

Constitution of UNIDAS at Iowa State University

Article I. Name

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

Article II. Purpose

The purpose of UNIDAS is to foster connections in our community as Latinx identifying women at Iowa State University. We provide opportunities to bond and network with other faculty, undergraduate and graduate Latinxs on campus. Our objective is to have engaging events, encourage one another and celebrate our achievements.

Article III. Compliance

Unidas abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Unidas agrees to annually complete President's and Treasurer's Training.

Article IV. Non-Discrimination

Iowa State University and Unidas 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

Membership is open to all Iowa State University faculty, undergraduate and graduate Latinx identifying women.

Article VI. Officers & Responsibilities

President

- Attends all meetings and events of the organization
- Facilitates executive board meetings
- Oversees the activities of officers and general members
- Prepares and files any required reports
- Maintains membership records in the student organization database
- Maintains contact with the organization's Advisers
- Maintains contact with affiliated University department or community partner
- Maintains contact with other organizations
- Represents the organization to the University

Vice President

- Assumes the duties of the President in their absence
- Directs constitutional updating and revisions
- Facilitates election of officers
- Recruits new members to the organization
- Oversees the impeachment and removal process for members, officers, and adviser
- 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

Secretary

- Rents facilities/rooms for organization activities
- Keeps a record of all members of the organization
- Prepares organization's calendar of events with event coordinator
- Keeps and distributes minutes of each meeting of the organization
- Maintains attendance at all meetings
- Maintains organization's records, storage, and office
- Prepares and files any required reports
- Handles all official correspondence of the organization
- Collects organization's mail
- Keeps members of the organization informed about activities, university events, and important dates

Event Coordinator

- Preside over the planning and implementation of the organization's public events
- Work with the treasurer to remain within budget for all events
- Establish and maintain relationships with vendors and campus partners
- Reserve rooms/spaces for the organization's events
- Order food and supplies for events
- Complete event authorization process and ensure that all necessary paperwork is completed and submitted to the university

Social Media

- Employ media outlets to inform the campus community about the organization's activities
- Design physical and virtual graphics to market the organization
- Create and distribute all advertisements and designs
- Take photos and videos at the organization's events

Treasurer

- Works with Advisor to approve each expenditure before payment
- Keeps all financial records of the organization

- Prepares an annual budget
- Holds the purchasing card (p-card) for the organization
- Prepares all funding requests
- Advises members on financial matters
- Collects member dues
- Prepares purchase orders or supply requests
- Coordinates fundraising drive
- Maintains an inventory of all organization equipment and property

Election of Officers

Each candidate will prepare a speech on why they want their position during a general club meeting. After candidates speak, voting will occur. A simple majority vote is required to elect an officer. In case of a tie, the position can be shared upon agreement of club members.

The annual election will occur in November. Officers' term of service will be the duration of one year.

The officers of this organization must meet the following requirements:

- (a) 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.
- (b) 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.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Article VII. Removal of Officers

Section 1: Removals

- A. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
- B. Grounds for removal include, but are not limited to:
 - a. Failure to uphold the responsibilities of the position
 - b. Steal club funds

- c. Misuse club property
 - d. Fail to fulfill their duties
 - e. Violate the school's Code of Conduct
 - f. Commit Sexual Improprieties
 - g. Utilize racist or derogatory vocabulary with the intent of hurting
 - h. Physically attacks a member of the club during a club meeting or event
 - i. Presents threatening or aggressive actions, aggressive behavior, harassment of any kind (verbal, physical, social, sexual), bullying, including cyber/electronic, and intimidation
- C. Other grounds for removal will be determined by the highest-ranking officers not in question for removal.
- D. Any Executive Board member may initiate the removal process by bringing a written request for removal that includes the reasons for removal to the highest-ranking officer not in question for removal.
- a. The officers will hold a special meeting with the Advisor to deliberate.
 - b. The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the removal process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- E. Voting will be conducted by secret ballot at a general meeting.
- a. The vote will be announced at least one week prior to the meeting.
 - b. The voting method will be an anonymous virtual ballot prepared by the highest-ranking officer not in question for removal.
 - c. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
 - d. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs.
 - e. The officer in question will be asked to leave the meeting while deliberation and voting commences.
 - f. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- F. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- G. Removal or vacancy of officers will be filled by an executive or organization member that expresses interests and is approved by the President, Vice President and Treasurer.

Article VIII. Adviser

The Adviser(s) of this organization shall maintain communication with university administration, and assist with the leadership development of the organization's officers. The adviser of this organization shall serve at their leisure or while they are at Iowa State University.

