

# Constitution of The Cosplay Club

## Article I - Name

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

## Article II - Purpose

The purpose of The Cosplay Club is to create a group for people to share their common interest in cosplay. The goals of this organization are to bring like-minded people together to learn about the hobby, encourage people to pursue cosplay and to come together to attend cosplay-related events. To achieve these goals, The Cosplay Club will host weekly meetings that explore various topics within the hobby, attend one convention per semester as a club, and host parties and photoshoots to further enjoy the hobby together.

## Article III - Statement of Compliance

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

## Article IV - Non-Discrimination Statement

Iowa State University and The Cosplay Club 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 and non-ISU students above the age of 18 who are interested in the subject of cosplay.

Membership can be acquired in two ways.

- a. General Member
  - i. Acquires membership by regularly attending club meetings and events and joins the organization via The Cosplay Club's student organization website.
- b. Paid Member
  - i. A member who has paid \$5.00 semester dues.
  - ii. Benefits
    1. Access to club equipment such as the sewing machine, serger, embroidery machine, fabric & pattern stash.

2. Priority sign-ups for attending club trips.

## **Section 2: Minor Infractions, Disciplinary Action, and Removal Process\***

All incidents, disciplinary actions, and members and officers involved must be documented in the Risk Management log.

### **a. Minor Infractions**

- i. A minor infraction is an action not defined by the student code of conduct that makes members feel distressed, uncomfortable, threatened, or is generally disruptive to the club.
- ii. Minor Infractions can be brought to the officers' attention by any club member and must be agreed upon by a majority officer vote that it constitutes disruptive or harmful behavior.

### **b. Disciplinary Action**

- i. Steps for Disciplinary Action
  1. First and second minor infractions result in a written warning from an officer. The warning must discuss the infraction with a positive goal towards improvement of the member's behavior.
  2. Third infractions result in a week-long "Timeout" mute in the Discord server, allowing them to view messages but not participate in the Discord server. Members can still attend in-person events.
  3. Fourth infractions result in a two-week to a month-long Discord mute. The longevity of the ban is up to the officer's discretion, depending on the severity of the infraction.
  4. The fifth infraction and beyond will result in the removal process. See Removal Process and Consequences.
- ii. The member who initially brought up the concerns will be informed of the results of any disciplinary actions that were taken or not.
- iii. Any member who has committed at least five minor infractions automatically incurs the start of the removal process.
- iv. Depending on the severity of the infraction, members can be expedited to a higher-level disciplinary action. The majority officer vote must decide this course of action.
  1. **Examples:** Initiating large-scale disruptions with multiple members, instances of extremely disrespectful/hostile behavior, clear intent to violate the rules and guidelines, etc.

### **c. Removal**

- i. Grounds for removal may include but are not limited to Violations of the Cosplay Club Constitution and the ISU student Code of Conduct.
  - i. **Grounds for Immediate Removal bypassing the constitution's removal process include serious violations of the Iowa State Student Code of Conduct, Putting individuals in any potential danger, Anti-Discrimination and Harassment Policies, Sexual Misconduct policies, and any laws in accordance with the State of Iowa.**
- b. Removal Process (not on grounds for immediate removal)

- i. Any organization member may initiate the removal process and must first bring their concerns toward another member by contacting the organization's officers or Advisor.
- ii. All details of the reasons for removal must be documented and reviewed by all Officers in the Risk Management Log.
  1. As part of the review process, the member in question for removal must be contacted and allowed an opportunity to explain their side to the officers and/or Advisor.
- iii. After review, officers must have a majority vote of approval to move forward and bring the discussions of removal to a general membership vote. The results must be documented and explained to the club members involved in the process of removal.
  1. If agreed to move forward, all members involved will be notified and given the chance to prepare a statement for the general members' removal voting.
    - a. The member whose removal is in question will be notified of the general membership removal vote and is permitted to attend. Attendance is not mandatory, but the voting will happen regardless of their presence at the meeting, in accordance with the Student Code of Conduct 1.6 Hearings in Absentia.
    - b. Members involved do have the opportunity to request certain names/private information to be concealed to maintain privacy as long as it does not skew the objective evidence.
    - c. It is advised that officers review statements from members involved to ensure statements are appropriate and respectful.
  2. If the officers disagree that the incident is not grounds for removal, refer to the Disciplinary Action steps and decide the appropriate level of action needed.
- iv. Prior to the general membership vote, the advisor must be notified and given all documentation of the incident.
  1. The advisor's approval is not needed to move forward with the removal, but it is advised that they are present as a neutral party to document and tally the votes.
- v. General Membership Removal Voting Process
  1. Members will be notified in a timely manner prior to the in-person general membership vote during the next available club meeting, which gives the best chance for the members involved to be present if they wish to be.
  2. Evidence will be presented to the club objectively and from a neutral standpoint by officers.

