**Constitution of WE ARE SAATH**

**Article I – Name**

The name of this organization shall be WE ARE SAATH at Iowa State University.

**Article II – Purpose**

The purpose of WE ARE SAATH at Iowa State is to shift the narrative around Mental Health in the South Asian community through education, activism, and storytelling. The goals of this organization are to sensitize South Asians to mental health challenges while providing a safe space for friendship, allyship, and hope to those affected. We inspire Power - to feel accepted and understood by all, and to stand in solidarity as one family. To achieve these goals, WE ARE SAATH at Iowa State will have events, partnerships, awareness campaigns to discuss Mental Health, bring attention to Mental Health, break down the stigma, de-stress, share stories, educate, build friendship. All activities will be a judgment-free environment that is open to all regardless of background.

**Article III – Statement of Compliance**

WE ARE SAATH at Iowa State abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. WE ARE SAATH at Iowa State agrees to annually complete President’s and Treasurer’s Training.

**Article IV – Non-Discrimination Statement**

Iowa State University and WE ARE SAATH 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.

WE ARE SAATH Non-Discrimination Statement

WE ARE SAATH firmly stand against all forms of oppression. It is not possible to selectively advocate for mental health while ignoring other phobias, -isms, and forms of hate. Creating a positive Mental Health culture is synonymous with taking a stand against racism, sexism, colorism, casteism, anti-LGBTQ+ sentiments, classism, ageism, ableism, body-shaming, discrimination against past trauma, bullying, hazing, and all other forms of oppression.

**Article V – Membership**

*Section 1: Requirements*

Membership shall be open to all registered students in good standing at Iowa State University. Membership shall also be open to non-students. Non-students may not hold an officer position or vote. The number of non-students and the scope of non-student membership will be in accordance to the regulations set by Iowa State University.

*Section 2: Removal*

1. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, inhibiting WE ARE SAATH Iowa State’s abilities to function, not respecting the WE ARE SAATH Statement of Non-Discrimination, or in any other way intentionally harms WE ARE SAATH, 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.
	1. A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the Network Lead of the organization and requesting to discuss their concerns at the nearest officer meeting.
3. Membership may be revoked by a 50%+1 vote of officers. This is not going to be a general body vote in order to prevent the parties in question from potentially manipulating general members to vote a certain way.
4. Voting will be conducted by secret paper ballot.
5. The member in question must be provided a summary of the reasons for removal at least one week in advance of the 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 membership for a maximum of 15 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 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.
9. Member in question may request reinstatement 365 days after removal.
	1. Member must submit a written request for reinstatement to officers.
	2. Officers must reach a unanimous vote through a show of hands to reinstate member.

*Section 3: Responsibility*

1. All individuals are responsible for their actions. Should anyone commit any violation or any harm, etc., then the individual(s) responsible will be liable for any damages, not WE ARE SAATH Iowa State nor anyone else in WE ARE SAATH Iowa State; and not any other part of WE ARE SAATH, nor anyone else in another part of WE ARE SAATH.
2. The above will regardless if the responsible individual(s) remain members or longer are part of the organization in any way.

