

**Constitution of the College Democrats at Iowa State University**

Amended and adopted by organization on April 16, 2019

Submitted to SAC on April 18, 2019

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**Constitution of the College Democrats at Iowa State University**

Amended and adopted on April XX, 2019

Submitted to SAC on April XX, 2019

Article I: Name

*Section One: Formal Name*

The name of the organization shall be the “ College Democrats”,

hereafter referred to as the "College Democrats" or the “organization".

Article II: Purpose

*Section One: Mission*

To cultivate a politically engaged student population that can carry out an intelligent dialogue on campus and beyond. We do this while promoting a central tenet of the Democratic Party: That as vital component of our government, an informed and active citizenry has a responsibility to harness the power we give our public institutions, to maintain a society that coalesces our rich diversity into a shared American identity. We realize that it is in our national interest to support each other, as fellow Americans, so that we all have an equal opportunity to gain the resources and skills required to succeed and pursue fulfilling lives. Justice and equality are principles we stand by, and our vision is inclusive. To that end, the College Democrats will build a community of Democratic leaders at ISU, to educate community members about this fundamental philosophy and to support the election of local, state, and national Democratic candidates who remain true to these principles.

*Section Two: Compliance with Applicable Laws*

The College Democrats will abide by all established Iowa State University policies as well as applicable City of Ames, State of Iowa, and Federal Laws. The College Democrats will complete all required President’s Training, Treasurer’s Training, and Advisor Training.

*Section Three: Endorsement*

Iowa State University College Democrats has a mission of informing and encouraging political activeness, aligning with this, the organization will not formally endorse any local, state, federal or other candidate, or issue. The organization will support Democratic candidates and initiatives, but not endorse specific candidates or initiatives. General members of the College Democrats may individually support and endorse specific candidates. Members of the Executive Board are allowed to support or endorse specific candidates, as long as they are not using their official position to do so.

Article III: Membership

*Section One: Eligibility*

*Any* registered Iowa State University student, faculty member, or staff member may be a

member of this organization, regardless of factors including but not limited to: race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, pregnancy,political affiliation, genetic information, physical or mental ability, or status as a U.S.Veteran.

*Section Two: Definition of “Active” Membership*

An “active” member will be one that has paid required dues and attends at least one third of meetings and events over the most recent semester. The Executive Board may exempt a member from needing to pay dues, should it be financially compromising for the individual who has requested it.

*Section Three: Termination of Membership*

Membership will be terminated at the time of resignation from the organization. Graduating or withdrawing from the ISU community shall constitute resignation. Membership will also be terminated should a member’s actions be deemed inappropriate or as reflecting poorly on the organization. Such actions include violations of the ISU Student Conduct Code and local, state, and national laws, regulations, and codes. A two-thirds majority vote of the active membership is required to terminate membership. Notice of a motion to remove a member shall be presented to the general membership no less than seven days prior to the votes. The member subject to the membership termination vote must be offered the opportunity to state their case before the general club membership. Further specifics of membership termination will be addressed on a case-by-case basis.

Article IV: Executive Board

*Section One: Executive Board Officer Positions and Responsibilities*

a) President

This student organization’s president will chair all meetings, represent the organization on campus and at other meetings, ensure this organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center, maintain communication with the organization’s advisor, and ensure the duties of all other officers are being fulfilled. The President will not observe voting rights except to break a tie.

For the school year following their term as President, if they are still attending ISU, they will serve as the President Emeritus. This Emeritus position will serve in an ex-officio position on the Executive Board, and as an advisor to the incoming President and Executive board, ensuring continuity and preservation of best practices.

If motioned and approved by a majority of the general membership on the day of the election, the position of President may be replaced by two co-Presidents. In this situation, there will be no Vice President position while the co-Presidents serve their term.

b) Vice-President

This student organization’s vice-president will chair meetings in the absence of the president, assist the President as needed, and act as the Risk Management Officer. The vice-president’s duties as Risk Management Officer shall include recommending risk management policies to the organization, submitting documentation of the organization’s policies to the university’s Risk Management Office, and be held responsible for the enforcement of these policies at all events hosted by the College Democrats. If the President position is replaced by two co-presidents, this position will remain unfilled while the co-Presidents serve their term.

c) Finance Director (Treasurer)

This student organization’s Finance Director will maintain accurate records of organization transactions, collect dues if required, develop and present organization budget, cosign organization checks with organization advisor, arrange fundraising opportunities, and solicit additional funding from the Government of the Student Body if needed. Fundraising events will be coordinated with the Events Coordinator chair.

d) Communications Director

This student organization’s Communications Director will be responsible for maintaining an accurate record of all organization meetings and events.

