

# Constitution for Progressive Victory

## Article I – Name

The name of this organization at Iowa State University (**“the university”**) shall be Progressive Victory (**“the/this organization”**). This organization agrees to abide by all Iowa State University Rules, Regulations, and Policies, as well as all Federal, State, and Local laws. This Constitution supersedes any rules and regulations set in any other club documents.

## Article II – Purpose, Goals, and Activities

### Section I – Purpose

The purpose of Progressive Victory is to serve as an educational and activist organization dedicated to advancing progressive causes. This organization seeks to empower students at Iowa State University to engage in political advocacy, foster community engagement, and develop leadership skills in alignment with progressive principles. While an independent student-led organization, Progressive Victory aligns with the broad principles of the national Progressive Victory movement.

The organization operates as an unincorporated association affiliated with Progressive Victory, Arlington, VA 22204, (202-210-1181, <https://progress.win>), a Virginia nonprofit corporation, and shall be operated in accordance with the provisions of § 501(c)(4) of the Internal Revenue Code and regulations issued thereunder.

### Section II – Goals and Beliefs

Progressive Victory is committed to:

- 1) Promoting core progressive values including, but not limited to: social, economic, and environmental justice; equity, diversity, and the unconditional inclusion and affirmation of all individuals, particularly LGBTQIA+ communities, racial and ethnic minorities, and other marginalized groups; and the active dismantling of systemic oppression for the purposes of creating a more just and vibrant society.
- 2) Educating the campus community about progressive principles, contemporary political issues, and the importance of civic engagement.
- 3) Advocating for local, state, and national policies that reflect progressive ideals and bring about tangible improvements in people's lives.
- 4) Encouraging and facilitating student participation in the democratic process, including voter registration, education, and mobilization.
- 5) Supporting and working towards the election of candidates who champion progressive values at all levels of government.
- 6) Developing political understanding, practical organizing skills, and leadership abilities among its members to prepare them for impactful roles in their communities and beyond.
- 7) Fostering a welcoming, inclusive, and respectful environment for discussion, debate, and collective action.

### **Section III – General Activities**

To achieve these goals, Progressive Victory will:

- 1) Organize and host meetings, forums, workshops, and guest speaker events to discuss and promote understanding of progressive issues and organizing strategies.
- 2) Develop and execute campaigns focused on specific policy advocacy, community organizing, and electoral action at the campus level.
- 3) Conduct voter registration and get-out-the-vote (GOTV) initiatives on-campus.
- 4) Collaborate with other student organizations and community groups on shared progressive goals.
- 5) Provide training and resources for members to enhance their advocacy and leadership skills.
- 6) Engage in fundraising activities to support the organization's mission and activities (in accordance with university policies).

### **Article III – Statement of Compliance**

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

### **Article IV – Non-Discrimination Statement**

Iowa State University and Progressive Victory 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 V – Membership**

### **Section 1: Eligibility for Membership**

Membership shall be open to all registered students in good standing at Iowa State University who affirm the purpose and goals of Progressive Victory as outlined in Article II.

Progressive Victory is committed to creating a welcoming and inclusive environment for all members.

### **Section 2: Types of Membership**

**General Member:** Any student eligible under Section 1 who registers with the organization shall be considered a General Member. General Members are encouraged to participate in all club meetings and activities.

**Voting Member:** To become a Voting Member, eligible to vote on official club matters (including action proposals, elections, amendments, and removals), a General Member must:

- 1) Attend at least two (2) general meetings or officially recognized Progressive Victory events per academic semester.
- 2) Actively support and participate in club projects or initiatives, as determined by the officers or by participation in a standing committee.

Voting member status is maintained by meeting these activity requirements each semester. Officers shall be responsible for maintaining a list of current Voting Members. There are no membership dues for this organization. Requirements can be waived on an individual basis by majority vote of officers if necessary.

### **Section 3: Expectations of Members**

All members of Progressive Victory are expected to:

- 1) Uphold the progressive values and goals of the organization as stated in Article II.
- 2) Treat all individuals with respect, dignity, and fairness, fostering an inclusive environment free from harassment and discrimination.
- 3) Engage in constructive dialogue and contribute positively to the organization's activities and discussions.
- 4) Abide by this Constitution, university policies, and all applicable laws.

