**Constitution**

Lesbian, Gay, Bisexual, Transgender and Ally Alliance at Iowa State University

Ratified March 25th, 2015

**Article I: Name**

The name of this organization shall be “Lesbian, Gay, Bisexual, Transgender, and Ally Alliance at Iowa State University” (*LGBTA Alliance*).

**Article II: Purpose**

The mission of the *LGBTA Alliance* is to educate the community on lesbian, gay, bisexual, transgender, and ally issues, as well as any and all other issues pertaining to gender, romantic, and sexual minorities; to support members of the community who are coming to accept their sexual orientation and/or sexuality; to provide a source of safe and responsible social interaction for the LGBTQIA+ community; to provide resources for health-related issues; to strive to eliminate heterosexism and homophobia; to provide information and moral support to persons wishing to become activists in the community; and to foster an inclusive and accessible environment for all members.

**Article III: Statement of Compliance**

The *LGBTA Alliance* abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The *LGBTA Alliance* agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.

**Article IV: Non-Discrimination Statement**

Iowa State University and the *LGBTA Alliance* 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 I: Requirements

Official membership in the *LGBTA Alliance* will be open to all registered students who are genuinely supportive of the mission of the organization without regard to sexual orientation, race, color, religion, sex, gender, gender identity and expression, national origin, age, physical ability, veteran status, marital status, political or academic affiliation, or economic status, or disability. Official members will pay the required semester dues and actively participate in the projects and activities of the *LGBTA Alliance*.

Section II: Revocation of Membership

Membership may be revoked for transgressions against established *LGBTA Alliance* requirements of membership (see Section I of Article V). Revocation will be decided by a majority vote first by the *LGBTA Alliance* officers, and then a vote from the official membership. (See Article V, Section III: “Removal Procedure”).

**Article VI: Risk Management**

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to the *LGBTA Alliance*, [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).

**Article VII: Officers**

Section I: General Requirements

All officers of the *LGBTAA* will be expected to have first held one complete semester of “official membership,” as previously defined. Officers will meet the following requirements:

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 (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.
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. 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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
4. Be able to serve for an elected two-semester term; officers will be expected to attend all cabinet and general assembly meetings, and contribute to the progress and growth of the *LGBTA Alliance*.

Section II: Officer Titles and Duties

*A) President*

1. Enforce policies defined in the *LGBTA Alliance* Constitution
2. Preside over meetings with the assistance of the Vice President
3. Hold right to be member, ex-officio, of all committees
4. Hold power of signature for documents requiring Executive approval
5. Ensure cabinet members are fulfilling their responsibilities
6. Complete President’s training
7. Serve as the liaison to the Student Union Board
8. Ensure that office hours are completed as scheduled

*B) Vice President & Risk Management*

1. Understand the intrapersonal and interpersonal dynamics of the cabinet
2. Understand the LGBTAA constitution, guidelines, and bylaws and ensure compliance with the *LGBTA Alliance* constitution, guidelines, and bylaws (when necessary)
3. Ensure cabinet members are confident in their abilities to execute meetings and events
4. Serve as communication support for the Chair of Education and Outreach
5. Provide cabinet members with resources to carry out their obligations related to meeting and events
6. Help minimize potential risks for club activities
7. Recommend risk management policies or procedures to the *LGBTA Alliance*
8. Submit documentation to ISU’s Risk Management Office
9. Ensure that Iowa State University policies are followed at all of the organization’s events
10. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

*C) Treasurer*

1. Maintain accurate records of organization transactions
2. Collect applicable membership dues (see Article VIII, Section II: Member Dues)
3. Develop budget
4. Hold power of signature, along with Adviser(s), for financial documents requiring Financial approval
5. Act as financial liaison with Government of the Student Body (GSB)
6. Bring forward financial issues that need to be discussed by officers
7. Work in conjunction with the Vice President to coordinate logistics for MBLGTACC
8. Complete Treasurer training
9. Maintain directory of “official” membership

*D) Secretary*

1. Maintain an accurate record of all cabinet meetings (“minutes”) and distribute the minutes weekly to cabinet members and by request to others
2. Keep attendance records of officers at cabinet meetings
3. Maintain the *LGBTA Alliance* listserv
4. Respond to emails regarding the *LGBTA Alliance*
5. Coordinate room reservations and rentals
6. Complete administrative paperwork, including but not limited to event authorizations
7. Send weekly updates to the general assembly regarding upcoming meetings and events
8. Create and advertise the schedule of office hours
9. Create agenda for official meetings of officers (“cabinet meetings”)
10. Maintain an archive of cabinet minutes
11. Archive relevant media, including (but not limited to) news clippings, photos, and flyers

*E) Chair of Education and Outreach*

1. Serve as the liaison to all LGBTQQIA focused organizations and campus departments
2. Serve as the liaison to other student organizations for collaborations
3. Bring in topics and speakers of interest to the general assembly
4. Serve as the liaison between the *LGBTA Alliance*, Iowa State University, and the Ames community
5. Work with the President to coordinate visits with members and representatives of different units within Iowa State University and the Ames community
6. Keep the cabinet informed of current trends and topics related to the larger LGBTQQIA community
7. Work with LGBTSS and advisors to coordinate trainings and education for the cabinet
8. Research programs and information with other officers for *LGBTA Alliance* meetings

*F) Chair of Advertising & PR*

* Bring forward any concerns of the general assembly to officers and advisers
* In conjunction with other cabinet members, plan the semester’s calendar of events and meetings
* Advertise the *LGBTA Alliance*’s special events as well as general happenings
* Assess the needs of the general assembly and address concerns
* Manage and oversee event progress
* Maintain public visibility of *LGBTA Alliance* through official press releases
* Maintain communications with the ISU Daily’s LGBTQ liaison
* Work with the Chair of Education and Outreach to publicize *LGBTA Alliance* activities to local LGBTQQIA entities
* Manage the creation and distribution of materials related to *LGBTA Alliance* events, meetings, and resources

Section III: Elections Procedure

Elections will be held once per academic year during the last month prior to finals week of the spring semester. Every officer position will be voted upon and every candidate for these positions must meet the requirements as stated in Article VII, Section I (Officers – General Requirements).

