

The Pride Alliance
at Iowa State University



Organization Constitution
Updated November, 2019

ARTICLE I: NAME, PURPOSES & POLICIES

1. Name

- 1.1. The name of this organization shall be The Pride Alliance.

2. Purposes

- 2.1. We shall educate the community on LGBTQIA+ issues, as well as any and all other issues pertaining to gender, romantic, and sexual minorities;
- 2.2. We shall support members of the community who are coming to accept their sexuality and/or gender identity;
- 2.3. We shall provide a space for positive and responsible social interactions for the LGBTQIA+ community;
- 2.4. We shall provide resources for health-related issues;
- 2.5. We shall strive to eliminate heterosexism, homophobia, and transphobia at Iowa State University and in the Ames community;
- 2.6. We shall provide information and support to those wishing to become activists in the community; and
- 2.7. We shall foster an inclusive and accessible environment for all members.

3. Statement of Compliance

- 3.1. The Pride Alliance abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Pride Alliance agrees to annually complete President's Training, Treasurer's Training and Adviser Training.

4. Non-Discrimination Statement

- 4.1. Iowa State University (and name of organization) 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 II: GENERAL ASSEMBLY MEMBERSHIP

1. General Assembly

- 1.1. The General Assembly shall be made up of Official and Official Dues Paying Members.

2. Official Member

- 2.1. Must be genuinely supportive of the mission of the organization.
- 2.2. Must meet at least one of the following criteria:
 - 2.2.1. Be on the Pride Alliance listserv.
 - 2.2.2. Be a registered member with Iowa State Student Organization Database.
 - 2.2.3. Attend at least one meeting each semester.

3. Official Dues Paying Member

- 3.1. Must be an Official Member of the Pride Alliance.
- 3.2. Must be genuinely supportive of the mission of the organization.
- 3.3. Must pay dues for the semester in question. Dues shall be no more than \$5 for the semester and \$7 for the year.
- 3.4. For individuals unable or unwilling to pay dues, they may become an Official Dues Paying Member for the semester by volunteering at least 2 hours at an event, such as drag shows, button selling, Ames Pridefest, etc.

4. Revocation of Membership

- 4.1. Membership may be revoked for transgressions against established Pride Alliance requirements of membership. Revocation will be decided by a majority vote by the Pride Alliance Cabinet officers.

ARTICLE III: CABINET OFFICERS AND ELECTIONS

1. Officer Requirements

- 1.1. There shall be seven (7) required, elected Cabinet officers: President, Vice President, Treasurer, Secretary, Chair of Education, Chair of Outreach, and Chair of Public Relations and Advertising.
- 1.2. To be eligible for any Office, a candidate must:
 - 1.2.1. Be an Official Dues Paying Member for the semester during which they run for office;
 - 1.2.2. Be in good standing with the organization and Iowa State University;
 - 1.2.3. Be enrolled at least half-time at Iowa State University, unless fewer credits are required for graduation;
 - 1.2.4. And maintain a GPA of at least 2.00 each semester as an Officer.
- 1.3. Cabinet members must comply with University policies on student organization leadership requirements, keeping in mind President and Treasurer cannot be held by the same person.
- 1.4. Complete all required university trainings.
- 1.5. Plan and execute meeting ideas as a group.
- 1.6. Delegate assigned work to other members if needed.
- 1.7. Instructing their successor in all duties of the office

2. President

- 2.1. Preside over cabinet meetings with the assistance of the Vice President.
- 2.2. Lead in promoting the purposes of the organization.
- 2.3. Enforce the policies and procedures defined in the Constitution.
- 2.4. Be primary liaison for all official business, then delegate out responsibilities based on who has time and what position the issue falls under.
- 2.5. Submit rental agreements for special events, office space renewal form, and event authorizations.