### **Section 4: Removal of Members**

**Grounds for Removal:** Reasons for removal may include, but are not limited to: Actions that fundamentally contradict the progressive values and mission of the organization; persistent use of derogatory language, bullying, or harassment; theft; repeated, intentional disruptions during meetings or events; or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).

**Initiation of Removal Process:** The removal process may be initiated by any member of the organization. A formal, written call for removal, detailing the reasons, must first be brought to the officers of the organization.

**Officer Review:** Officers must review the call for removal and have a majority vote of approval to move the removal process to a general membership vote of Voting Members. Officers will vote by show of hands during an officer meeting, unless the call for removal concerns an officer, in which case that officer shall be recused.

Notice and Voting:

- 1) If the officers approve moving forward, the member in question must be provided with a written summary of the reasons for removal at least one week in advance of a general meeting where a vote will occur.
- 2) The call for a removal vote will be announced to all Voting Members at least one week prior to this meeting, along with a summary of the reasons.
- 3) Voting will be conducted by secret ballot at the general meeting among Voting Members present. The voting method will be an anonymous virtual form or secret paper ballot (method to be decided by organization officers).
- 4) Membership may be revoked by a two-thirds (2/3) majority vote of Voting Members present at the voting meeting.

Rights of the Member in Question:

- 1) The member in question will be allowed to speak to the Voting Members for a maximum of five (5) minutes before voting occurs.
- 2) The member in question will be asked to leave the meeting while deliberation and voting commences.
- 3) The member in question will be informed in writing of the results and be allowed access to the anonymized ballots if requested, in the presence of an officer and/or the Advisor.

**Appeal:** 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 within seven (7) days of notification of removal. The advisor must respond with their decision within ten (10) days. The Advisor's decision on the appeal is final; no secondary appeals will be permitted.

**Reinstatement:** A member removed from the organization may request reinstatement 30 days after the date of removal. The individual must submit a written request for reinstatement to the officers. Officers must reach a unanimous vote through a show of hands to approve reinstatement.

## **Article VI – Officers**

### **Section 1: Officer Positions and General Responsibilities**

The elected officers of Progressive Victory shall be:

- 1) President (Senior Co-Lead)
- 2) Treasurer (Co-Lead)
- 3) Secretary
- 4) Outreach Lead
- 5) Research Lead
- 6) Recreation Lead

All officers are expected to:

- 1) Uphold and actively promote the purpose, goals, and values of Progressive Victory as outlined in this Constitution.
- 2) Regularly attend and actively participate in general and officer meetings.
- 3) Fulfill the duties of their respective offices diligently and responsibly.
- 4) Represent Progressive Victory in a professional and positive manner.
- 5) Maintain good standing with the university.
- 6) Facilitate a welcoming and inclusive environment for all members.
- 7) Assist in the recruitment and engagement of members.
- 8) Be Voting Members of the organization.

### **Section 2: Specific Officer Duties**

#### **President (Senior Co-Lead):**

- 1) Serve as the primary student spokesperson and representative of the organization.
- 2) Preside over and facilitate all general and officer meetings.
- 3) Set the overall strategic direction and agenda for the organization in consultation with other officers and members.
- 4) Oversee all organizational activities and initiatives.
- 5) Lead and coordinate the Action Standing Committee.
- 6) Serve as the primary Risk Management Officer, responsible for helping minimize potential risks for club activities, recommending risk management policies/procedures, submitting documentation to ISU's Risk Management Office, and ensuring proper waivers and background checks are on file with Risk Management for events.
- 7) Maintain regular contact with the organization's Advisor regarding activities and concerns.
- 8) Complete all leadership and risk management trainings as required by Iowa State University policy.
- 9) Ensure the organization's activities align with its mission and constitutional guidelines.