The Communications Director will be regulate the interface between the club and the media. This includes but is not limited to sending media advisories, press releases, press inquiries, and arranging interviews with media outlets if requested. In the absence of a Digital Director, the Communications Director will subsume the duties of that role. This officer will also be team leader for the Communications Teams.

e) Outreach Director

This student organization’s Outreach Director will be responsible for maintaining communication with other student organizations, political parties and their affiliates, and political campaigns and their affiliates to coordinate any and all joint activities or projects. This officer will also track of contact information and attendance of members at club meetings and events. Implementing policy to increase diverse and inclusive membership, effective retention, and smooth succession is one of this officer’s primary responsibilities. Recruitment events will be coordinated with the Events Coordinator. This officer will also be a team leader for Outreach Teams.

f) Digital Director

This student organization’s Digital Director will be responsible for any and all organization media, literature, social networking, website management, and all other digital promotion. This chair will also be a team leader for digital team. The Digital Director will respond promptly to all direct messages on the all social media platforms. This officer will also be a team leader for Digital Teams.

g) Events Coordinator

This student organization’s events chair will be responsible for planning and coordinating social, political, and entertainment events for the organization or in conjunction with other student organizations, political parties, political campaigns, et cetera. Such events may include rallies, social events, and any activities which further organization goals. Membership recruitment events will be coordinated with the Membership Director. Fundraising events will be coordinated with the Finance Director. Canvassing, phone banks, and other campaign events will be coordinated with the Political Director. The events chair will be responsible for ensuring that all College Democrats events receive the necessary approval through the applicable university office and other third parties from inside or outside the university. This officer will also be a team leader for Event Teams.

h) Political Director

This student organization’s policy chair will be responsible for monitoring changing policies and legislative initiatives at all levels of government, within different parties, different institutions, and within other student organizations focus areas. They will make inquiries when necessary to clarify policy change, lead issue discussions, be in charge of creating the organization’s platform, and formulate debate strategies. During election seasons, the Political Director will lead the Field Program on campus, in coordination with the other Executive Board as needed. This officer will also be a team leader for the Political Teams.

*Section Two: Structure of Executive Board*

a) Formation and Responsibilities of the Executive Board

The Executive Board will be composed of the President, Vice President, Secretary, Finance Director, and the chair or co-chairs of each team. The Executive Board shall meet regularly to discuss organizational objectives and come up with ways of achieving them. Each chair will be responsible for meeting these goals. The President and Vice-President will provide guidance and support. During Executive Board votes, the President will not vote unless their vote is required to break a tie.

b) Structure of Teams

Each area in Section One, Subsections (d) - (i) will have a corresponding team that will be led by the respective chair. Members are allowed to participate in whichever and however many teams they desire, as well as move freely between teams. Members are allowed to carry out initiatives they desire within the teams, as long as they are in line with the general rules and principles of the organization. The team leaders will provide support and guidance for such projects, if asked, and report on their progress to the Executive Board and the general membership. Teams will decide upon their own meeting times to implement their initiatives independently of the general membership

c) Deputy Positions

Executive Board members have the right to appoint Deputy positions within their department. These Deputies may assist the Executive Board member in their role, chair department sub-committees, lead special projects, or work in other ways relevant to the Department, under oversight from the Executive Board member. Deputies are not members of the Executive Board, and will not serve as an acting Executive Board members in the absence, resignation, or impeachment of the elected Executive Board member.

*Section Three: Eligibility to Be An Officer*

Officers must maintain 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. Officers must have met the requirements of an active member for one semester prior to appointment. If no active member runs for an officer position, after the election date, the position will be opened up to non-active members. In the event that an officer loses eligibility in the middle of their term, they shall lose their office and be replaced as detailed in section 4.

*Section Four: Term of Office*

a) The term shall begin one week after the officers are elected, with that one week period being a transition period.

