

**THE CONSTITUTION OF YWCA AMES-ISU
AS AMENDED OCTOBER 28, 2010**

ARTICLE I: NAME

The name of this organization shall be called the YWCA Ames-ISU.

ARTICLE II: PURPOSE

The YWCA Ames-ISU (hereafter referred to as the Association), a member of the YWCA USA unites in the following statement of purpose:

The YWCA Ames-ISU is part of a women's membership movement nourished by its roots in the Christian faith and sustained by the richness of many beliefs and values. Strengthened by diversity, the Association draws together members who strive to create opportunities for women's growth, leadership and power in order to attain a common vision: peace, justice, freedom and dignity for all people.

The Association will thrust its collective power toward the elimination of racism wherever it exists and by any means necessary.

ARTICLE III: MISSION

The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

ARTICLE IV: MEMBERSHIP

Section 1: University

Any woman in the university community may be a member of the YWCA. All members have the privilege of voting and shall contribute to the support of the Association.

Section 2: Community

Any woman who lives in the Story County community may be a member of the YWCA. All members have the privilege of voting and shall contribute to the support of the Association.

Section 3:

Although YWCAs focus on women's needs and issues, design programs around those issues, and are managed by women, they include men in staff positions, committees, Advisory Boards, and many programs and recognize the role men play in the elimination of racism and the empowerment of women.

Section 4:

Board of Directors, Officers and Chair, Nominating Committee

Members of the Board of Directors, officers and chairwomen of standing committees and all members of the Nominating Committee, students and non-students, must be electoral members who have assented to individual acceptance of the responsibility to further the achievement of the purpose in the life of the Association.

Section 5:

Voting Delegates

Voting delegates to the convention of the YWCA USA must be members of the Association who have assented to individual acceptance of the responsibility to further the achievement of the purpose in the life of the Association.

Section 6:

Discrimination Policy

The YWCA Ames-ISU does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, marital status, disability, or status as a U.S. veteran. Title 20 United States Code Section 1681(a)(6) specifically excludes the YWCA from the anti-discrimination provisions of the Federal Civil Rights Laws with regards to gender.

ARTICLE V: MEETINGS

There shall be an annual meeting of the Association at which time members of the Board of Directors will be elected. A notice of this meeting shall be posted at least two (2) weeks in advance

ARTICLE VI BOARD OF DIRECTORS

Section 1 Number

There shall be a Board of Directors composed of no less than nine (9) and no more than fifteen (15) members of the Association. This number shall include the officers of the Board of Directors.

Section 2: Make-up

- a. A minimum of two (2) Board members shall be ISU students, a minimum of two (2) Board members shall be community members, and a minimum of two (2) shall be ISU faculty/staff.
- b. A minimum of three (3) Board members shall be women of color.

Section 3: Nomination and Election, Officers, Terms of Office, Vacancy

- a. The Nominating Committee shall nominate and review members for the Board of Directors. Nominations will also be accepted from the YWCA membership and the Board of Directors.
- b. The officers of the Board of Directors shall be a president, a vice president, a treasurer, and a secretary. Officers shall be elected to serve a term of one (1) year beginning on or about July 1.
- c. Terms of office for the board members shall be three (3) years with one-third of the Board rotating off annually. Non-student members may serve two (2) consecutive terms. Students may be elected for one (1) year renewable terms up to six (6) terms. The terms of office shall begin on or about July 1.
- d. The Board of Directors is obligated to fill vacancies on the Board in the interval between annual elections by appointing new board members when the total members of the Board falls to nine (9) members.

Section 4: Duties

The Board of Directors shall be responsible for determining the policies of the Association and for the administration of the Association and its programs.

Specific duties of the Board of Directors shall be:

- a. To oversee the hiring, employment and evaluation of the Executive Director for the Association.
- b. To provide fiscal oversight, including understanding the funding streams and establishing an annual budget.
- c. To secure necessary funds for the operation of the Association.
- d. To ensure that the Association has adequate facilities.
- e. To hold the fiscal, ethical and legal responsibilities for the continued well being of the Association.
- f. To oversee and revise the Association's by-laws, as needed.
- g. To maintain a responsible relationship with the YWCA USA in accordance with Article III, Section 4 of the YWCA by-laws and the Regional Council.
- h. To make possible the growth of members toward understanding the purpose of the Association and sharing in the realization, seeing that all membership privileges and to the total program and service of the Association are open to all women of the broader community on a non-discriminatory basis.

Article VII: COMMITTEES

Section 1 Establishment

All standing Board of Director committees will be established after the annual meeting. Additional committees may be established by the Board of Directors at any time, as needed.

Section 2: Chair

The chair of each committee must be a member in good standing of the YWCA Ames-ISU and will report to the Board of Directors.

Section 3: Membership

Committee membership can include members of the YWCA membership, Board of Directors members, and YWCA staff.

ARTICLE VIII: ASSOCIATES
Men of the university and/or the Story County community participating in YWCA programs are called "YWCA Associates." They are considered members of the YWCA, but hold no voting or leadership privileges. They pay registration fees as determined by the Board of Directors.

ARTICLE IX: AMENDMENTS

Section 1: Procedure
Notice of proposal amendments to this constitution shall be shared with all members of the Association at least 2 weeks in advance. Voting may be held online or at an Association meeting. Articles I,II,III,IV and IX will require a two-thirds vote of the Association.

Section 2: Affiliation
Should Article II or Article III, Section 1, or Article IX, Sections 1 and 2 be altered or repealed, and any membership basis adopted other than the authorized alternate basis, this would be grounds to evaluate the right to membership in the YWCA USA, according to the Constitution of the national organization.

