

The Pride Alliance

At Iowa State University



Organization Constitution

Updated August, 2025

Article I - Name

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

Article II - Purposes

- a. We shall educate the community on LGBTQIA+ issues, as well as any and all other issues pertaining to gender, romantic, and sexual minorities.
- b. We shall support members of the community who are coming to accept their gender, romantic, and/or sexual identity.
- c. We shall provide a space for positive and responsible social interactions for the LGBTQIA+ community.
- d. We shall strive to advocate for the queer community at Iowa State University and in the Ames community.
- e. We shall provide information and support to those wishing to become involved in the community.
- f. We shall foster an inclusive and accessible environment for all members.

Article III - Statement of Compliance

- a. 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 and Treasurer's Training.

Article IV - Non-Discrimination Statement

- a. Iowa State University and The Pride Alliance 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, 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. No dues are required to be a member.

Section 2: Removal

Membership may be revoked for any of the reasons stated below. Revocation will be decided by a majority vote by the Pride Alliance Cabinet officers.

- a. Reasons for removal may include, but are not limited to, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- b. The removal process may be initiated by any member of the organization.
 - i. A formal call for removal must first be brought to the officers of the organization. A member may call for the removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.
 - ii. Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.

- c. Membership may be revoked by a majority vote of club membership present at the voting meeting.
- d. Voting will be conducted by secret ballot at a general meeting.
 - i. The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers)
- e. The member in question must be provided a summary of the reasons for removal at least one (1) week in advance of the general membership vote.
- f. The vote will be announced at least one (1) week prior to the meeting with a summary of the reasons for removal.
- g. The member will be allowed to speak to the membership for a maximum of five (5) minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
- h. The member 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 ten (10) days. No secondary appeals will be permitted.
 - i. Member must submit a written request for reinstatement to officers
 - ii. Officers must reach a unanimous vote through a show of hands to reinstate member

Article VI - Officers

Section I: Officer Positions and Duties

- a. President
 - Preside over Cabinet meetings.
 - Lead in promoting the purposes of the organization.
 - Enforce the policies and procedures defined in the Constitution.
 - Be primary liaison for all official business, then delegate out responsibilities based on who has time and what position the issue falls under.
 - Responsible for risk management by helping minimize potential risks for club activities and recommend risk management policies or procedures.
 - Submit rental agreements for special events, office space renewal form, and event authorizations.
 - Submit documentation to ISU's Risk Management Office and ensure proper waivers and background checks are on file with Risk Management for events.
 - Supervise the general operations of the organization, oversee the actions of the Cabinet and ensure all official business is conducted accordingly.
 - Maintain contact with the Advisor regarding organization activities and concerns.
 - Routinely check the student organization page for new membership requests.
 - Make every effort to ensure the safety and preservation of organization property entrusted to them in accordance with the Constitution.
 - Hold power of signature for documents requiring Executive approval.
 - Complete all trainings as required by Iowa State University policy.
- b. Vice President

- Assume the duties of the President in their absence.
- 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.
- Submit documentation to ISU's Risk Management Office for events that require Risk Management.
- Understand the intrapersonal and interpersonal dynamics of the Cabinet.
- Ensure Cabinet members are confident in their abilities to execute meetings and events.
- Bring up concerns from the General Assembly.
- Preside over all special events not the responsibility of another Officer.

c. Treasurer

- Manage the club's finances.
- Diligently collect and safeguard all fees, assessments and other revenues.
- 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.
- Hold power of signature, along with Campus Adviser(s), for financial documents requiring financial approval.
- Act as financial liaison with Iowa State University Student Government.
- Hold the club's purchasing card (p-card) and assign additional p-card(s) to other designated club members.

d. Secretary

- Review and edit the constitution for grammatical and spelling errors and to update all governing documents with new amendments, as passed by the organization.
- Ensure all information about events, including meetings and events, that is online, such as the Stuorg website, are all accurate and up to date.
- Organize documents and office space.

e. Chair of Advocacy and Activism

- Build positive, personal relations as the liaison to:
 - All LGBTQIA+ focused organizations and campus departments,
 - Other student and community organizations,
 - People in the Iowa State University and the Ames community,
 - Any speakers the Pride Alliance wants to bring to meetings, and
 - People who are interested in learning more about the Pride Alliance.
- Oversee all recruitment efforts, such as WelcomeFest, ClubFest, etc.
- Maintain communication with news outlets and assist officers in preparing for media interviews.

f. Chair of Advertising

- Design and advertise for special events.
 - Oversee the development of all organization merchandise, such as shirts, buttons, etc.
- g. Social Media Chair
- Maintain organization websites, social media and other public mediums, ensuring consistent advertising.
 - Communicate with members of the organization via social media, newsletter, and other public mediums.
 - Share and advertise events relevant to the LGBTQIA+ community on campus.

