

# The Constitution of Students Supporting Free College for All

Drafted November 14th, 2018

## Article I. Name

The name of this organization shall be: *Students Supporting Free College for All*. Hereafter *Students Supporting Free College for All* shall be referred to as “the organization.”

## Article II. Purpose

The purpose of the organization is to educate and advocate for making public universities free for students of all backgrounds regardless of genetic information, pregnancy, physical or mental disability, housing status, criminal record, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. veteran.

## Article III. Statement of Compliance

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

## Article IV. Non-Discrimination Statement

Iowa State University and the organization do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, housing status, criminal record, 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. Required Officers & Duties*

1. President:
  - a. Preside over all meetings, when able
  - b. Represent the organization on campus
  - c. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center
  - d. Maintain communication with the organization's University advisor
2. Vice-President
  - a. Preside over meetings in the absence of the President
  - b. Schedule meetings/events with appropriate University offices
  - c. Coordinate organization promotion and publicity of events
  - d. Shall perform the role of the *risk management officer*:
    - i. Help minimize potential risks for club activities
    - ii. Recommend risk management policies or procedures to the organization
    - iii. Submit necessary 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)
- 3. Treasurer
  - a. Maintain accurate record of organization transactions
  - b. Develop the organization's budget and present to members for approval, pending a  $\frac{3}{4}$  vote to approve
  - c. Cosign the organization's checks or expenses with the Advisor
  - d. Arrange fundraising opportunities for the organization
  - e. Solicit additional funding if needed from the Student Government
- 4. Advisor
  - a. Maintain communication and meet with officers regularly
  - b. Awareness and approval of financial expenditures
  - c. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center
  - d. Maintain status as a university professor with knowledge of and who supports free college for all as a goal

### *Section 3. Additional Officers & Duties*

- 1. Diversity Lead:
  - a. Bottom lines the organization's inclusivity towards students from marginalized communities. Communicates with other necessary teams and officers on intentionally creating an inclusive space and culture.
- 2. Campus Communication:
  - a. Bottom lines and ensures communication between the organization and other campus organizations, including faculty, staff, and the advisor. Forms relationships with other campus organizations as necessary and relays information between this organization's outreach.
- 3. Outreach Lead:
  - a. In charge of membership outreach and recruitment for the organization. Bottom lines canvassing, flyering, tabling, club fest. Communicates with diversity lead in how our canvassing script and outreach methods are reaching people of marginalized communities. Communicates with logistics lead to ensure the organization has the necessary materials for outreach.
- 4. Accountability Lead:
  - a. Bottom lines continuous communication with the members and allies, such as reminding members about commitments for meetings, canvassing, and events.
- 5. Logistics Lead:

- a. Bottomlines logistics of events and meetings such as reserving rooms, overseeing possible travel needs, and getting materials for events and activities of the organization.

#### *Section 4. Officer/ Advisor Election*

Individual officers will be elected consecutively in the order above, at the end of each spring semester, and by a majority vote of the members present. Candidates for office will have the opportunity to advocate for themselves, and members with concerns or tensions about electing any officer will have the opportunity to voice those concerns.

#### *Section 5. Officer/ Advisor Removal and Replacement*

Officers may be removed from office by  $\frac{3}{4}$  of the members present at two consecutive meetings if they do not follow their duties or do not attend meetings. The officer is permitted to speak before the cabinet of Required Officers and the general membership about the charges made concerning his/her performance. The officer is not guaranteed participation in the deliberation of the membership regarding any charges of neglected duties or absence.

The procedure to replace an officer is the same as the election procedure described in Article VI Section 4. Replacement shall take place at the first meeting following the removal of the previous officer/advisor. An interim officer shall be appointed by the Required Officers.

## **Article VII. Advisor**

#### *Section 1. Responsibilities*

This student organization advisor will maintain communication and meet regularly 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 chosen by the Cabinet, with the approval of the active general membership. A majority vote of voting members shall be needed for this approval. One or more graduate advisor(s) may be selected using this same process.

#### *Section 3. Term*

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

#### *Section 4. Removal*

The advisor may be removed under the same procedures outlined in Article VI Section 4.

## **Article VIII. Finances**

#### *Section 1. Maintenance of Funds*

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. All funds must be deposited within 48 hours of collection. The advisor to this organization will approve all expenditures before payment. Fundraising events will be planned and coordinated between the treasurer and president.

#### *Section 2. Dues*

If the membership decides to have dues, the membership dues will be determined on a yearly basis by October 3rd and they will be determined by a 2/3 vote of members present for two consecutive meetings. Any member may submit a dues model for consideration to the cabinet. Any dues model will be put forth by cabinet members to the general membership for deliberation. The dues decided upon are not compulsory and so the organization will never have required dues.

## **Article IX. Amendments**

This constitution may be amended and subsequently ratified at any time through a two thirds 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.



