



Constitution of the College Democrats at Iowa State University

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Submitted to Student Engagement on _

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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 a 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 activity. Due to the vast variety of views within our group, the organization will not endorse any local, state, federal, or other candidates during primaries or caucuses. Specific candidates may be endorsed during general elections and shall require a majority approval by the executive board.

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.

Section Four: Diversity Statement

College Democrats at Iowa State University values diversity in all its forms and is committed to maintaining an inclusive and welcoming environment for all members. We embrace and respect differences in race, ethnicity, color, religion, gender, sexual orientation, gender identity, national origin, disability, age, and any other characteristic protected by applicable law. Discrimination, harassment, or exclusion based on these characteristics will not be tolerated within College Democrats.

Our club aims to foster mutual respect, understanding, and cooperation among our diverse membership, and to actively promote awareness of issues related to diversity and inclusion. This commitment is an integral part of our mission and guides all our activities, events, and decisions. As such, we desire to create a group that allows for diverse viewpoints that promote these ideals.

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, ethnicity, 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

Positions described in Article IV, Section One, a)-d) shall be required at all times filled through either election or appointment following methods described in Article IV Section 4 . Refer to Article IV, Section One, subsection e) for details on special positions.

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 Engagement, maintain communication with the organization's advisor, and ensure the duties of all other officers are being fulfilled..

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 complete any duties in the absence of the president.

c) Finance Director (Treasurer)

This student organization's Finance Director will maintain accurate records of organization transactions, collect dues if required, develop and present the organization budget, cosign organization checks with the organization advisor, arrange fundraising opportunities, and solicit additional funding from the Government of the Student Body if needed. Fundraising events will also be headed by the Finance Director unless an additional executive position is established for this specific purpose.

d) Parliamentarian

The Parliamentarian's primary role is to serve as the Risk Management Officer. The Parliamentarian's duties as Risk Management Officer shall include (a) helping minimize potential risks for club activities, (b) recommending risk management policies to the organization, (c) submitting documentation of the organization's policies to the university's Risk Management Office, (d) ensuring that

proper waivers and background checks are on file with Risk Management for events, (e) and taking responsibility for the enforcement of these policies at all events hosted by the College Democrats.

The additional responsibilities of the Parliamentarian are to ensure that members and the executive board remain in compliance with the organization's constitution and operations manual. Any concerns brought forth by the Parliamentarian are first to be presented to the executive board for resolution and voted on if required. If the Parliamentarian feels that an officer or general member has violated the constitution of the organization and the issue has not been resolved by the executive board, then they may proceed with the officer removal process outlined in Article IV, Section Six, or the general membership termination policy outlined in Article III, Section Three.

The parliamentarian will maintain a voting position on the executive board.

e) Additional Officer Positions

Additional officer positions may be established by the President at their discretion. Any new appointments, or establishment of additional officer positions, must be approved by the majority of the current executive board. These additional appointments shall maintain a vote on the executive board and will have their position's description and responsibilities established upon appointment. Common Officer Positions shall be included in The Operations Manual to make future appointments easier.

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 on the University established final day of the semester in which the election occurs. The previous elected officials will serve during the remainder of the semester that the election occurs in, with the Officer-elects serving as deputies of their position. Officer-elects may also serve on the executive board during this time as a new appointment or to finish serving a previous appointment. The president may choose to accelerate the transition process by giving the position to the president-elect. The previous president shall conduct this transfer in a way that the club maintains compliance with University officer requirements.

Section Five: Elections

a) Election Schedule

Regular elections shall be held every year in March to elect the succeeding President and Parliamentary. 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, and can be a current member of the 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 voting forms 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 once any regular business has been completed.

c) Positions

The positions of President and Parliamentary must be elected. All other officer positions are to be appointed by the active President with majority approval of the executive board or by following the process for initial cabinets below.

Following the election of a new president-elect, the president-elect shall create their initial cabinet. This initial cabinet shall be shared with the general members and voted on. This vote should be available for no less than 1 week. A simple majority is needed for each appointment to be approved. This new cabinet shall take office at the same time as the president-elect. The president-elect shall ensure that their initial cabinet members are prepared for their positions and complete any necessary training before they assume their roles.

The officer positions as listed in Article IV Section One subsections a-d must remain filled, while other positions may remain vacant if decided so by the active members. During a 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 may 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 or through an anonymous digital ballot decided by the election chair. Procedure for paper ballots are outlined in subsection a). Procedure for digital ballots are outlined in subsection b). Both forms of voting should utilize a Rank Choice Voting Method to avoid a Run-off election. The election method shall be made clear to members before the voting window starts.

a) 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. 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 but will maintain a vote.

b) A form is to be created by the Election Chair containing each position's candidates. During the night of the in-person election, candidates who choose to speak will be recorded. Members in attendance will be allowed to fill out the form after all candidates have spoken. After the meeting is adjourned, the Election Chair shall upload videos of candidates' speeches into an accessible platform and share both the videos and the voting form. Email verification is to be required to confirm membership but should not be used to observe individual votes. The voting form shall be active for no less than one week before the final vote count is made and results announced.

f) 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 Student Engagement. 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 and Replacement

The advisor may be removed and replaced under the same procedures outlined in Article IV Section Five. Care is to be taken to ensure that an active advisor is maintained during the process of replacing an advisor.

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 for any purchase, not including snacks or materials intended for regular meetings or outreach events that total less than a pre-approved amount established between the treasurer and the advisor. All purchases must be processed and approved through Workday with the treasurer and advisor.

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 VI: Guidelines on Public Engagement and Social Media Promotion

Section One: Digital Presence

a) Regular Events

Any notifications describing or promoting organization events does not require an approval process. These communications should be sent by the officer designated by the operations manual for the given term.

b) Reposting of content onto social media pages

When there is a desire to share content that is not associated with or directly created by the organization, a simple majority of the executive board must approve of this sharing. Rules and procedures for this approval process may be established in the Operations Manual for each cabinet.

c) Official Statements

Official Statements coming from the organization must go through a process highlighted below.

- I. A cabinet or general member must bring an informal proposal to the executive board. There, the executive board shall vote on the need for a statement. A simple majority is needed to start the drafting process.
- II. The Executive Board shall draft a formal version of the proposal.
- III. Active members shall be given no less than 2 calendar days to provide comments and feedback on the proposals.
- IV. The Executive Board shall take into consideration feedback and revise Statements.
- V. The Executive Board shall vote, requiring $\frac{2}{3}$ of the executive board to publish a statement.

Statements providing context of the executive board's or individual officer's decisions/actions do not require this process. These statements require a majority of the executive board or the individual to be published.

d) Other Items

Policy not explained above may be established in the organization's operations manual. These policies may be established by the executive board by a $\frac{2}{3}$ majority vote and carry over between terms unless changed by vote.

Section Two: Physical Presence

a) Outreach Events

The operations manual shall have an established policy for behavior allowed at outreach events. This policy shall be established by the president. The executive board may veto a policy point by a $\frac{2}{3}$ vote of the executive board with the president not allowed to vote.

B) Activism Events

The operations manual shall have an established policy for behavior allowed at activism events. This policy shall be established by the president. The executive board may veto a policy point by a $\frac{2}{3}$ vote of the executive board with the president not allowed to vote.

Article IX: Dissolution

The College Democrats may be dissolved as a student organization by 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 Student Engagement within 10 days.