- 2.6. Supervise the general operations of the organization, oversee the actions of the Cabinet and ensure all official business is conducted accordingly.
- 2.7. Meet with the Campus Adviser(s) to regularly check-in and gather feedback and advice.
- 2.8. Deliver from time to time, benchmarks on organization progress and offer recommendations to be expedited.
- 2.9. Routinely check the student organization page for new membership requests and forward all emails to the Secretary.
- 2.10. Make every effort to ensure the safety and preservation of organization property entrusted to them in accordance with the Constitution.
- 2.11. Hold power of signature for documents requiring Executive approval.

3. Vice President

- 3.1. Assume the duties of the President in their absence.
- 3.2. Assist the President in supervising the general operations of the organization, overseeing the actions of the Cabinet, and ensuring all official business is conducted accordingly.
- 3.3. Submit documentation to ISU's Risk Management Office for MBLGTACC and any other events that require Risk Management.
- 3.4. Submit room reservation requests.
- 3.5. Understand the intrapersonal and interpersonal dynamics of the cabinet.
- 3.6. Ensure cabinet members are confident in their abilities to execute meetings and events.
- 3.7. Bring up concerns from the General Assembly.
- 3.8. Preside over all special events not the responsibility of another Officer.

4. Treasurer

- 4.1. Authorize disbursement of funds for expenses incurred by the organization.
- 4.2. Diligently collect and safeguard all dues, fees, assessments and other revenues.
- 4.3. Maintain an accurate and complete record of all disbursements, revenues and assets in a place online previously agreed upon with the rest of Cabinet, where the rest of Cabinet can access the record.
- 4.4. Be prepared to present the financial status of the organization at all General Assembly and Cabinet Meetings.
- 4.5. Prepare the Annual Budget of the organization and to present this to the organization for approval.
 - 4.5.1. This process is at the beginning of Spring Semester.
- 4.6. Hold power of signature, along with Campus Adviser(s), for financial documents requiring Financial approval.
- 4.7. Act as financial liaison with Iowa State University Student Government.
- 4.8. Handle hotel and conference registration for MBLGTACC and other events requiring hotel and/or conference registration.
- 4.9. Handle all associated p-card transactions.

- 4.9.1. Designated as the primary person to use the p-card. If the Treasurer is unable to complete the transaction, responsibility falls on the secondary card holder, the Chair of Education.
- 4.10. Upload all receipts to a previously agreed upon place where the rest of cabinet can access them within 24 hours of completing the process of the University purchasing system, currently Workday.

5. Secretary

- 5.1. Create an agenda for weekly cabinet meetings with the help of the rest of Cabinet, especially the President for any new business to put on the agenda.
- 5.2. Record and prepare accurate written minutes of all Cabinet Meetings, and put minutes into the agreed upon location online, so that cabinet can review and General Assembly members can see upon request.
- 5.3. Keep an accurate written record of attendance at all Cabinet Meetings and General Assembly Meetings of the organization.
- 5.4. Keep an accurate Official Membership Register denoting Official Members, Dues Paying Members, and Revoked members of the organization.
- 5.5. Issue all organization notices, invitations and announcements which are not the responsibility of another Officer. This includes, but is not limited to:
 - 5.5.1. Creating a flyer for all general assembly meetings.
 - 5.5.2. Sending weekly updates to the General Assembly regarding upcoming meetings and events.
 - 5.5.3. Reminders about deadlines to apply, pay, and vote for events, such as MBLGTACC, drag shows, new cabinet elections, etc.
- 5.6. Review and edit the Constitution for grammatical and spelling errors and to update all governing documents with new amendments, as passed by the organization.

6. Chair of Education

- 6.1. Oversee the development of all educational programming for General Assembly Meetings and social events.
 - 6.1.1. The Chair of Education is responsible for ensuring materials for General Assembly Meetings are complete at least 24 hours in advance.
- 6.2. Inform the Cabinet of current trends and topics of interest related to the larger LGBTQIA+ community.
- 6.3. Coordinate training and education for the Cabinet with the assistance of the Campus Adviser(s) and external departments.
 - 6.3.1. Ensure Drivers for MBLGTACC or other necessary events complete the required training.
- 6.4. Possess a backup p-card if a second p-card exists.
 - 6.4.1. Complete the p-card training.
- 6.5. Create needed applications for members (MBLGTACC, elections, etc).