**Article VI – Officers**

*Section 1: Officer Positions and Duties*

1. Network Lead
	1. Facilitate and provide structure to officer meetings and general meetings.
	2. Oversee the activities of the officers and general membership.
	3. Ensure that policies and practices of the organization are inclusive and accessible.
	4. Maintain contact with the Advisor regarding organization activities and concerns.
	5. Delegate assignments or other business to others for the benefit of the organization.
	6. Coordinate with National WE ARE SAATH and its other Networks.
	7. Coordinate with National WE ARE SAATH about press inquiries.
	8. May establish any non-officer roles, and de-establish non-officer roles.
	9. Have the sole authority to sign checks.
	10. Complete all President’s trainings as required by Iowa State University policy.
	11. Serve as an ex-officio member of standing committees.
2. Assistant Network Lead
	1. Assist the Network Lead with duties.
	2. Fill for Network Lead in absence.
	3. Succeed Network Lead if unable to complete the term.
	4. Keep accurate and readily available records of all meetings in writing.
	5. Keeps a record of all members of the organization and maintain record of membership in the student organization database.
	6. Maintain attendance at all meetings and events.
	7. Maintain organization’s records, storage, and office.
	8. Prepare and file any required reports.
	9. Serve as an ex-officio member of standing committees.
3. Finance Chair
	1. Manage the organization’s finances, and ensure the organization has proper funds.
	2. Hold the organization’s purchasing card (p-card) and assigns additional p-card(s) to other designated organization members.
	3. Maintain the organization’s budget and work with officers to determine spending allowances.
	4. Complete all Treasurer’s trainings as required by Iowa State University policy.
	5. Keep all records on financial matters and transactions.
	6. Retain receipts and justifications of expenses.
	7. Attend and follow all university funding meetings and trainings.
	8. Apply for University funding, and any other funding needed.
	9. Assure all university deadlines and policies are adhered to.
	10. Identify sources of and strategies for obtaining funds.
	11. Reach out to and maintain relationships with donors.
	12. Abide by any legal requirements for funding and having a bank account.
4. Events Chair
	1. Preside over the planning and implementation of the organization’s public events.
	2. Coordinate all logistics for all events.
	3. Coordinate step-up and clean-up for all events.
	4. May form committees for executing an event.
	5. Keep members of the organization informed about activities, university events, and important dates.
	6. Prepare organization’s calendar of events.
	7. Work with the Finance Chair to remain within budget for all events.
	8. Work with the Creative Contents Chair to ensure all events publicity are accurate
	9. Supervise event staff.
	10. Reserve rooms/spaces for the organization’s events and meetings.
	11. Order food and supplies for events.
	12. Complete event authorization process and ensure that all necessary paperwork is completed and submitted to the university.
5. Public Relations Chair
	1. Recruit new people into WE ARE SAATH at Iowa State.
	2. Respond to new, interested people requesting to join via all channels.
	3. Onboard interested people and check in on them to ensure they transition smoothly into WE ARE SAATH at Iowa State and feel welcomed.
	4. Work with new members to find a role that fits their passions, directing them to the appropriate chair person(s) or team(s).
	5. Create partnerships, keep track of partnerships, and work with the Network Lead to ensure partnerships are meaningful and relevant to the mission of WE ARE SAATH at Iowa State.
	6. Build and maintain relationships with campus and community organizations.
	7. Assist the Creative Contents Chair with overseeing communications distributions.
	8. Ensure everyone involved in the organization is being treated like family, this is uplifting in the sense of community, and a safe space for all involved.
6. Creative Contents Chair
	1. Employ all available media outlets to inform the campus community about the organization’s activities.
	2. Publicity for the organization and all its activities.
	3. Design physical and virtual publicity pieces to market the organization and any other content needed.
	4. Adhere to branding standards of WE ARE SAATH.
	5. Obtain any approval needed for publicity and content.
	6. Oversee distribution of all advertisements and other communications.
	7. Ensure photos and videos are taken at the organization’s events.
7. Risk Management Chair
	1. Help minimize potential risks for club activities.
	2. Recommend risk management policies or procedures.
	3. Submit documentation to ISU’s Risk Management Office.
	4. Ensure that proper waivers and background checks are on file with Risk Management for events.
	5. Act as a Reserve Officer – Fill in during leave of absence for one of the following Chair persons: Events, Public Relations, Creative, Finance.
	6. Assist other Officers with their duties.
8. The above will comprise the board, which may also be referred to as the executive board or executive committee.
9. The work of the organization is not exclusive to the Executive Board. If any member wishes to help on any task, the respective board member should welcome and include the member’s help whenever possible. WE ARE SAATH is an inclusive organization of its members.

*Section 2: Selection of New Officers*

1. Selections will occur annually during the month of April.
2. Members interested in an officer position will complete an application form and submit the form.
3. Only members of the organization are eligible to hold office and.
4. Officers shall be selected by application followed by interviews.
5. Applications for aspiring officers should demonstrate why the organization, its values, its purpose matters to them; abilities to serve the organization and position(s) applied for; abilities to demonstrate servant leadership. Participation in the organization as well as relevant experiences may be considered. Commitment and dedication to the organization, its values, and its purpose are more important than whether one is considered popular amongst their peers. Popularity contests are contrary to the organization’s purpose as changing the narrative around Mental Health is empowering marginalized individuals.
6. Applicants will be interviewed individually by the Executive Committee. The date and time of each interview will be mutually agreed upon by the Executive Committee and the applicant. The date and time can be changed by mutual agreement of the Executive Committee and the applicant. Applicants are required to attend their interview in order to remain in consideration for any position.
7. The Executive Committee will have a special meeting to vote.
8. Candidates will be elected by a majority vote of Executive Committee. Voting will occur by Executive Committee writing the name of their chosen candidate and submitting it to the outgoing Network Lead.
	1. In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by paper ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing Network Lead.
	2. In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest voted candidates. Voting will occur by paper ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing Network Lead.
9. The term of office for all officer positions shall be one year, beginning day following the last day of spring semester and ending last day of spring semester.