Eligible members interested in candidacy must announce candidacy no less than one week before the elections by writing a statement of no more than 500 words describing their interest in the position, and sending this to the Vice President.

Official members (as defined in Article V, Section I: Membership – Requirements) as well as officers will be eligible to vote once for every position. The ballot will include all positions and respective candidates and spaces to write-in the name of a candidate not listed on the ballot. Eligible candidates may run for more than one position. However, they must rank their preferences for each position prior to the vote. We will attempt to arrange for voting to be held in this order. Candidates may not run for more than three positions.

The outgoing president will not vote in the initial vote, but serve as the tie-breaking vote in the situation that two candidates receive the same number of votes. After all ballots are cast, the adviser(s) will tally the votes. The elected candidate for a given position will be the candidate that has received the most votes for that position. The newly elected officials will be named after the votes are tallied and all necessary re-votes are complete. The advisors will announce those elected.

Section IV: Officer Vacancies

Vacancies may occur for reasons of resignation, removal, or non-eligibility of a previously elected officer. Should a vacancy occur, nominations will be sought from the general assembly. The vacant position will be open to all eligible members (as defined in Article V, Section I: Membership – Requirements), including those who already have official positions. All nominees will submit, in writing, a statement describing their interest and goals in no more than 500 words to the Vice President no later than two business days before the cabinet meeting when the position will be filled. Additionally, the cabinet will alert the general assembly of the vacant positions no less than one week prior to filling these positions.

The cabinet members and advisors will review statements submitted by those nominated. Following this, a discussion will be held by the officers of the *LGBTA Alliance* cabinet. The cabinet will fill open positions by an open vote, which must result in consensus. If a consensus cannot be reached, filling of positions will be left to the discretion of the advisors.

In the case that an official is voted into a different official position, the new vacant position will be considered vacant and the previously outlined procedure will be followed. The term of office for the elected officer will be until the next election.

Section V: Other Voting Procedures

*Part I: Removal Procedure*

The following procedure for the removal of an officer or member will be followed when an officer or official member has ceased to meet the eligibility criteria for their office or membership, or when an officer or official member has conducted themself in a manner unacceptable within the expectations and requirements of the *LGBTA Alliance* (as defined by Articles II and III regarding “University Policies”). An officer or member must first bring forth a request for the removal of the officer or member in question via email to the Vice President and/or the advisor(s). The officers must then have a two-thirds majority vote to bring the issue to the vote of the official membership. If the officers vote to remove the individual in question, the official membership will be informed of the upcoming vote. The following week, the official membership will vote whether to remove the officer or member. A two-thirds majority vote of the general membership will be necessary to approve the removal of the officer or member.

*Part II: Non-Election Voting Procedure*

Item A: Cabinet meetings

An official vote will be taken among the Officers during a cabinet meeting when there are dissenting opinions on a motion, when there is a motion to remove a member (see Article V, Section II: “Revocation of Membership”) or an Officer (Article V, Section V, Part I: “Removal Procedures”), or when there is a proposed amendment to the Constitution (see Article X, Section II: “Amendments”). Each Officer must vote yes, no, or abstain. In the case that more than half of elected officers choose to abstain from voting, the vote will be delayed until the next cabinet meeting to allow time for further contemplation of the decision. The Secretary will call each officer by name and tally the votes. This tally will be included in the “minutes” of the meeting. A quorum of officers must be present in order for a vote to be official.

Item B: General Assembly meetings

An official vote will be taken among the “official members” (as defined in

Article V, Section I: “Membership Requirements”) of the *LGBTA Alliance* when there is a motion to remove a Member (see Article V, Section II: “Revocation of Membership”) or Officer (see Article VII, Section V, Part I: “Removal Procedure”), when there is a proposed Constitution to be ratified (see Article X, Section I: “Ratification”), or when there is a proposed Amendment to the Constitution (see Article X, Section II: “Amendments”).

**Article VIII: Adviser(s)**

Section I: Requirements

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.

Section II: Selection

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.

Section III: 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

**Article IX Finances:**

Section I: Official Iowa State guidelines:

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

Semester membership for the *LGBTA Alliance* is $5.00. Dues shall not exceed $5.00 per semester. Membership dues are to be submitted to the Treasurer, who will record that person’s membership.

**Article X: Constitutional Ratification and Amendment**

Section I: Ratification

In order that this Constitution be accepted as the official Constitution of the *LGBTAA* or in the case that the elected leaders of the *LGBTAA* find this Constitution irreconcilable even through Amendments, the following requirements for ratification must be met. The proposed Constitution will be made available at least one week before the vote for ratification is to take place. The official members of the *LGBTAA* will then follow the “Elections Procedure” (Article V: Section I) to vote to ratify or reject the proposed Constitution. A two-thirds majority vote will be required to officially ratify the Constitution.

Section II: Amendments

In the event that an Amendment to the ratified Constitution of the *LGBTAA* become necessary, the proposed Amendment must be made available for consideration at least one week before the vote for the passage of the Amendment is to take place. The official members of the *LGBTAA* will then follow the “Elections Procedure” from Article V: Section I to vote to accept or reject the proposed Amendment. A two-thirds majority of votes will be required to officially apply the proposed Amendment to the Constitution.