- 6.6. Maintain an archive of important, historical documents and media, including meeting minutes.

7. Chair of Outreach

- 7.1. Build positive, personal relations as the liaison to:
 - 7.1.1. All LGBTQIA+ focused organizations and campus departments.
 - 7.1.2. Other student and community organizations.
 - 7.1.3. People in the Iowa State University and the Ames community.
 - 7.1.4. Any speakers the Pride Alliance wants to bring with the Chair of Education.
 - 7.1.5. People who are interested in learning more about the Pride Alliance
- 7.2. Represent the organization at all events requiring a representative and delegate if unable to attend.
- 7.3. Oversee all recruitment efforts, such as DIS, ClubFest, etc.

8. Chair of Public Relations and Advertising

- 8.1. Maintain organization websites, social media and other public mediums, ensuring consistent advertising.
- 8.2. Oversee the development of all organization merchandise, such as shirts, buttons, etc.
- 8.3. Design and advertise for special events.
 - 8.3.1. Print designs in coordination with the Treasurer.
- 8.4. Maintain communication with news outlets and assist officers in preparing for media interviews.
- 8.5. Ensure all information about events, including meetings and events, that is online, such as the Stuorg website, are all accurate and up to date.

9. Cabinet Line of Succession

- 9.1. Should the President, or subsequent officers, be incapacitated or unfit to fulfil the duties of their office, the President's authority shall be passed down as such:
 - 9.1.1. Vice President
 - 9.1.2. Treasurer
 - 9.1.3. Secretary
 - 9.1.4. Chair of Outreach
 - 9.1.5. Chair of Education
 - 9.1.6. Chair of Public Relations and Advertising
 - 9.1.7. If all of the Cabinet Officers are incapacitated or unfit to fulfil the duties of their office, the Advisor(s) shall facilitate future elections to temporarily or permanently fill cabinet, as the situation needs.

10. Campus Adviser(s)

- 10.1. In accordance with Iowa State University policies, the organization shall have at least one faculty or staff adviser at all times.

- 10.2. Cabinet and any other possible current Adviser(s) shall nominate a faculty or staff member at Iowa State University to serve in this role, with that faculty or staff member's approval. The candidate shall be confirmed by the Cabinet at their next regular meeting by a majority vote.
- 10.3. The Campus Adviser(s) should be able to commit to serving for at least one year, but may serve for as long as they and the organization are in agreement.
- 10.4. All duties and responsibilities are as follows:
 - 10.4.1. Have knowledge of university policies and requirements.
 - 10.4.2. Provide financial oversight and sign/approve financial forms and documents.
 - 10.4.3. Advise the President, Cabinet, and organization members.
 - 10.4.4. Work with the Chair of Education to coordinate training and education for Cabinet members.
 - 10.4.5. Assist the organization in transitioning between Cabinets.
 - 10.4.6. Assist the Vice President in resolving interpersonal conflicts among Cabinet officers and/or General Assembly Members.
- 10.5. Campus Advisers may be dismissed by the organization for any of the following reasons:
 - 10.5.1. Failing to meet with the Cabinet in a timely fashion.
 - 10.5.2. Being consistently unavailable to provide signature to approve expenditures or other items.
 - 10.5.3. Violating Iowa State University's Risk Management Policy.
 - 10.5.4. Any other behavior deemed inappropriate by the organization.
- 10.6. In order to dismiss a Campus Adviser, the Cabinet will meet in a closed meeting to discuss the behavior in question. If the Cabinet finds that the Campus Adviser has violated a policy or behaved inappropriately, they may dismiss the Campus Adviser with a $\frac{2}{3}$ affirmative vote.
 - 10.6.1. The Campus Adviser may appeal the decision to the General Assembly. If the General Assembly finds that the Campus Adviser did not violate any policies or behave inappropriately, they may reinstate the Campus Adviser by a $\frac{2}{3}$ affirmative vote of the Official Members.
- 10.7. Any vacancies of the Campus Adviser will be filled through the regular appointment procedure, as detailed above.