*Section 3: Impeachment/Removal*

1. Officers can be removed from their position by a vote of officers and advisor.
2. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, inhibiting WE ARE SAATH Iowa State’s abilities to function, not respecting the WE ARE SAATH Statement of Non-Discrimination, or in any other way intentionally harms WE ARE SAATH, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
3. Any organization member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
	1. The officers will hold a special meeting with the Advisor to deliberate.
4. Officers can be removed from their position by a 2/3 vote of officers and advisor. This is not going to be a general body vote in order to prevent the parties in question from potentially manipulating general members to vote a certain way.
	1. Voting will be conducted by secret paper ballot at an officer meeting.
	2. The vote will be announced at least one week prior to the meeting.
5. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
6. The officer in question will be allowed to speak to membership for a maximum of 15 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 and be allowed access to the ballots if requested.
7. 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.

*Section 4: Officer Replacement*

1. In the case where the Network Lead Role is vacant, the Assistant Network Lead will immediately fill the position.
2. In the case where the Assistant Network Lead Role is vacant, the Network Lead will immediately appoint a team chair to fill the position.
3. In the case where one of the Event Chair, Public Relations Chair, Creative Contents Chair, Finance Chair roles are vacant, the Risk Chair/Reserve Officer will immediately fill the position.
4. All other officer vacancies will be filled by a special selection, which must follow the same format as annual elections, outlined in Article VI Section 2.
5. The Network Lead may appoint a general manager as an interim until the special selection is completed.
6. Any appoints can be interim until filled with a permanent appointment.
7. If no candidates come forward for the position, the Network Lead may appoint a general member to the position with the remaining officer’s approval.

*Section 5: Minimum Cumulative GPA for Officers*

1. The officers of this organization must meet the following requirements:
2. 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
3. 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
4. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (A) and (B)

*Section 6: Responsibility*

1. All individuals are responsible for their actions. Should anyone commit any violation or any harm, etc., then the individual(s) responsible will be liable for any damages, not WE ARE SAATH Iowa State nor anyone else in WE ARE SAATH Iowa State; and not any other part of WE ARE SAATH, nor anyone else in another part of WE ARE SAATH.
2. The above will regardless if the responsible individual(s) remain members or longer are part of the organization in any way.

**Article VII – Advisor**

*Section 1: Duties*

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

*Section 2: Method of Selection*

1. Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.
2. A candidate may be elected through a majority vote of officers.
	1. Officers will vote through a show of hands.
3. Once a candidate is selected, the Network Lead will contact the Advisor candidate to offer the position.
4. If the Advisor candidate declines, the officers of the organization will repeat steps (A)-(C).

*Section 3: Terms of Service*

The Advisor of the organization shall serve at their leisure.

*Section 4: Impeachment/Removal*

1. The Advisor can be removed from their position by a 2/3 vote of officers at an officer meeting.
	1. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, inhibiting WE ARE SAATH Iowa State’s abilities to function, not respecting the WE ARE SAATH Statement of Non-Discrimination, or in any other way intentionally harms WE ARE SAATH, or any other action deemed unacceptable by current Disciplinary Regulations.
2. The Advisor must be notified and given reason for removal at least one week prior to voting.
3. The Advisor will be given the opportunity to speak in front of the officers before a final decision is made. The Advisor may speak for 15 minutes, then they must leave the room while voting and deliberation occurs.
4. The Advisor will be notified of the decision either via being called to return to the room or email.
5. Article VI Section 6 will apply to advisors.

*Section 5: Replacement*

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

**Article VIII – Finances**

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.
2. Upon disbandment of WE ARE SAATH at Iowa State, all funds and properties in excess of liabilities and expenses of dissolution will be distributed to the National WE ARE SAATH which is a 501(c)(3).
3. Dues will not be assessed as that creates a classist barrier to entry.

**Article IX – Amendments and Ratification**

1. The amendment process may be initiated by any club member.
	1. Requests for amendment must be submitted in writing to the officers.
2. Constitution may be amended by a 2/3 vote of officers. Officers will vote through a show of hands.
3. Amendments to the organization’s constitution must be submitted to Student Engagement within 10 days for approval.
4. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
	1. Any changes to bring the constitution into compliance may be made with unanimous approval from the Network Lead and Assistant Network Lead.
	2. Notification of these changes must be communicated at the next full organizational meeting.