**IOWA STATE UNIVERSITY O-STEM CHAPTER**

**Constitution and Bylaws**

**ARTICLE I – IOWA STATE UNIVERSITY O-STEM**

1. This organization shall be known as the IOWA STATE UNIVERSITY chapter of Out in Science,

Technology, Engineering, & Mathematics.

2. The name of this organization shall be Out in Science, Technology, Engineering, and

Mathematics, or oSTEM@IOWA STATE UNIVERSITY (heretofore referred to as

oSTEM@IOWA STATE UNIVERSITY)

3. In all advertising efforts, oSTEM@IOWA STATE UNIVERSITY shall use a logo with the chapter

name prominently displayed.

**ARTICLE II - PURPOSE**

1. Out in Science, Technology, Engineering, and Mathematics is a national LGBTQ affirming

organization that aims to provide services and support for students in science,

technology, engineering, and mathematics and to create a dynamic network between

students and professionals in industry and academia.

**ARTICLE III - MEMBERSHIP**

1. Membership shall be aimed at supporting students, but shall also remain open to all

faculty, staff, and alumni at IOWA STATE UNIVERSITY

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 advisor to this organization must approve and sign each expenditure before payment.

2. oSTEM@IOWA STATE UNIVERSITY shall abide by all federal, state, and local laws and shall be

responsible for its own actions, acting legally independent from oSTEM Incorporated.

3. oSTEM@IOWA STATE UNIVERSITY shall abide by all policies set forth in the Non- Discrimination Policy of IOWA STATE UNIVERSITY.

**ARTICLE IV - FINANCES**

1. Dues may be collected for the IOWA STATE UNIVERSITY chapter, and as required by the national organization. Dues will be in the amount of $5.00 beginning Spring 2018 and shall not exceed $5.00.

2. The treasurer must maintain one or more accounts with IOWA STATE UNIVERSITY, in order to

accept financial transactions from sponsors.

3. By a majority, the Executive Board of oSTEM@IOWA STATE UNIVERSITY must approve any

expenses for the chapter.

**ARTICLE V-ADVISOR**

1. Adviser Duties:

* Maintain communications with officers and meet with them regularly
* Approve and remain aware of financial expenditures
* Assist President in enforcing policies
* Work with the Chair of Education and Outreach to coordinate educational trainings for the cabinet
* Work with LGBTSS to assist in the transition of Presidents
* Assist the Vice President with resolving conflicts among both the cabinet officers and the general assembly members
* Serve as a resource to cabinet members and members of the general assembly

1. Method of Election/Selection of Adviser(s):

The process of selecting an Advisor will involve seeking candidates, discussing the merit of said candidates, and then electing the adviser through consensus by the officers.

1. Adviser(s) Term of Service:

Eligible advisors must be faculty or staff members of Iowa State University who are employed on at least a half-time permanent basis. Additionally, a graduate student may become a Graduate Advisor for the *LGBTA Alliance* if elected by the cabinet. The position of Graduate Advisor will be held responsible for the same duties as the advisor and will not serve instead of the advisor. Additionally, the Graduate Advisor should maintain open communication with the Advisor.

1. Impeachment/Removal of Adviser(s):

Failure to meet terms of service or listed duties of an advisor will result in actions outlined in Article VI Section 7 respectively.

1. Replacement of Advisor(s):

In the event the advisor position becomes vacant the executive board will repeat the method of selection as described above.

**ARTICLE VI - EXECUTIVE BOARD**

Section 1 - Positions:

1. The elected officers of oSTEM@IOWA STATE UNIVERSITY shall be: President, Vice-President, Treasurer, Community Outreach, and STEM Outreach, Marketing, Fundraising and Secretary.

Section 2 - Requirements:

1. Only members who have participated in at least three non-executive

meetings/events are eligible to hold office and vote in elections.

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 (fours 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 the 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 2.0. In order for the 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 as prescribed in (1) and (2).

Section 3 - Elections:

1. The president and vice president will be elected annually at a general meeting of the active (student org members) membership in the first week in November. They will have the opportunity to make their case in front of the membership with a two-minute maximum speaking period (no minimum time). The preceding days the new president and vice president will assist current exec board in the exec board selection process.
2. The remaining officers will be selected via an “interview process.” 2-4 people of the executive board as well as the advisor will conduct the interviews and the executive board will select the best candidate via majority vote.