*Section Five: Elections*

a) Election Schedule

Regular elections shall be held every year in April to elect the succeeding President, Vice President, Finance Director, and Communications Director. The date of the election will be announced no less than two weeks in advance, at this same time, the election chair as defined in the following subsection will be announced. All candidates for officer positions must notify the election chair of their candidacy no less than one week before the election date. A person may run for up to two officer positions.

b) Election Chair

The Election Chair will be chosen by the cabinet with a simple majority from among the active members, and can be a current member of Executive Board or be currently holding office, but must not be running for office during the election in which they are overseeing. Their primary role is to oversee regular and special elections. They must check that candidates meet the requirements, create the paper ballots and absentee ballots if necessary, count votes, and announce winners. At the meeting in which an election is happening, the president will turn over the meeting to the election chair, who will conduct the meeting.

c) Positions

The positions of President, Vice-President, Finance Director, and Communications Director must be formally elected. Outreach Director, Digital Director, Events Coordinator, Political Director, and Membership Director may either be informally elected by the general membership or appointed by a majority vote of the Executive Board. The officer positions as listed in Article IV Section One subsections a-d must remain be filled, while other positions may remain vacant if decided so by the active members. During a time period that an officer will be absent, but will be returning before the end of their term, an interim-officer may be appointed by a majority vote of the Executive Board. The interim-officer along with the dates that they will hold the office must be reported to the active membership of the group within a week.

d) Candidate Procedure

The candidates for office will be required to give speeches no longer than five minutes, followed by a Q & A period for all the candidates running for the same offices, no longer than ten minutes.

e) Voting Procedure

Voting will be conducted using secret, paper ballot. Every active member gets one vote. Quorum to conduct votes requires a majority of the active membership to be present. Those active members who can’t make the scheduled vote, may make prior arrangements to vote by absentee if possible. The persons running for election may not vote. Vote counting and declaration of the winner will occur after the vote, and will be managed by the Election Chair. Candidates will leave the room during voting.

f) Selection of Winner

Election of officers will require a majority vote from the general active membership. If a candidate fails to receive a majority of votes, a runoff election will be held with the two candidates that received the most votes. A person may run for as many positions as they desire.

g) Special Elections

Special elections shall follow the same process as a regular election, but they will occur by necessity and not annually. In the case that an officer leaves during a time that the active members cannot vote, and without establishing an interim-officer as directed by Article IV Section Five Subsection C, the Executive Board may appoint by a majority vote any officer required to return the club to, or keep it in good standing. Any position that is filled in this manner, as was not planned to hold the office until the return of the formal officer by Article IV Section Five Subsection C, shall be strictly an interim position and the appointment will be announced at the next general meeting. A special election shall be held within one month of the appointment to replace the interim officer. The holder of the interim position shall be allowed to be a candidate in the special election.

*Section Six: Officer Removal*

Officers will be removed by two-thirds majority vote of active membership. Grounds for impeachment include not adequately performing duties and/or serving as a poor representative of the organization, as decided by the Executive Board. Individuals up for impeachment shall have five minutes to state their case, but will not be allowed to vote. A replacement will be elected or appointed as soon as possible, in accordance with the wishes of the active general membership and the procedures outlined in Article IV Section Four.

Article V: Adviser

*Section One: Responsibilities*

This student organization’s advisor will maintain communication and meet with officers

regularly, be aware of and offer approval of financial expenditures, and ensure the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center. The advisor does not have voting rights.

*Section Two: Selection*

The advisor shall be chosen by the Executive Board, with the approval of the active general membership. A majority vote of voting members shall be needed for this approval. One or more graduate advisor(s) may be selected using this same process.

*Section Three: Term*

The term of the advisor shall be ongoing until the resignation or removal of the advisor.

*Section Four: Removal*

The advisor may be removed under the same procedures outlined in Article IV Section Five.

Article VI: Finances

*Section One: Maintenance of Funds*

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. All funds must be deposited within 48 hours of

collection. The adviser to this organization will approve all expenditures before payment.

Fundraising events will be planned and coordinated between the Finance Chair and Events Coordinator

*Section Two: Dues*

Membership dues will be determined on a yearly basis by October 20th and will be determined by a two thirds vote of the Executive Board. Dues will not exceed ten dollars.

Article IX: Dissolution

The College Democrats may be dissolved as a student organization by a three fourths vote of the active membership and a majority vote of the Executive Board. Such a vote must be publicized at least two weeks in advance. Upon dissolution, all remaining funds donated or allocated by other entities (including student organizations) shall be returned to each respective organization. Any funds gained by membership dues shall be donated to the Story County Democrats. If a level of funds remains such that a donation would exceed legal limits, further legal donations shall be made as directed by the Chair of the Story County Democrats.

Article X: Amendments and Ratification

This constitution may be amended and subsequently ratified at any time through a two thirds majority vote. Members will be given no less than one week to consider amendments. Ratified amendments to this Constitution will be submitted to the Student Activities Center within 10 days.