11. Graduate Adviser(s)

- 11.1. This is an optional positional that may be filled by the Cabinet.
- 11.2. Cabinet shall nominate a graduate student at Iowa State University to serve in this role, with that graduate student's approval. The candidate shall be confirmed by the Cabinet at their next regular meeting by a majority vote.
- 11.3. The Graduate Adviser(s) should be able to commit to serving for at least one year, but may serve for as long as they and the organization are in agreement.
- 11.4. All duties and responsibilities are as follows:

- 11.4.1. Have knowledge of university policies and requirements.
- 11.4.2. Provide financial oversight.
- 11.4.3. Advise the President, Cabinet and organization members.
- 11.4.4. Work with the Chair of Education to coordinate training and education for Cabinet members.
- 11.4.5. Assist the organization in transitioning between Cabinets.
- 11.4.6. Assist the Vice President in resolving interpersonal conflicts among Cabinet officers and/or General Assembly Members.
- 11.4.7. Work closely with the Campus Adviser(s) to ensure proper communication between the Advisers and Cabinet.
- 11.5. Graduate Advisers may be dismissed by the organization for any of the following reasons:
 - 11.5.1. Failing to meet with the Cabinet in a timely fashion.
 - 11.5.2. Being consistently unavailable to advise and assist the organization.
 - 11.5.3. Violating Iowa State University's Risk Management Policy.
 - 11.5.4. Any other behavior deemed inappropriate by the organization.
- 11.6. In order to dismiss a Graduate Adviser, the Cabinet will meet in a closed meeting to discuss the behavior in question. If the Cabinet finds that the Graduate Adviser has violated a policy or behaved inappropriately, they may dismiss the Graduate Adviser with a $\frac{2}{3}$ affirmative vote.
 - 11.6.1. The Graduate Adviser may appeal the decision to the General Assembly. If the General Assembly find that the Graduate Adviser did not violate any policies or behave inappropriately, they may reinstate the Graduate Adviser by a $\frac{2}{3}$ affirmative vote of the Official Members.
- 11.7. Any vacancies of the Graduate Adviser will be filled through the regular appointment procedure, as detailed above.

12. Elections Procedure

- 12.1. Cabinet elections shall close no later than March 31.
- 12.2. An online nomination form for Pride Alliance Cabinet shall be open for at least seven (7) days prior to applications to run for Cabinet being sent out.
- 12.3. An online application to run for Pride Alliance Cabinet shall be open for at least seven (7) days, and there must be a General Assembly meeting while applications are open, prior to ballots being sent out.
- 12.4. Only Official Dues Paying Members may run for office.
- 12.5. An online ballot to vote for Pride Alliance Cabinet shall be open for at least seven (7) days, and there must be a General Assembly meeting while ballots are open.
- 12.6. Only Official Members may vote in officer elections.
- 12.7. All officer elections shall be done online by ranked-choice voting. All votes are to be secret and are to be counted by the President and verified by the rest of Cabinet. Candidates must receive a simple majority of votes in order to be elected. If a majority cannot be reached, the last candidate standing would be elected to Cabinet.

- 12.8. Ballots may not be cast via proxy.
- 12.9. The time between when elections close and the end of the semester shall provide an opportunity for incumbent officers to educate the incoming officers about the duties and privileges of their respective offices.
- 12.10. New Cabinet is expected to attend at least two (2) Cabinet meetings and one (1) General Assembly meeting.

13. Officer Vacancies

- 13.1. It shall be up to Cabinet to decide to fill vacancies.
- 13.2. If Cabinet decides to fill any vacancy, the vacancy shall be filled by following election procedures as outlined from Section 12.2 through Section 12.8.
- 13.3. Officers elected in special elections shall serve the remainder of the term.

