

# **Constitution of Queer & Trans Black, Indigenous, and People of Color**

## **Article I — Name**

The name of this organization shall be Queer & Trans Black, Indigenous, and People of Color (QTBIPOC) at Iowa State University.

## **Article II — Purpose**

The purpose of the organization, Queer & Tran Black, Indigenous, and People of Color (QTBIPOC), is to provide a safe place for individuals of the lesbian, gay, bisexual, trans, and queer (LGBTQ+) community, while still being open to all students of multiple backgrounds. The goals of this organization are to discuss the intersections of identities that are fundamentally surrounding the LGBTQ+ community as well as to be a person of color. To achieve these goals, Queer & Tran Black, Indigenous, and People of Color (QTBIPOC) will create a place for discussion on topics regarding sexuality, race, orientation, and community building to educate peers on the intersectionality between identities.

## **Article III — Statement of Compliance**

Queer & Trans Black, Indigenous, and People of Color (QTBIPOC) abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Queer & Trans Black, Indigenous, and People of Color (QTBIPOC) agree to annually complete President's and Treasurer's Training.

## **Article IV — Non-Discrimination Compliance**

Iowa State University and Queer & Trans Black, Indigenous, and People of Color (QTBIPOC) 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 V — Membership**

### Section 1: Requirements

Membership shall be open to all registered students in good standing at Iowa State University. Queer & Trans Black, Indigenous, and People of Color (QTBIPOC) members must attend at least two general board meetings to be considered an official member. For application to the executive board positions, they must fulfill official membership requirements and demonstrate leadership skills through helping, initiatives, volunteering, etc.

### Section 2: Impeachment/Removal for General Members

- 1) Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- 2) The removal process may be initiated by any member of the organization.
  - a) A formal removal call must first be brought to the organization's officers. A member may call for removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.
  - b) Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
- 3) Membership may be revoked by a majority vote of club membership present at the voting meeting.
- 4) Voting will be conducted by secret ballot at a general meeting.
  - a) The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
- 5) The member in question must be provided with a summary of the reasons for removal at least one week in advance of the general membership's vote.
- 6) The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
- 7) The member will be allowed to speak to the members for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
- 8) The member may try to appeal against the vote results by contacting the organization's Advisor and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- 9) Members in question may request reinstatement 365 days after removal.
  - a) Members must submit a written request for reinstatement to officers.
  - b) Officers must reach a unanimous vote through a show of hands to reinstate members.

## **Article VI — Officers**

The officers of this organization must meet the following requirements:

- 1) Be in good standing with the university and enrolled.
  - a. 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).
    - i. At least half time (six or more credit hours).
  - b. 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.
    - i. At least half time (four or more credits).
- 2) 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.

- a. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. For this provision to be met, at least six hours (half-time credits) must be taken into consideration for the semester.
- 3) Must help out at least two events per semester, such as but not limited to Clubfest (Fall and Spring), resource fairs, etc.
- 4) Be ineligible to hold an office should the student fail to meet the requirements as prescribed in (1), (2), and (3).

### Section 1: Officer Positions and Duties

- 1) President
  - a) Facilitate officer meetings and general meetings.
  - b) Oversee the activities of the officers and general membership.
  - c) Maintains record of membership in the student organization database.
  - d) Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU's Risk Management Office and (d) to ensure that proper waivers and background checks are on file with Risk Management for events.
  - e) Maintain contact with the Advisor regarding organization activities and concerns.
  - f) Complete all training as required by Iowa State University policy.
  - g) Required to participate and help with required school events such as Clubfest if possible.
- 2) Treasurer
  - a) Manage the club's finances.
  - b) Hold the club's purchasing card (p-card) and assign additional p-card(s) to other designated club members.
  - c) Maintain the club's budget and work with officers to determine spending allowances.
  - d) Collect dues at the beginning of each semester.
  - e) Required to participate and help with required school events such as Clubfest if possible.
- 3) Secretary
  - a) Manage and create the club schedule.
  - b) Keep track of important documents.
  - c) Organize and respond to emails.
  - d) Take important notes during general body meetings and executive body meetings.
  - e) Communicate information between board members and club members.
  - f) Required to participate and help with required school events such as Clubfest if possible.
  - g) Maintain and establish connections with other student organizations on campus.
- 4) Marketing Manager
  - a) Advertise club meetings/events on social media.