**Treasurer (Co-Lead):**

- 1) Manage all financial affairs of Progressive Victory, including budgeting, and maintaining accurate financial records.
- 2) Serve as a Co-Lead, assisting the President in strategic planning and organizational oversight.
- 3) Lead and coordinate the Treasury Standing Committee, overseeing fundraising efforts and resource allocation.
- 4) Hold the club's purchasing card (p-card) and assign additional p-card(s) to other designated club members as needed and appropriate.
- 5) Ensure all financial transactions are conducted in accordance with university policies and procedures.
- 6) Ensure completion of any duties relating to Student Government funding (submitting a budget, attending meetings, staying financially compliant with Student Government requirements, etc.).
- 7) Work with the Advisor to approve each expenditure before payment.
- 8) Prepare and present financial reports at officer and general meetings.
- 9) Oversee the collection of any organizational funds (e.g., from fundraising) and ensure their timely deposit.
- 10) Complete all treasurer-specific trainings as required by Iowa State University policy.

**Secretary:**

- 1) Maintain accurate and accessible records of all organizational proceedings, including taking minutes at all general and officer meetings.
- 2) Manage official correspondence of the organization, both internal and external, as directed by the officers.
- 3) Maintain and update the official membership roster, including the list of Voting Members.
- 4) Manage bookings for meeting rooms.
- 5) Prepare and distribute agendas for meetings in consultation with the President.
- 6) Organize and maintain all non-financial club documents and historical records.
- 7) Assist with the dissemination of information to members.

**Outreach Lead:**

- 1) Lead and coordinate the Outreach Standing Committee.
- 2) Develop and implement strategies for member recruitment and retention.
- 3) Establish and maintain relationships with other student organizations, campus departments, and community groups, including non-profit advocacy organizations, for potential collaborations.
- 4) Oversee the organization's external communications, including social media presence, promotional materials, and public relations (unless a separate communications role is established).
- 5) Represent Progressive Victory at outreach events and functions.

**Research Lead:**

- 1) Lead and coordinate research efforts on political issues, progressive policies, candidates, and initiatives relevant to the organization's advocacy goals.
- 2) Provide briefings, reports, and informational materials based on research findings to officers and members.
- 3) Ensure the accuracy and integrity of information used and disseminated by the organization.
- 4) Assist the Action Committee and other officers by providing data and analysis to support campaigns and activities.
- 5) Stay informed about current events and political developments relevant to the organization's mission.
- 6) Shall organize and guide research teams or work with volunteers on specific research projects.

**Recreation Lead:**

- 1) Plan and organize social events and team-building activities to foster community and camaraderie among members.
- 2) Promote member well-being and a positive, inclusive social atmosphere within the club.
- 3) Coordinate non-political recreational activities for the organization.
- 4) Solicit feedback from members on desired social activities.
- 5) Work with the Treasurer on any budgetary needs for recreational events.
- 6) Coordinate with President for any activities that occur off-campus, filling out necessary risk management forms and receiving approvals.

**Section 3: Creation of New Officer Positions**

The creation of a new officer position may be proposed by any Voting Member of Progressive Victory.

- 1) The proposal must be submitted in writing to the current officers and include a suggested title for the new position, a detailed description of its proposed duties and responsibilities, and a justification for why the new position is needed.
- 2) The officers shall review the proposal at an officer meeting. A majority vote of the current officers is required to recommend the proposal to the general membership.
- 3) If recommended by the officers, the creation of the new officer position shall be considered an amendment to this Constitution. It must be presented to the general membership following the notification procedures outlined in Article IX (Amendments and Ratification) and shall require a two-thirds (2/3) majority vote of the Voting Members present at a general meeting for approval.
- 4) Upon approval, the new officer position and its duties shall be formally added as an amendment to Article VI, Sections 1 and 2 of this Constitution.
- 5) The first incumbent of a newly created officer position shall typically be elected at the next annual election. However, the officers may call for a special election, following the procedures outlined in Article VI, Section 7 (Officer Vacancy), to fill the position sooner if deemed necessary.

## Section 4: Elections

Annual elections for officer positions shall be held during the month of April, with the specific date, time, and location announced to all members at least one (1) month in advance.

