

Constitution of the Ghana Students Association of Iowa State University

@2024

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Article I: Name and Identity

The name of this organization shall be the Ghana Students Association of Iowa State University, hereinafter referred to as the G.S. A. It shall be a Ghanaian Students Organization dedicated to promoting the cultural, academic, and social interests of African students at Iowa State University.

Article II: Purpose and Objectives

The Ghanaian Students' Association (GSA) shall strive to:

1. Abide by all rules, regulations, and policies set forth by Iowa State University, as well as state and federal laws.
2. Foster and promote the academic, social, and cultural values of Ghana students at Iowa State University.
3. Educate and engage the Iowa State University community, including students, faculty, staff, and the broader Ames community, about Ghanaian social and cultural events, traditions, and practices.
4. Organize and participate in various social events on campus and within the Ames community to share the diverse Ghanaian cultures, languages, educational opportunities, and recreation.
5. Collaborate and participate with other associations in the United States of America and/or other countries where Ghanaian students are studying to uphold and support the welfare and interests of Ghanaian students.
6. Conduct activities, both on and off campus that bring Ghanaian students together, promoting unity, understanding, and a sense of community.

Article III: Goals

As the major ISU organization for Ghanaian students, GSA aims to provide opportunities for leadership development, experiential learning and practices, and sharing diverse cultural, recreational, and educational activities that will motivate and refresh students' mindsets to enhance academic learning.

Article IV: Membership

Membership shall be open to all registered students at Iowa State University (full-time or part-time) and visiting scholars interested in Ghanaian culture and community.

Members retain their membership by:

1. Maintaining a cumulative GPA of at least 2.0
2. Attending meetings regularly

3. Actively supporting the organization

Other memberships

1. Faculty/Staff at ISU are eligible for membership as adviser(s) or ex-officio to the association by actively supporting the organization.
2. Spouses/wards/family members of ISU Ghanaian students are eligible to participate and support the association to enhance the goal of the association. However, they shall not take part in voting and holding posts in the organization.

Iowa State University and Ghana Students Association 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.

Section 1: Officer Duties

President

1. Presides over all meetings of the GSA.
2. Represents the association on campus and in the Ames community.
3. Ensures that the association is operating in conformity with the standards set forth by ISU and the Student Engagement.
4. Maintains communication with the organization adviser.

Vice President

1. Presides over meetings in the absence of the President.
2. Schedules meetings/events with appropriate University offices.
3. Coordinates the association's promotions and publicity events.

Secretary

1. Maintains an accurate record of all organization meetings and posts them for members.
2. Maintains membership directory.
3. Corresponds, when necessary, with university administration and other recognized organizations.

Treasurer

1. Maintains accurate records of the organization's transactions.
2. Collects dues when required.
3. Develops organization budget and presents it to members for vote.

4. Acts as a signatory to all financial transactions of the GSA.
5. Co-signs organization checks along with the adviser.
6. Arrange fundraising opportunities for the organization.
7. Solicits additional funding if needed from the student government.
8. Associates in conjunction with the President.

Communication Officer

1. Provides the Ghanaian Students' Association with written documents for public distribution, including but not limited to fliers and handouts for public events.
2. Emails relevant Iowa State University groups and persons about upcoming events.
3. Promotes ties and connections among ISU groups and persons with the aim of increasing the visibility of the GSA in the ISU/Ames community.
4. Works together with the Liaison officer to better the GSA at ISU.

Liaison/Risk management Officer

1. Provides the GSA with written documents for public distribution, including but not limited to fliers and handouts for public events.
2. Emails relevant groups and organizations at other educational institutions (colleges and universities), companies, and various other groups in the state of Iowa and the country, with the aim of increasing the visibility of the Ghanaian Students' Association at Iowa State University in the state of Iowa and the rest of the country.
3. Works together in coordination and cooperation with the university in general for the betterment of the GSA at ISU.
4. Help minimize potential risks for club activities.
5. Recommend risk management policies or procedures.
6. Submit documentation to ISU's Risk Management Office.
7. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Adviser

1. Maintain communication with the executive officers periodically.
2. Awareness and approval of financial expenditures as well as signing of vouchers after approval.
3. Ensure that the organization is running in conformity with the policy standards set forth by Iowa State University and Student Engagement.