Section 2: Elections

- a. Elections will occur annually during the month of April.
- b. Members interested in running for an officer position will complete an interest form and submit the form to the current President at least one (1) week prior to the Cabinet membership vote.
- c. Voting will occur at an executive meeting.
- d. At the voting meeting, each candidate will have two (2) minutes to speak in front of executive membership.
- e. Voting will occur by show of hands. Candidates will be elected by a two-thirds ($\frac{2}{3}$) majority vote.
 - i. The candidates will leave the room while voting occurs and will be emailed with the Cabinet's decision.
 - ii. In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by show of hands.
- f. The term of office for all officer positions shall be at least one (1) year, beginning the first day of Fall Semester, and ending the last day of Spring Semester.

Section 3: Impeachment/Removal

- a. 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.
- b. Grievances and/or grounds for removal include:
 - Not fulfilling the duties of your Cabinet position,
 - Slander of the Organization,
 - Failing to include Cabinet in necessary discussions,
 - Belittling Cabinet or Official Members/GA,
 - Embezzling funds,
 - Lack of attendance to GA or Cabinet meetings, and/or
 - Outside actions that reflect poorly on Pride Alliance, etc.
- c. There shall be a minimum one (1)-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.

- d. 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 the 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.
- e. At the Impeachment Meeting:
 - First, the petition shall be read,
 - 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,
 - The person up for impeachment shall be expelled from the room while Cabinet and any Official Members present discuss the charge(s),
 - Once Cabinet is ready to vote, Cabinet shall vote via blind ballot,
 - The highest Cabinet member in the room shall tally the votes, to be verified by the rest of Cabinet, and
 - The person up for impeachment shall then be invited back into the room and told the result of the vote.
- f. 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.
- g. Members who have been removed from office may not run for re-election

Section 4: Officer Replacement

- a. In the case of a president, treasurer, and/or advisor vacancy, a special election must occur within one week of the position being vacated.
- b. Special elections must follow the same format as regular 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.
- d. Officers elected in special elections shall serve the remainder of the term.

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 (6 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 (4 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 (6) 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 and prescribed in (a) and (b).

Article VII - Advisor

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

Section 1: Duties

- a. All duties and responsibilities are as follows:
 - Provide general oversight to the group,
 - Have knowledge of university policies and requirements and ensure the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement,
 - Provide financial oversight and sign/approve financial forms and documents,
 - Complete all trainings as required by Iowa State University Policy,
 - Assist the organization in transitioning between Cabinets, and
 - Assist the Vice President in resolving interpersonal conflicts among Cabinet officers and/or General Assembly Members.

Section 2: Method of Selection

- a. 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.
- b. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

Section 3: Terms of Service

- a. The Campus Adviser(s) should be able to commit to serving for at least one (1) year, but may serve for as long as they and the organization are in agreement.

Section 4: Impeachment/Removal

- a. Campus Advisers may be dismissed by the organization for any of the following reasons:
 - Failure to uphold the responsibilities of the position,
 - Bullying, harassment, or disrupting meetings,
 - Failing to meet with the Cabinet in a timely fashion,
 - Being consistently unavailable to provide signature to approve expenditures or other items,
 - Violating Iowa State University's Risk Management Policy, and
 - Any other behavior deemed inappropriate by the organization and/or Disciplinary Regulations.
- b. 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 two-thirds ($\frac{2}{3}$) affirmative vote.

- 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 two-thirds ($\frac{2}{3}$) affirmative vote of the Official Members.

Section 5: Replacement

- a. Any vacancies of the campus Adviser will be filled through the regular appointment procedure, as detailed 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 forty-eight (48) hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
 - The Treasurer and Campus Adviser shall be authorized signers on the COA bank account.
- b. All transactions must have an accompanying receipt submitted to the Treasurer to be added to the financial records.
 - 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), and
 - 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.
- c. The organization shall strive to maintain at least \$1000.00 in any account with COA, with a minimum of \$500.00 at all times.
- d. All income is to be deposited into the account by the Treasurer.
 - 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.
- e. 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.
 - The Treasurer shall electronically complete a monthly update of income and expenses in a previously agreed upon place with the rest of Cabinet.
 - These reports must contain actual income and expenses broken down into categories.
 - This report is to be completed by the end of each month.

Article IX - Amendments and Ratification

- a. Any Official Member may create and submit an amendment to this Constitution.
 - All amendments must be submitted to the Cabinet for review.

- The Cabinet will review the amendment at their next regularly scheduled meeting to ensure the amendment is properly written and valid.
- Officers will vote through a show of hands.
- b. All amendments must be voted on before the conclusion of the semester.
 - 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.
- c. Once changes have been ratified the Constitution shall be submitted to Student Engagement within 10 days for approval.
- d. In the event a constitution is rejected because it does not meet Iowa State University Policy and/or constitution requirements, the following may occur:
 - Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor
 - Notification of these changes must be communicated at the next full organizational meeting.