To be eligible to run for and hold an officer position, an individual must be:

- 1) A voting member of Progressive Victory at the time of nomination and election.
- 2) Interview and be selected by a majority of the sitting officers as an eligible candidate to run for election.
- 3) Meet all of the university's requirements as outlined in Article VI, Section 8.

### **Election Process:**

- 1) At the election meeting, each eligible candidate will be given up to two (2) minutes to speak to the Voting Members present.
- 2) Elections for each office shall be conducted separately.
- 3) Voting shall be conducted by secret ballot. This may be an anonymous virtual form or secret paper ballot, as determined by the current officers prior to the election meeting.
- 4) Candidates shall be elected by a majority vote of the Voting Members present at the meeting for each position.
- 5) In the event that no candidate receives a majority vote for a position in the initial ballot, an immediate run-off election shall be held between the two candidates who received the most votes.
- 6) If a tie vote occurs in a run-off election, or if there are more than two candidates in a tie for the highest number of votes preventing a clear top two for a run-off, the officers will break the tie via a unanimous vote of officers (with abstentions permitted).

## Section 5: Term of Office

The term of office for all officer positions shall be one (1) year. The term shall officially begin on May 1st following the April elections and end on April 30th of the following year, or until their successors are duly elected or appointed. No officer may hold the same specific officer position for more than two (2) consecutive terms, unless a two-thirds (2/3) vote of Voting Members present at an election meeting approves an exception. This is to encourage broad participation in leadership.



## Section 6: Impeachment or Removal of Officers

**Grounds for Removal:** Officers may be removed from their position for reasons including, but not limited to:

- 1) Failure to uphold the responsibilities of their office as defined in this Constitution.
- 2) Actions that are in serious breach of the organization's purpose, goals, or values, or the expectations of members as outlined in Article V, Section 3.
- 3) Misuse or misappropriation of organization funds or property.
- 4) Gross misconduct, including use of derogatory language, bullying, or harassment.
- 5) Repeated, unexcused absences from officer or general meetings that impede the functioning of the organization.
- 6) Violation of Iowa State University policies or any applicable laws during the execution of club duties.

**Initiation of Removal:** Any Voting Member may initiate the impeachment process by submitting a written statement to the highest-ranking officer not subject to the removal request, or to the Advisor if all Co-Leads are subject to the request. This statement must detail the specific grounds for removal.

**Officer and Advisor Review:** Upon receipt of a valid written statement, the officers (excluding any officer in question) shall convene a special meeting with the Advisor within two (2) weeks to review the grounds for removal.

- 1) A majority vote of the officers present (excluding the officer in question) and the Advisor is required to approve moving the impeachment process to a vote of the general membership. The officer in question may not be present for this deliberation or vote. Officers will vote by a show of hands.

**Membership Vote for Removal:** If approved for a membership vote, the officer in question must be provided with a written summary of the reasons for the removal consideration at least one (1) week prior to the meeting where the vote will take place.

- 1) The general membership shall be notified of the impeachment vote at least one (1) week prior to the meeting.
- 2) The officer in question shall be allowed to speak to the Voting Members for a maximum of five (5) minutes before voting occurs. They shall then be asked to leave the meeting during deliberation and voting.
- 3) Removal from office requires a two-thirds (2/3) majority vote of the Voting Members present at the meeting. Voting will be conducted by secret ballot.

**Notification and Appeal:** The officer in question will be informed in writing of the outcome of the vote within 48 hours and may be allowed access to the anonymized ballots if requested, in the presence of the Advisor. The officer in question may appeal the removal decision by submitting a written statement to the Advisor within seven (7) days of notification. The Advisor must respond with their decision within ten (10) days. The Advisor's decision on the appeal is final.

### Section 7: Officer Vacancy

Should a vacancy occur in the office of President, the Outreach Lead shall assume the duties of President on an interim basis. A special election for the office of President must be held within three (3) weeks, or as soon as possible.

Should a vacancy occur in the office of Treasurer, a special election for the office of Treasurer must be held within three (3) weeks, or as soon as possible. Once a new Treasurer is elected, the Treasurer-elect shall complete all Treasurer training and requirements before being officially confirmed.