THE BY-LAWS OF YWCA AMES-ISU AS AMENDED NOVEMBER 11, 2010

The YWCA Ames-ISU will abide by Iowa State University rules and regulations, state and federal laws.

ARTICLE I: MEETINGS

Section 1: Annual Meetings
The first annual meeting of the Association should be held no later than the tenth of May. Other meetings shall be held at the discretion of the members of the Association.

Section 2: Regular Meetings
The Board of Directors shall hold a regular monthly meeting during the school year, with at least seven meetings per year. The agenda shall include minutes of the previous Board meeting and any meetings of the Executive Committee held in the interim. It shall include reports and information needed for Board action upon old and new business.

Section 3: Special Meetings
Special meetings of the Board of Directors shall be called upon request of the President and two other members of the Board. The notice of the meetings shall state the matters to be considered and an approximate length of meeting time and no other business shall be transacted.

Section 4: Quorum
A quorum shall consist of at least one-half of the Board of Directors plus one.

Section 5: Attendance

A member of the Board of Directors may request a leave of absence for any semester in which she is unable to attend regular meetings. Two unexplained absences from a regularly scheduled Board meeting during a school year will call for removal from the Board. Reinstatement will be at the discretion of the Executive Committee.

ARTICLE II: OFFICERS AND THEIR DUTIES

Section 1: Officers

The Officers of the Board of Directors shall be a president, vice president, secretary and treasurer. Officers shall be appointed by the board to serve a term of one year beginning on or about July 1. The president and the treasurer must be university related.

Student officers must have a minimum cumulative grade point average (GPA) of 2.00 and meet that minimum GPA in the semester immediately prior to the election/appointment and all semesters during the term of office. The student must also 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) 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.

Section 2: Removal of Officers or Adviser

Officers or adviser may be removed from office by majority vote of the Board if actions are deemed inappropriate by the Board or membership. The officer or adviser is permitted to speak before the Board and the general membership about the charges made concerning his/her performance. The officer or adviser is not permitted to participate in the deliberation of the Board regarding the charges.

If an officer is removed the replacement procedure is the same as Article II, Section 1. If the adviser is removed the replacement procedure is the same as Article V, Section 1.

Section 3: Duties of the President

The President shall preside at all meetings of the Board of Directors and of the Executive Committee of the Board. She/he shall appoint annually the chairs of all standing and special committees. The President with the Treasurer will sign leases and contracts approved by the Board of Directors. She/he shall be an ex-officio member of all committees.

Section 4: Duties of the Vice President

The Vice President shall preside at meetings in the absence of the President. The Vice President shall serve as Chair of the Personnel Committee.

Section 5: Duties of the Secretary

The Secretary shall keep full minutes of all meetings including the record of attendance. Copies of the minutes shall be made available to all Board members. She/he shall see that notices are sent for all regular and special meetings of the Board of Directors.

Section 6: Duties of the Treasurer

The Treasurer shall present to the Board of Directors at each regular meeting a financial statement. She/he shall be responsible for seeing that all financial obligations are paid as designated by the Board of Directors or by its delegated representative. The Treasurer shall be responsible for the operation of approved methods of Association accounting. A complete financial statement shall be presented at the annual meeting of the Association. She/he shall, with the President of the Board, sign leases and other contracts of the Association, approved by the Board of Directors.

ARTICLE III: STANDING COMMITTEES OF THE BOARD OF DIRECTORS

Section 1 Purpose

There may be such standing committees of the Board of Directors as are necessary to accomplish the work of the Association. The Board shall determine whether to have standing committees or committee of the whole.

Section 2: Chairs

The chairs of all standing committees shall be members of the Board of Directors. They shall be appointed by the President to serve one year, or until after their successors are appointed.

Section 3: Members of Committee

Members of standing committee shall be appointed by the committee chairs, with the approval of the President and the Board of Directors and the Executive Director, and shall serve one year, or until their successors are appointed.

Section 4: Functions of the Standing Committees

The Standing committees of the Association may be Personnel, Finance and others as designated. Standing committees shall be appointed to carry responsibilities related to defined areas of Association operation and its total program. Committee job descriptions shall be drawn up by each committee and reviewed annually by the committee. Revisions shall be approved by the Board of Directors.

ARTICLE IV: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers of the Association and the Executive Director. The Executive Committee shall not reverse any action of the Board or approve any expenditures not previously authorized by the Board. The Executive Committee shall be required to report all decisions to the Board at its next meeting.

ARTICLE V: FUNCTIONS OF PROFESSIONAL STAFF

Section 1: Executive Director

The Executive Director shall be hired by the Board of Directors for a term of one year, renewable at the discretion of the Board. The Executive Director is responsible to the Board of Directors for the execution and administration of policies and programs approved by the Board. She/he shall attend and may participate in discussion in all meetings of the Board and of the Executive Committee, except when matters concerning her employment are under consideration. She/he may attend and participate in all meetings of standing committees and special committees. As head of employed personnel, she/he shall be responsible for their selection and supervision. The Executive Director will serve as the University Adviser of the organization.

ARTICLE VI: MEMBERSHIP

Membership shall be open to anyone. The organization does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S.Veteran. Membership dues are determined by the Board of Directors and charged annually.

ARTICLE VII: 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.

ARTICLE VIII: DUES

Dues will be assessed to all members of the organization on an annual basis with the membership period beginning on July 1. The amount of dues will be determined by the Board.

ARTICLE IX: AMENDMENTS

Notice of proposed amendments to these by-laws shall be given to all members of the Board of Directors one month in advance and shall require for their adoption a two-thirds affirmative vote of the Board members present at any regular Board meeting.