14. Impeachment

- 14.1. A Petition of Impeachment shall be submitted by an Official Member, including Cabinet members, to the Cabinet. The form shall list exact grievances against the officer and the names of any other submitters.
 - 14.1.1. Grievances include but are not limited to:
 - 14.1.1.1. Not fulfilling the duties of your Cabinet position.
 - 14.1.1.2. Slander of the Organization.
 - 14.1.1.3. Failing to include cabinet in necessary discussions.
 - 14.1.1.4. Belittling Cabinet or Official Members/GA.
 - 14.1.1.5. Embezzling funds.
 - 14.1.1.6. Lack of attendance to GA or Cabinet meetings.
 - 14.1.1.7. Outside actions that reflect poorly on Pride Alliance.
- 14.2. There shall be a minimum one-week period from the time the Petition is submitted until the date of the vote, so that the Cabinet and Official Members can review the Petition of Impeachment before the Impeachment Meeting.
- 14.3. The Impeachment Meeting shall happen after a cabinet meeting, but not in place of a General Assembly meeting. If no time meets this requirement, then Cabinet shall pick a new time where all of cabinet, including the person up for impeachment, is able to attend. Official Members shall be notified of the information about the meeting as soon as possible and are allowed to attend.
- 14.4. At the Impeachment Meeting:
 - 14.4.1. First, the petition shall be read.
 - 14.4.2. Second, the person up for impeachment shall have at least twenty (20) minutes to defend themselves against the charge(s) and answer questions, if they choose to.
 - 14.4.3. The person up for impeachment shall be expelled from the room while cabinet and any Official Members present discuss the charge(s).
 - 14.4.4. Once cabinet is ready to vote, Cabinet shall vote via blind ballot.

- 14.4.5. The highest cabinet member in the room shall tally the votes, to be verified by the rest of cabinet.
- 14.4.6. The person up for impeachment shall then be invited back into the room and told the result of the vote.
- 14.5. For the Petition of Impeachment to pass, the Cabinet must have a majority vote in favor of the Petition. If it is a tie, the Petition fails, and the person up for impeachment remains on Cabinet.
- 14.6. Members who have been removed from office may not run for re-election
- 14.7. If the officer in question has been removed from their respective office, a special election shall be done to fill the vacancy, in accordance with Section 13.

ARTICLE IV: MEETINGS

1. General Assembly Meetings

- 1.1. The General Assembly shall meet no fewer than two (2) times per month during the Fall and Spring semesters.
- 1.2. The location and time of General Assembly Meetings shall be decided by the Cabinet. The Cabinet holds the right to change the location or time of a General Assembly Meeting, as long as notice is given to General Assembly.
- 1.3. Official Members are encouraged to attend General Assembly Meetings.
- 1.4. All Cabinet members are required to attend all General Assembly Meetings unless circumstances do not allow and the rest of cabinet is given warning before noon or six hours in advance, whichever is longer.
- 1.5. Failure to make half of all meetings or missing two meetings in a semester without adequate warning are grounds for impeachment.
- 1.6. All General Assembly Meetings are open to the public.

2. Cabinet Meetings

- 2.1. The Cabinet shall meet at least once a week.
- 2.2. Cabinet Meetings shall be open to Official Members and minutes available upon request.
- 2.3. The location and time of Cabinet Meetings shall be decided by the Cabinet. The Cabinet holds the right to change the location or time of a Cabinet Meeting, as long as notice is given to both the Cabinet and the General Assembly.
- 2.4. Cabinet members should attend as many Cabinet Meetings as possible.
 - 2.4.1. If unable to attend a Cabinet Meeting, 24 hour notice should be given to the President.
- 2.5. Failure to make three-fourths (3/4ths) of all meetings in a semester or missing two meetings without adequate warning are grounds for impeachment.