- b) Make sure that marketing materials are up to date with recent meetings or event information.
- c) Follow Iowa State policies when it comes to posting on social media.
- d) Create posters and post to various bulletin boards around campus.
- e) Handle other MU advertising processes such as flyer paper routes.

## Section 2: Methods of Election

- 1) Position terms span from the start of the spring semester to the end of the fall semester.
- 2) Elections are held at the end of the fall semester so that the new positions have a smooth transition with those who held the position previously available if additional help is needed.
- 3) Elections will be held for the positions where the previous officer is graduating or chooses to retire from said position.
- 4) For the positions that require elections, a form will open for one week.
  - a) This form will be made by the current position officer with sections on position description, time commitment, experience, why they want to apply, work style, leadership experience, availability for the next semester and an interview, etc.
    - i) This document will be contributed by all exec officers.
  - b) Those who do not meet the official membership requirement of two general meetings are automatically disqualified.
  - c) This form will live in the Teams folder for officers' present and future to adjust if necessary.
- 5) After applications close, there will be a week for interviews (more if need be) where the officers in attendance will take notes on an interview document with prepared questions.
  - a) These questions will be general questions to learn more about the applicant and constructed by the President.
    - i) This document will be contributed by all exec officers.
    - ii) This form will live in the Teams folder for officers' present and future to adjust if necessary.
- 6) These notes will be reviewed by the other members staying on, and based on the one-week interview timeline, this will be done during the following week so that members can vote anonymously at the meeting at the end of the week.
- 7) Over the weekend, the President will tally the votes and announce the results to the board and schedule follow up emails for the new officers and applicants the following Monday.
- 8) The current position officer will schedule a 1-on-1 meeting with the new officer as soon as possible to go over the transition document for the position and any questions.
- 9) After all 1-on-1 meetings have happened, the new exec board should meet as a collective with the advisors to get to know each other.
  - a) The agenda can include anything that the President thinks fits.

## Section 3: Impeachment/Removal for Officers

- 1) The impeachment of officers will follow a similar process to that of general members in terms of reasons for removal, initiation, defense, and general timeline.
  - a. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
  - b. The removal process may be initiated by any member of the organization.
    - i. A formal call for removal must first be brought to the officers. A member may call for removal of the officer by emailing the President and requesting to discuss their concerns at the nearest officer meeting without said officer in attendance.
  - c. The officer will be allowed to speak to the exec board for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results.
  - d. The officer must be given a summary of the reasons for removal at least one week before the exec officers' vote.
- 2) The process of voting will be done with the exec officers only through the majority voting for impeachment (Advisor(s) will not partake).
- 3) The replacement process of the removed officer will operate the same way as the normal election process but done as soon as possible unless time does not permit (end of the semester).
  - a. In the meantime, any of the officers can step in temporarily to cover the responsibilities of the removed officers until the replacement is found.

## **Article VII – Advisor(s)**

### Section 1: Advisor Duties

- 1) Attending designated executive meetings preferably more when there is a new exec board and then adjusted as the year continues.
  - a) Details: Come to the first four exec board meetings each school year to assist with issues and turnovers.
- 2) Serve as a hub or resource and help answer questions on logistics that the students might not be as knowledgeable about.
- 3) Hold officers accountable by intervening when there are concerns regarding officer misconduct or poor academic performance.
- 4) Encourage mandatory training like officer-specific training and additional training like developmental opportunities.
- 5) Help our organization understand and follow the Student Organization Recognition Policy (SORP) and all ISU Policies, local, state, and federal laws that apply to our student organization.
- 6) Ensure that the organization completes the proper paperwork through the proper channels while following ISU policies such as event authorization, compliance agreement, etc.
- 7) Serve as an authority that can aid in reporting any concerns.