3. If prepared, members may then share their statements with the general membership after evidence has been presented.
  - a. In case of circumstances, members do not need to present their statements personally.
    - i. Ex. Members presenting evidence can request another person to present their statements in their absence.
4. After time for reflection, the present general membership may cast their vote anonymously.
  - a. As best practice, the options "IN FAVOR" or "OPPOSED" should be printed on ballots and members vote in privacy one at a time using writing utensils provided by the club and cast into a slotted closed container. This ensures votes cannot be differentiated by handwriting or pen, and votes can be cast in complete anonymity.
    - i. Officers cannot vote as their vote was cast during the initial stages.
    - ii. The member whose removal is in question should be escorted elsewhere by an officer and not be present in the room during voting and the voting results.
5. Votes should be immediately counted by the highest-ranking officer present (if they are not involved) and the advisor (or a neutral staff member) in a private place.
6. The results must be announced to the general membership immediately.
  - a. The advisor must also be immediately notified either in-person or electronically if absent.
7. Afterward, an officer will privately relay the results to the member in question.
  - a. If the member has been voted out, they will be immediately escorted out. From then on, this will result in permanent removal from Discord, removal from the Student Organization page, loss of permission to attend any club events, potential removal from any club-related media, and any privileges associated with the club.
  - b. If the member was not voted out, they will be allowed to continue being a part of the club in a probationary state. The member must discuss plans for improvement with the officers.
- vi. In case of minor infractions, the member must be spoken to about their actions with an opportunity to improve. .
- c. Members in question may request reinstatement 365 days after removal.
  - i. Members must submit a written request for reinstatement to officers.

- ii. Officers must review documentation of the previous event.
- iii. Officers must reach a unanimous vote through a show of hands to reinstate members.
- d. All of the previous apply to alumni members as well.

## **\*Article VI - Officers**

### **Section 1: Officer Positions and Duties**

- a. President (required role)
  - i. Facilitates officer meetings and general meetings.
  - ii. Oversees the activities of the officers and general membership.
  - iii. Delegates current tasks to officers.
  - iv. Collects and reports weekly announcements in the organization's Discord and at weekly club meetings.
  - v. Maintains record of membership in the student organization database.
    - 1. Accepts new members requesting membership in the student organization database.
  - vi. Completes all hotel bookings, reservations, and required SOTA forms for organization travel.
    - 1. If the President is not 21 years old or older, another senior officer will complete hotel booking for the club.
  - vii. Completes the necessary training to receive a P-card via student organization accounting and completes the necessary steps to maintain the P-card in good standing.
    - 1. If the President and/or Treasurer is not 21 years old or older, another officer will hold the club's second p-card for the use of hotel bookings and reservations.
  - viii. Maintain contact with the Advisor regarding organization activities and concerns.
  - ix. Complete all training as required by Iowa State University policy.
- b. Vice President
  - i. Facilitate officer meetings and general meetings in the absence of the President or at the President's request.
  - ii. Keeps track of the President's assigned tasks and sends reminders of tasks to officers to ensure they are being completed in a timely manner.
  - iii. The lead for organizing the club's fundraisers.
    - 1. Including the activity, advertising, event authorization, research, and necessary training.
    - 2. Delegates tasks to officers and members as they sit fit for the fundraiser.
    - 3. Works closely with the Treasurer for sales goals and money deposits.
- c. Treasurer (required role)
  - i. Manage the club's finances and maintain an accurate record.
  - ii. Hold the club's purchasing card (p-card) and assign additional p-card(s) to the President and other designated club officers.

- iii. Completes the club's P-card transactions.
  - iv. Maintain the club's budget and work with officers to determine spending allowances.
  - v. Collects any dues, deposits, and funds for the organization.
  - vi. Assists the President with hotel bookings for club trips.
  - vii. Keeps track of trip budgeting.
  - viii. In charge of managing group registration for club trips.
  - ix. Designated officer to purchase prizes for club parties and giveaways.
  - x. Works with an Advisor to approve each expenditure before payment.
  - xi. Keeps an accurate record of all the steps they take for future officer transition ease.
  - xii. Complete all training as required by Iowa State University policy.
- d. Public Relations / Webmaster
- i. Organizes semester schedules of panels and is the primary contact for panelists.
  - ii. Maintains the club's website & calendar and keeps it up-to-date.
  - iii. Is the primary manager of the club's email.
  - iv. Updates the event section on the club's Discord.
  - v. Manages the club's bi-weekly newsletter.
  - vi. Helps to maintain the club's Linktree account.
  - vii. Oversees Discord activity and intervenes when necessary.
  - viii. Is the primary contact person for questions and filters questions to appropriate officers.
  - ix. Manages alumni relations.
- e. Event Manager / Risk Manager (RM required position)
- i. 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.
  - ii. Reserves rooms for club meetings, cabinet meetings, and club parties.
  - iii. Manages reservations for the club's office space.
  - iv. Manages reservations for the club's storage locker.
  - v. The lead for organizing the club's parties.
    - 1. Including the activities, advertising, event authorization, food, prizes, research, and necessary training.
    - 2. Delegates tasks to officers and members as they sit fit for the party.
    - 3. Works closely with the Treasurer to purchase prizes.
  - vi. Research ISU policies when situations appear.
  - vii. Monitors the behavior of club members and brings attention to problematic behavior.
  - viii. Approaches problematic individuals to discuss actions (when safe to do so).
  - ix. Completes Risk Management Training.