The adviser(s) will be appointed by a unanimous vote of the executive officers.

Impeachment proceedings for the adviser(s) shall be the same format as Officer impeachment proceedings.

Removal or vacancy of adviser(s) will be re-appointed by a unanimous vote of the executive officers.

Article IX. Finances

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.

Dues will not exceed \$5 each year.

Article X. Amendments

Section 1: Amendments

- A. Amendments to the constitution may be proposed by any member in good standing.
- B. Any amendment must be announced two weeks in advance of a voting meeting.
- C. The amendment must receive a two-thirds vote of approval to be instituted.
- D. The president must send an amended or ratified constitution to the Student Activities Center for approval within ten days of ratification or amendment.

OPERATIONS MANUAL

UNIDAS is an organization to foster connections in our community as Latinx identifying women at Iowa State University. We provide opportunities to bond and network with other faculty, undergraduate and graduate Latinxs on campus. Our objective is to have engaging events, encourage one another and celebrate our achievements.

Officers & Responsibilities

President

- Attends all meetings and events of the organization
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- Prepares and files any required reports
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Vice President

- Assumes the duties of the President in their absence
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Treasurer

- Works with Advisor to approve each expenditure before payment
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- Prepares all funding requests
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- Maintains an inventory of all organization equipment and property

Public Relations Chair

- Employ media outlets to inform the campus community about the organization's activities
- Design physical and virtual graphics to market the organization
- Create and distribute all advertisements and designs
- Take photos and videos at the organization's events
- Event Coordinator
- Preside over the planning and implementation of the organization's public events
- Work with the treasurer to remain within budget for all events
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Meeting Schedule

UNIDAS meets bi-weekly. We meet on Fridays at 4:00PM in the Margaret Sloss House for Women and Gender Equity, on-campus.

- The secretary reserves meeting space. The meeting space needs to be reserved before the semester starts.
- Meetings for the organization occur separately from executive cabinet meetings.
- Our meeting schedule for the current academic year is

Spring 2023

January 27

February 10

February 24
March 10
March 24
April 7
April 21
May 5

Equipment & Emergency Protocols

Equipment

- A poster board is owned by the club and stored in the Latino space in the Multicultural Space in the Memorial Union.
- The Vice President is responsible for checking and ensuring the safety of club equipment.
- If club members need to bring their own equipment they are responsible for all associated with the safety of that equipment.

Emergency Protocols

- There are no inherent risks associated with participating in club activities.
- Club members do not currently need to sign participation agreements/liability waivers.
- In the event of an injury or emergency, the club will contact current advisers and ISU Police.
- The club does not have emergency contact information on file for each member.
- The club's emergency protocol if an injury happens off campus is to contact the current advisers and emergency contact from club members, if none, then 911.
- The Vice President is responsible for risk management. These duties include (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.

Finances & Fundraising

Finances

- The club does not currently receive funding from a college or university department.
- The club does not receive funding from the Graduate and Professional Student Senate or Student Government.
- The President is responsible for initiating this request.
- The treasurer is responsible for preparing the club's annual budget.
- General members provide main activities to do and the executive board and advisors approve this budget.

- The treasurer will hold one PkCard. Treasurer will collect yearly dues and add to this account.
- The treasurer is responsible for collecting monies and making deposits on behalf of the club.

Fundraising

- The club does not currently solicit funds or items from local businesses.

Annual Activities & Marketing

Annual Activities

- We participate in joint meetings with LAZOS.
- Internal approval by the members of our club
- We will collect payment or registration by venmo, cash or other means necessary.

Marketing

- Our club will market its activities and events through Multicultural Students Affairs, the executive board, advisors and through email.
- The social media chair(s) are responsible for handling the UNIDAS social media pages. UNIDAS currently only holds Instagram as a platform.

Adviser/Coach & Affiliation

Adviser/Coach

Unidas will meet with its advisers whenever needed and one per month as a minimum.

- The adviser duties are to provide feedback on problem-solving, add ideas for events and connect with resources on campus.
- The qualifications for an adviser are to be a faculty or staff member employed full-time by Iowa State University.
- The club will select a new adviser by reaching out to suitable candidates on campus.
- Advisers abide by the mission and ethics set forth by Unidas.
- The adviser(s) attend the first and final meetings of the semester.
- The adviser is integral to the success of every student organization. Because student leaders graduate, the club's adviser helps to provide continuity, teach new skills, and can help mentor student leaders.

Affiliation

- Unidas is not affiliated with a college or department at Iowa State University.
- Unidas is not affiliated with a non-ISU governing body.
- Unidas is not a current member of a regional, national or governing body.