### Section 2: Selection of Advisor(s)

- 1) Position terms span from the start of fall semester to the end of their employment unless they elect otherwise for necessary reasons.
- 2) Unless under extenuating circumstances, if the Advisor choosing to step down has knowledge of their retirement in advance, they should let the exec board know as soon as possible.
  - a. Preferably before the end of the fall semester so that the new Advisors will have a smooth transition with those who held the position previously available if additional help is needed.
- 3) For the selection process, exec officers will reach out to individuals on campus.
  - a. If an Advisor in place is stepping back, we will consider their recommendations for the position.
- 4) Interviews will then be set up so that officers can talk to those who are interested in gauging their candidacy through interview questions.
  - a. These questions will be made by the President and available in Teams if any officer feels it necessary to update them.
  - b. Present officers need to take notes on responses and impressions of the candidates.
  - c. These interviews preferably would be conducted within the same week if schedules allow.
- 5) The following week, the exec board will vote on the new Advisor anonymously.
- 6) Interviewed candidates will be informed of the results on the following Monday.
- 7) The current Advisor and President will schedule a meeting with the new Advisor for introductions and transition documents.

### Section 3: Impeachment/Removal for Advisors

- 1) The impeachment of advisors will follow a similar process to that of general members in terms of reasons for removal, initiation, defense, and general timeline.
  - a. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
  - b. The removal process may be initiated by any member of the organization.
    - i. A formal call for removal must first be brought to the officers. A member may call for removal of the Advisor by emailing the President and requesting to discuss their concerns at the nearest officer meeting without said Advisor in attendance.
  - c. The Advisor will be allowed to speak to the exec board for a maximum of 5 minutes before voting occurs. The Advisor in question will be asked to leave the meeting while deliberation and voting commences. The Advisor in question will be informed of the results.
  - d. The Advisor must be given a summary of the reasons for removal at least one week before the exec officers' vote.
- 4) The process of voting will be done with the exec officers only through the majority voting for impeachment (Advisor(s) will not partake).

- 5) The replacement process of the removed Advisor will operate the same way as the normal election process but done as soon as possible unless time is not permitted (end of the semester).
  - a. In the meantime, any of the remaining Advisor or President can step in to temporarily take over the responsibilities of removed Advisor until the replacement has been found.

## **Article VIII – Finances**

### Section 1: Money Management

- 1) 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.

### Section 2: Dues

- 1) Required dues from the exec board and general members.
  - a. One semester will be \$5.
  - b. Two semesters or one school year will be \$8.
- 2) This will be the treasurer's responsibility at the beginning of each semester, and they will keep track of payment.

### Section 3: Responsibilities

- 1) The Treasurer has the responsibility for handling the club's financial affairs which include but are not limited to:
  - a. Collecting monies and making deposits on behalf of the club.
  - b. Requesting and keeping track of funding processes through different organizations and departments within the university.
  - c. Keeping track of fundraising opportunities and progress.
  - d. Constructing an annual budget with the President and Advisor.
    - i. Exec board contributions will be considered.
  - e. Making sure the club is on track with the annual budget prepared.

### Section 4: Dissolution

Upon the dissolution of QTBIPoC, state money and mandatory student fees such as dues return to the granting party. Group fees should be divided and returned.

- 1) This process will be the exec board's responsibility to carry out and see through.

## **Article IX – Amendments & Ratifications**

In the case of an amendment to the QTBIPoC's Constitution:

- 1) A proposal to amend this constitution may be initiated by any member of the club.
- 2) To propose they must present a copy of the amended constitution with amendment(s) labeled to a general meeting.
- 3) The proposal will be voted on a week later with the adoption only in the case of 2/3 majority vote of members.
- 4) If passed, the amended constitution will be submitted within 10 days to Student Engagement for final approval.