Section 4 - Term of Office:

1. Interim executive board meetings are the four executive board meetings immediately

following the elections. There will be two meetings before winter break and two

meetings when the Spring semester begins. During these meetings the exiting board

shall train the newly elected board on the duties for which they will be responsible.

1. Officers shall be elected for one year. Their term begins with the beginning of spring semester.
2. All outgoing officers must fill transition document that describes the roles, the contacts needed to fulfil their roles and any other pertinent information.

Section 5 - Vacancy in Office:

1. A vacancy in any office, other than that of President, shall be filled by appointment by

the President with the majority approval of the Executive Board.

2. Should the office of President become vacant, the Vice-President shall automatically

become President.

Section 6 - Duties:

1. Executive Board:

1.1. These officers shall serve on the Executive Committee, perform the duties

prescribed in these Bylaws, and perform such other duties as are directed by the

organization.

* 1. Each officer is required to volunteer for at least one hour at the engineering open house.

1.3. The Board will hold weekly meetings, which shall be attended by all officers

unless acceptable notification is given. All members must arrive on time and be

prepared for the meeting.

1.4. The Board must plan and execute weekly general body meetings.

1. President:

2.1. Plan weekly meetings

2.2. Manage Google account for oSTEM communications and documents

2.3. Seek Sponsorships from local or national corporations

2.4. Allocate extraneous tasks to other board members

2.5. Manage live agenda, contacts, and sponsorship

2.6. Assist in interviews for oncoming executive board candidates

1. Vice-President:

3.1. Take notes at each meeting

3.2. Keep a record of oSTEM's activities and take responsibility for picture taking

3.3. Update and maintain oSTEM website

3.4. Send out weekly emails

3.5. Manage Google account for oSTEM communications and documents

1. Treasurer:

4.1. Attend Financial workshop at the beginning of the semester

4.2. Keep a Ledger of oSTEM's finances

4.3. Submit reimbursement forms for events, food, etc.

4.4. Oversee financial dealings

4.5. Manage Google account for oSTEM communications and documents

1. STEM Outreach:

5.1. Responsible for making sure oSTEM fulfills requirements to stay in the Engineering Council

5.2. Maintain and encourage contact with leaders of other RSO's affiliated with the

Engineering Council

5.3. Take notes and inform the Executive board of EC happenings

5.4. Facilitate interaction with of other EC organizations

5.5. Manage Google account for oSTEM communications and documents

6. Community Outreach:

6.1. Lead in planning Volunteering, Community Outreach, and Social Events

6.2. Responsible for oSTEM Tabling

6.3. Maintain contact with the LGBT office and the leaders of its affiliated RSO's

6.4. Attend LGBT round-table meetings and take notes

6.5. Officer for the Office of Risk Management

6.6. Manage Google account for oSTEM communications and documents

1. Secretary

7.1. Attend monthly Engineering Council meetings

7.2. Manage Google account for oSTEM communications and documents

Section 7 – Misconduct

1. A member of the Executive Board may be removed from their office due to gross

dereliction of their duties as outlined in this Constitution. Prior to removal, officers will offer an opportunity for said individual to explain their case and offer a one-week, “probation period.” If the officer does not fulfil required roles in the one-week duration, then a vote of no confidence by all other members of the Executive Board shall constitute an Executive board member’s removal from office. The vote will be via silent ballot and submitted to the advisor for counting.

**ARTICLE VII - METHOD OF AMENDING BYLAWS**

Section 1: Amendments

Proposed amendments to these bylaws shall be submitted in writing. The proposed amendments shall be submitted for review to the Executive Committee, which will present the proposal along with its recommendation to the general membership. A two-thirds vote of the general membership, as described for the status of a voting member, present shall be necessary for adoption of any bylaw amendment.

**Article VIII- IOWA STATE GUIDELINES**

Section 1: Statement of Compliance

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

Section 2: Statement of Non-Discrimination Statement

Iowa State University and oSTEM Iowa State University 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

Section 3: Risk Management

The role of risk management officer is to A. Help minimize potential risks for club activities, B. Recommended risk management policies or procedures to oSTEM Iowa State University, 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)