Should a vacancy occur in any other officer position, the remaining officers shall call for a special election to fill the vacancy, to be held within three (3) weeks of the position being vacated. Special elections shall follow the same format as annual elections, as outlined in Article VI, Section 4, including notice requirements if feasible, or as practicably as possible given the circumstances. If no candidates come forward for a vacant position in a special election, or if the vacancy occurs within two (2) months of the next scheduled annual election, the remaining officers may, by a two-thirds (2/3) majority vote and with the approval of the Advisor, appoint an eligible Voting Member to fill the vacancy for the remainder of the term.

### Section 8: Minimum Requirements for Officers

The officers of this organization must meet the following requirements:

- 1) Be in good standing with the university and enrolled: at least half time (six 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 (four 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. Co-Op students must be able to maintain remote attendance with meetings, and still broadly contribute to the organization.
- 2) Have a minimum cumulative grade point average (GPA) of 2.00 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 this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration for undergraduates, or four hours for graduate students.
- 3) An officer shall be ineligible to continue holding office if they fail to maintain the requirements prescribed in (a.i) and (a.ii) of this section. Their position shall be declared vacant and filled according to Section 7 of this Article.

## **Article VII – Advisor**

### **Section 1: Duties**

The Advisor shall provide general oversight and support to Progressive Victory.

- 1) The Advisor shall ensure that the organization is complying with the standards, rules, regulations, and policies set forth by Iowa State University and Student Engagement.
- 2) The Advisor should be generally supportive of the mission and purpose of Progressive Victory and serve as a resource for the officers and members.
- 3) The Advisor must be a faculty or staff member at Iowa State University.

### **Section 2: Method of Selection**

Advisor candidates may be identified and discussed by the officers.

- 1) A candidate may be formally nominated by any officer at an officer meeting.
- 2) Election of the Advisor shall require a majority vote of all current officers. Officers will vote by a show of hands, and all officers must be present for this vote to occur.
- 3) Once a candidate is selected by the officers, the President (Senior Co-Lead) shall contact the Advisor candidate to offer them the position and explain the responsibilities.
- 4) If the Advisor candidate declines the position, the officers shall repeat the selection process.

### **Section 3: Terms of Service**

The Advisor shall serve at their leisure, with no fixed term, but their willingness to serve should be reaffirmed by the officers annually (e.g., at the beginning of each academic year or alongside officer transitions). If the advisor leaves the post, the club requests knowledge of this intention as soon as the advisor is able to provide it.

### **Section 4: Impeachment/Removal**

The Advisor may be removed from their advisory role for reasons including, but not limited to, failure to uphold the responsibilities of the position as generally outlined in Section 1, actions that fundamentally contradict the mission or values of Progressive Victory, or an unwillingness or inability to engage with the organization.

The process for removal may be initiated by a majority of the officers.

- 1) The Advisor can be removed by a unanimous vote of all club officers at an officer meeting convened for this purpose.
- 2) The Advisor must be notified in writing of the reasons for the potential removal at least one (1) week prior to the officer vote.
- 3) The Advisor shall be given the opportunity to speak to the club officers for a maximum of five (5) minutes before deliberation and voting commence. The Advisor must then leave the room while voting and deliberation occur.
- 4) The Advisor will be notified in writing of the officers' decision within 48 hours.

### Section 5: Replacement

In the event an Advisor resigns or is removed, a new Advisor shall be selected following the method described in Article VII, Section 2. The organization must secure a new advisor in a timely manner to maintain registered status with the university.

## **Article VIII – Finances**

All monies belonging to Progressive Victory shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or another approved institution/office (must receive authorization via Campus Organizations Accounting Office).