- f. Social Media Chair
  - i. Maintains the club's social media platforms on Instagram, TikTok, and YouTube.
  - ii. Creates a posting schedule for the club and upholds the schedule.
  - iii. Helps to maintain the club's Linktree account.
  - iv. Manages a small team of other members who help maintain the club's social media pages.
    - 1. Two to three other members are chosen to help the chair.
    - 2. The chair selects two to three volunteers to assist them via their preferred method.
  - v. Has experience or interest in posting for an organization, niche, or blog.
    - 1. Has experience or interest in creating graphics.
  - vi. Gather photos from members and receive permission from them to post their photos.
  - vii. Establishes a presence in the cosplay community.
  
- g. Advisor (required position).
  - i. Maintains communication with officers and responds to emails promptly.
  - ii. Awareness and approval of events and financial expenditures.
  - iii. Ensure that the organization operates in conformity with the standards set forth by Iowa State University and the Student Activities Center.
  - iv. Has an interest or tolerance towards nerd and geek culture.

## **Section 2: Elections**

- a. Elections will occur annually nearing the end of the fall semester (November/December) with the understanding that they will not take over the position until the end of the full-year term (May).
  - i. The spring semester after the voting will be used as training for the current officers to train the newly elected officers.
    - 1. Training includes (if applicable) SOTA forms, P-Card applications, club convention prep, concession stands, treasurer training/budgeting, ect.
- b. Members interested in running for an officer position will complete a nomination form and submit the form to the officers at least one week prior to the general membership vote.
- c. Voting will occur at a general meeting. The date of the meeting will be announced at least two weeks in advance through a Discord and in-person meeting announcement to all members.
- d. At the voting meeting, each candidate will have up to 2 minutes to speak in front of the general membership, which includes the officers interviewing the candidate.
- e. Voting will occur on an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members present at the meeting.
  - i. In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the

- name of their chosen candidate on a piece of paper and submit it to the outgoing President.
- ii. 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 secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
  - iii. For the election of the President, only officers who have been in their role for at least one semester may run for the position. If there are no officers who have been in office for more than a semester, then it will open to anyone who has officially attended a convention with the club.
- f. The term of office for all officer positions shall be one year, beginning April and ending May of the following school year.

### **Section 3: Impeachment/Removal**

- a. Officers can be removed from their position by a vote of club membership.
- b. 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, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c. Any club 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.
  - i. The officers will hold a special meeting with the Advisor to deliberate.
  - ii. The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment 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.
- d. Officers can be removed from their positions by a majority vote of the club members present at the voting meeting.
  - i. Voting will be conducted by secret ballot at a general meeting.
  - ii. The vote will be announced at least one week prior to the meeting.
  - iii. The voting method will be an anonymous virtual form or secret paper ballot (a method decided by officers).
- e. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The officer in question will be allowed to speak to the membership 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 and be allowed access to the ballots if requested.
- g. 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**

- a. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- b. Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
- c. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

#### **Section 5: Minimum Cumulative GPA for Officers**

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 - Adviser**

#### **Section 1: Duties**

The duties of the adviser 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**

- a. Advisor candidates shall be verbally nominated by officers at a predetermined officer meeting.
- b. A candidate may be elected through a majority vote of officers.
  - i. Officers will vote through a show of hands.
  - ii. All officers must be present for a vote to occur.
- c. Once a candidate is selected, the officers will contact the Advisor candidate to offer the position.
- d. 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**

- a. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
  - i. 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, or any other action deemed unacceptable by current Disciplinary Regulations.
- b. The Advisor must be notified and given a reason for removal at least one week prior to voting.
- c. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes; then, they must leave the room while voting and deliberation occur.
- d. The Advisor will be notified of the decision via email.

#### **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**

- a. 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.
- b. Upon disbandment of The Cosplay Club, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. Dues will be determined by a majority of officers at the beginning of each semester.
  - i. Dues will not exceed \$5 per semester.
  - ii. Dues will be collected by the Treasurer within the first 3 weeks of each semester.
- d. All club fees are non-refundable.

### **Article IX - Amendments and Ratification**

- a. The amendment process may be initiated by any club member.
  - i. Requests for amendment must be submitted in writing to the club officers
  - ii. The officers must have a majority vote of approval to move the amendment to a general membership vote.
  - iii. Officers will vote through a show of hands.
- b. The proposed amendment must be presented to the general membership at least one week before the vote.

- c. The Constitution may be amended by a majority vote of the club membership present at the meeting.
  - i. Voting will take place at a club meeting.
  - ii. Voting will be conducted by a show of hands.
- d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- e. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
  - i. Any changes to bring the constitution into compliance may be made with unanimous approval from all officers.
  - ii. Notification of these changes must be communicated at the next full organizational meeting.