ARTICLE VI: FINANCES

1. **Organization Account**

- 1.1. The organization shall have a General Operating Account.
- 1.2. All general expenses shall be paid with funds in the General Operating Account. All funds shall be deposited into the General Operating Account.
- 1.3. The General Operating Account shall be managed using accounts through the Campus Organizations Accounting Office.
- 1.4. **Campus Organizations Accounting (COA) Bank Account(s)**
 - 1.4.1. The COA bank account shall manage all accounts and monies belonging to the organization.
 - 1.4.2. The organization shall strive to maintain at least \$1000.00 in any account with COA, with a minimum of \$500.00 at all times.
 - 1.4.3. The Treasurer and Campus Adviser shall be authorized signers on the COA bank account.
 - 1.4.4. All income must be deposited within two (2) business days of collection.
 - 1.4.5. All transactions must have an accompanying receipt submitted to the Treasurer to be added to the financial records.
 - 1.4.6. If a transaction does not have an accompanying receipt, the signer will be liable for the expense (via their University U-Bill) plus a \$30.00 fine (to the organization).
 - 1.4.7. If any signer processes any unauthorized or personal transactions through the COA bank account(s), they will be liable for the expense (via their University U-Bill) plus a \$50.00 fine (to the organization) for their first offense. On their second offense, they will be liable for the expense (via their University U-Bill) plus a \$100.00 fine (to the organization) and they will lose their access to the account.
- 1.5. All income is to be deposited into the account by the Treasurer.
 - 1.5.1. Members who know or have access to the organization's account numbers may not deposit funds directly into the organization's account. If a member other than the Treasurer deposits funds directly into the organization's bank account(s) without the Treasurer's prior approval, they shall be subject to a \$30.00 fine with payment due within three (3) weeks of the day received.
- 1.6. At any time, any Official Member may choose to audit the Pride Alliance finances which the Treasurer is responsible for maintaining. The Treasurer is responsible for maintaining accurate financial records for the organization.

2. Fiscal Calendar

- 2.1. The organization's fiscal year shall run from June 10 to June 9. The fiscal year shall be divided into two semesters:
 - 2.1.1. Fall Semester: June 10 - December 31
 - 2.1.2. Spring Semester: January 1 - June 9

3. Organization Budget

- 3.1. The Treasurer shall prepare a yearly Budget which shall include all expected incomes and expenses for the fiscal year. The budget shall be divided by the Fall Semester and Spring Semester.

4. Reports

- 4.1. The Treasurer shall electronically complete a monthly update of income and expenses in a previously agreed upon place with the rest of Cabinet.
- 4.2. These reports must contain actual income and expenses broken down into categories.
- 4.3. This report is to be completed by the end of each month.

5. Membership Dues

- 5.1. Member Dues are to be no more than \$5.00 per semester or \$7.00 per academic year.
- 5.2. Payment for dues will be accepted on a rolling basis.
- 5.3. If someone is unable or unwilling to pay dues, volunteering for two (2) hours at an event shall be considered dues for that semester.

ARTICLE VII: AMENDMENTS

1. Amendment Approval Process

- 1.1. Any Official Member may create and submit an amendment to this Constitution.
- 1.2. All amendments must be submitted to the Cabinet for review.
- 1.3. The Cabinet will review the amendment at their next regularly scheduled meeting to ensure the amendment is properly written and valid.
- 1.4. Once reviewed and approved by the Cabinet, the proposed amendment will be sent via email to the General Assembly along with a ballot for voting.
- 1.5. The General Assembly shall have at least seven (7) days to vote to approve the amendment. Any amendment to the Constitution will require a two-thirds ($\frac{2}{3}$) affirmative vote of those who voted.
- 1.6. All amendments must be voted on before the conclusion of the semester.
 - 1.6.1. In the event of an amendment failing to be voted on by the General Assembly before the conclusion of the semester, the amendment shall be tabled until the next semester.

- 1.7. The Secretary shall update the Constitution with any approved amendments.
- 1.8. Any changes to the Constitution must be recorded in the Minutes of the applicable meeting.
- 1.9. Once changes have been ratified the Constitution shall be submitted to the Student Activities Center within 10 days for approval.