- 1) All funds collected by the organization, through fundraising or other means, must be deposited within forty-eight (48) hours after collection.
- 2) The Advisor to this organization must approve and sign each expenditure before payment. All financial activities shall be overseen by the Treasurer (Co-Lead) in accordance with Article VI, Section 2.1.
- 3) Progressive Victory shall not require mandatory membership dues from its members.
- 4) The organization may engage in fundraising activities to support its mission, goals, and activities. All fundraising shall be conducted in accordance with Iowa State University policies and procedures and overseen by the Treasury Standing Committee.
- 5) Upon disbandment of Progressive Victory, all funds and properties in excess of liabilities and expenses of dissolution shall be distributed as determined by a majority vote of the outgoing officers, in consultation with the Advisor and in accordance with university policy.

## **Article IX – Standing Committees**

### **Section 1: Purpose of Standing Committees**

Standing Committees are established to effectively organize and execute the core functions and activities of Progressive Victory. They shall operate under the leadership of their respective officer chairs and work to engage members in specific areas of the organization's mission.

### **Section 2: Enumeration and Core Functions**

The following Standing Committees are hereby established:

- 1) Action Standing Committee: Chaired by the President (Senior Co-Lead).
  - a. Purpose: To plan, develop, and coordinate the execution of campaigns focused on specific policy advocacy, community organizing, and electoral action. This committee will be central to the activist initiatives of the organization.
- 2) Treasury Standing Committee: Chaired by the Treasurer (Co-Lead).
  - a. Purpose: To oversee fundraising efforts, manage the organization's financial resources, assist in budget preparation, and ensure financial accountability in accordance with university policies.
- 3) Outreach Standing Committee: Chaired by the Outreach Chief.
  - a. Purpose: To develop and implement strategies for member recruitment and retention, establish and maintain relationships with other student organizations and community groups, and manage external communications and public relations for the organization.

### **Section 3: Committee Membership and Participation**

All Voting Members of Progressive Victory are eligible and encouraged to join and actively participate in one or more Standing Committees based on their interests and skills. Members may join a Standing Committee by expressing their interest to the respective committee chair. Each committee chair shall maintain a list of active members for their committee.

### **Section 4: Committee Operations**

Standing Committees shall meet as deemed necessary by their chair or by a request from a majority of that committee's active members. Each committee may develop proposals for activities, campaigns, or expenditures within its purview, which shall be presented to the officers for review and, where appropriate, to the general membership for approval. Committees shall report on their activities and progress at general meetings as requested by the officers.

### **Section 5: Ad-Hoc Committees**

The officers may, by a majority vote, establish ad-hoc committees to address specific tasks, projects, or issues not covered by the Standing Committees.

- 1) The officers shall define the purpose, scope, and duration of any ad-hoc committee.
- 2) The officers shall appoint a chair for any ad-hoc committee from among the Voting Members.
- 3) Ad-hoc committees shall be dissolved upon completion of their assigned task or at a date specified by the officers.

## **Article X – Amendments and Ratification**

The amendment process may be initiated by any Voting Member of Progressive Victory. Proposed amendments must be submitted in writing to the Organization Secretary, who shall present them to the officers at the next officer meeting. The proposal should clearly state the current text, the proposed new text, and a rationale for the change. The officers shall review the proposed amendment. A majority vote of all current officers is required to move the proposed amendment to a general membership vote. Officers will vote by a show of hands during an officer meeting.

- 1) If the officers approve moving the amendment forward, the proposed amendment must be presented in writing to the general membership at least one (1) week before the meeting where the vote will take place. This presentation should include the full text of the proposed change and the officers' recommendation.
- 2) This Constitution may be amended by a two-thirds (2/3) majority vote of the Voting Members present at a general meeting. Voting will take place at this club meeting.
- 3) Voting on constitutional amendments shall be conducted by secret ballot (e.g., anonymous virtual form or paper ballot, as determined by the officers).
- 4) Amendments to this Constitution must be submitted by an officer to Student Engagement (or the appropriate university office) within ten (10) business days.
- 5) In the event this Constitution is rejected by the university during an approval process because it does not meet Iowa State University policy and/or constitution requirements, any changes necessary to bring the constitution into compliance may be made with the unanimous approval of the President (Senior Co-Lead), Treasurer (Co-Lead), and the Advisor. Notification of these specific compliance-driven changes must be communicated to the membership at the next general meeting.