term of the advisor shall be ongoing until the resignation or removal of the advisor.

*Section 4. Advisor Removal and Replacement*

An advisor may be removed and replaced by an affirmative 2/3 vote to remove from office. Upon removal of an advisor, the organization shall adhere to Section 2 of Article VII for consideration of a new advisor.

*Section 5. Grounds for Removal*

Impeachment shall be determined by members of the organization, but several offences that can constitute removal, but are not limited too are:

1. Violation of University policies.
2. Insufficient fulfillment of obligations as an advisor.

**Article VIII. Finances**

*Section 1. Maintenance of Funds*

All monies belonging to this organization are held within an account under the Catt Center, where the treasurer and the advisor have full discretion to evaluate expenditures and use the account.

**Article IX. Amendments**

This constitution may be amended and subsequently ratified at any time through a 2/3 majority vote. Members will be given no less than one week to consider amendments. Ratified amendments to this Constitution will be submitted to the Student Activities Center within ten (10) days for approval.