4. The organization adviser shall be elected at a general meeting of the association held at the end of each semester of an academic year. The first election shall be in November, and the other shall be in April of the academic year.
5. The term of the office shall be one full year from May to April of the following year.
6. The organization adviser must be an ISU faculty member.
7. The process of election will be the majority vote of executive officer nominations of an adviser, and the President shall ask him/her if he/she is interested in holding the position. If the nominated adviser is not interested, executive officers will keep nominating and asking potential advisers until one accepts.

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

Section 2: Officers Replacement/Removal Procedures

1. Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another organization member.
2. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President.
3. To move forward with impeachment proceedings, two-thirds of executive officers must vote to continue the removal process.
4. The officer being impeached should be notified at least two weeks before the general impeachment hearing.
5. The officer will have five minutes to speak in front of the general membership, then a secret ballot will be held.
6. An officer can be impeached by a simple majority vote of members.
7. To fill an officer vacancy, a special election will be held within two weeks of the previous officer's leave. The special election will follow the same procedures as general elections.
8. If there are no candidates, officers may appoint a member with approval.

Section 3: Advisor Removal/Replacement Procedures

9. Impeachment or removal of an advisor may be considered if the advisor fails to uphold the duties of their position or commits wrongdoing against another organization member.

10. Impeachment proceedings may be initiated by a written complaint submitted to the executives through the secretary.
11. To move forward with impeachment proceedings, two-thirds of executive officers must vote to continue the removal process.
12. The advisor being impeached should be notified at least one week before the general impeachment hearing.
13. The advisor will have five minutes to speak in front of the general membership, then a secret ballot will be held.
14. The advisor can be impeached by a simple majority vote of members.
15. If the impeachment is successful, a formal letter will be sent to inform him or her of the final decision.
16. To fill an advisor vacancy, the executives will appoint an interim advisor, till a final one is selected.

Article V: Elections

Section 1: Elections

1. Elections will occur annually during the month of April.
2. Members interested in running for an officer position will complete a nomination form and submit it to the current president at least one week prior to the general membership vote.
3. Voting will occur at a general meeting. The date will be announced at least one month in advance via email to all members.
4. At the voting meeting, each candidate will have 2 minutes to speak in front of the general membership.
5. Voting will be by secret anonymous ballot (virtual or paper). Candidates will be elected by a majority vote of members present.
 - a. In case of a tie, an immediate run-off between the tied candidates will use secret paper ballots.
 - b. If no candidate receives a majority, an immediate run-off between the two highest voted candidates will use secret paper ballots.
6. The term of office is one year for all elected officials from the date they were sworn into office.
7. If an officer wants to maintain their position, they must reapply and go through the election process like all other executive officers.

Section 2: Minimum GPA for Officers

Officers must:

1. Be enrolled at least half-time as an undergraduate (6+ credits) or graduate student (4+ credits) unless fewer credits are needed to graduate.
2. Have a minimum 2.0 GPA in the prior semester, election semester, and term of office (based on six credits for undergrads or 4 for graduates).
3. Be ineligible if failing to meet requirements in (a) and (b).

Article VI: Meetings

1. Regular meetings are bi-weekly.
2. The last spring meeting is the Annual Meeting for officer reports and transition.
3. Special meetings can be called by the President, Executive Board, or 25% of voting members, with a stated purpose and proper notice.
4. The Quorum is by simple majority.

Article VII: Financial management

1. The GSA shall not collect dues from members.
2. Funds will come from fund raising and sources such as Student Government, Deans office, and the Office of Multicultural Affairs.
3. The Treasurer is responsible for budget preparation, financial transactions and handling all financial issues.
4. 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.
5. In case the association is dissolved, the treasurer will liaise with the Campus Organization Accounting Office to deposit all funds into appropriate accounts prescribed by the Campus Organizations Account Office.

Article VIII: Constitution Amendments

1. A proposal to amend this constitution may be extended to Officers by any voting member of the organization.
2. Requires majority officer approval by hand vote to go to membership.
3. Proposed amendments must be presented to members one week before the vote.
4. Amendments pass by majority member vote at a meeting, using hand vote.
5. Approved amendments must be submitted to Student Engagement within ten days.

6. If the constitution is rejected:
 - a. Changes for compliance can be made unanimously by the President, Treasurer, and Advisor.
 - b. Changes must be communicated at the next meeting.

Thank you!