

Statement of Intent:

In this current revised Constitution, many amendments were made to the previous version (a copy of which may be received from the undersigned upon request), passed either unanimously or by a 3/5 majority vote, including: the addition of 4 new Executive positions (Social Chair, Director of Small Groups, Field Organizer, and Administrative Officer), a new subset of appointed officers (At Large Board Members), new requirements for voting and running, as well as an extension of term (besides a few minor typographic changes for consistency). All these changes were made for what we hope will be better functioning of Pride Alliance in coming years.

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c.j. (chelsea) rock

President, Pride Alliance 2006-2007

# **CONSTITUTION OF THE PRIDE ALLIANCE AT THE UNIVERSITY OF MARYLAND, COLLEGE PARK**

## **ARTICLE I: NAME**

SECTION 1: The name of the organization is the Pride Alliance, formerly known as the Lesbian, Gay, Bisexual, and Transgender (LGBT) Alliance.

## **ARTICLE II: MISSION STATEMENTS**

SECTION 1: To raise awareness and promote an accepting and supportive campus environment for persons of all sexual and gender identities, through outreach, education, and work with other organizations.

SECTION 2: To provide a safe and supportive environment for all Lesbian, Gay, Bisexual, Transgender, Queer, Intersex (LGBTQI), questioning, and heterosexual allies.

SECTION 3: To address the educational, political, and social needs of the campus community, and provide advocacy for the LGBTQI, questioning and heterosexual allied community, and work toward dismantling oppression in all its forms.

## **ARTICLE III: PRIDE ALLIANCE MOTTO**

SECTION 1: The Pride Alliance's official group motto is "UM's LGBTQI, questioning and allies student organization".

## **ARTICLE IV: MEMBERSHIP**

SECTION 1: We do not discriminate on the actual or perceived basis of sexual or gender identity, race, color, creed, sex, religion, marital status, personal appearance, age, national origin, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. In addition, we do not discriminate on the perceived or actual status of HIV and AIDS.

SECTION 2: Membership is open to any undergraduate student who agrees with the Pride Alliance's mission.

SECTION 3: Membership and voting privileges may be denied to anyone who is an obstruction to the general wellbeing of the Pride Alliance; a three-fifths (3/5) vote of the Executive Board is required.

SECTION 4: There shall be no membership dues.

## ARTICLE V: OFFICERS

SECTION 1: All executive and appointed officers must be registered undergraduates unless there are not undergraduates to fill appointed positions. Collectively, these officers comprise and are hereafter referred to as “Pride Alliance Officers” or “Officers of Pride Alliance” (interchangeably).

SECTION 2: In addition to being a registered undergraduate student, all Pride Alliance Officers, be they Elected or Appointed, are expected to maintain a minimum GPA of 2.8 unless in the case of serious personal situations, such as death of a loved one, lack of financial support, or serious injury (and/or other situations to be discussed with the Executive Board). This is for the purpose of ensuring that Pride Alliance Officers are appropriately balancing their academics and commitment to the organization, as well as setting an example for general members. Furthermore, should any officer’s GPA drop significantly during the academic year for reasons beyond serious personal situations, they will be asked to leave their position, and not apply for any other position until s/he have raised and stabilized his/her/hir GPA. This will be enforced as a friendly guideline in that no actual investigation will be done, but instead, we will be trusting officers to uphold the Honor Code in this matter, and keep each other accountable. This GPA minimum shall not be enforced in any way upon general members.

SECTION 3: Elected officers shall be the President, the Vice President, the Director of Finance, the Director of Communication, the Director of Outreach, the Director of Programming, the Social Chair, the Director of Small Groups, the Administrative Officer, the Field Organizer, and the Historian.

SECTION 4: Appointed officers shall be the facilitators of all current and future subgroups, the Webmaster, At-Large Board Members, and whomever the President—in consultation with the Executive Board—sees fit as any need arises.

SECTION 5: All appointed officers shall maintain mutual communication with the Executive Board and various associated groups.

SECTION 6: The duties and powers of the elected Executive Officers shall be:

### SUBSECTION A: PRESIDENT

- To act as the official representative of the Pride Alliance
- To see to it that the decisions of the Executive Board and members are observed and executed
- To chair all Executive Board meetings and call emergency Executive Board meetings if needed
- To appoint all unelected/appointed officers such as the facilitators of all current and future subgroups, and the Webmaster
- To maintain group registration with the Office of Campus Programs (OCP)

- To serve as the Student Government Association's (SGA) liaison
- To acts as secondary person to pay any accrued bills
- To serve as official liaison to other LGBTQI, questioning and heterosexual allied University units, including but not limited to the Office of LGBT Equity, LGBT Studies, Queer Central and the President's Commission on LGBT Issues

#### SUBSECTION B: VICE PRESIDENT

- To maintain official Pride Alliance membership list for the SGA
- To assist other officers with their various tasks when appropriate, and to maintain communication with all Executive Board members
- To serve as liaison to other student groups, especially concerning the co-sponsorship of Pride Alliance events

#### SUBSECTION C: DIRECTOR OF FINANCE

- To oversee the financial transactions of the Pride Alliance
- To act as primary person to prepare any accrued payment, and to balance and maintain the Pride Alliance financial records
- To prepare SGA primary budget in the spring semester and secondary budget in the fall semester
- To maintain relations with SGA Accounts Office and SGA Financial Committee, and to attend any funding meetings pertaining to Pride Alliance scheduled by the SGA
- To maintain regular financial records and make periodic financial reports to the Executive Board, and to ensure that this information is available upon request to all Executive Board members.

#### SUBSECTION D: DIRECTOR OF COMMUNICATION

- To take minutes at all Executive Board meetings, distribute minutes to the Board within a reasonable period of time, and to find a replacement if unable to attend a meeting.
- To maintain the electronic mailing list and send out the weekly mailing and additional mailings if necessary
- To produce press releases for Pride Alliance events
- To make or oversee the production of primarily electronic advertisements
- To coordinate Pride Alliance publicity and advertisement by distributing electronic versions of fliers and sending information to media/press outlets and other electronic mailing lists.
- To advise the Executive Board on issues pertaining to the Pride Alliance's relationship with the media
- To bear responsibility for the Pride Alliance web site, either individually or through the appointment of a Webmaster
- If the Webmaster cannot fulfill their duties or one is not appointed, the Director of Communications is responsible to perform their duties.

- To act as secondary spokesperson of the Pride Alliance

#### SUBSECTION E: DIRECTOR OF OUTREACH

- To coordinate non-electronic Pride Alliance publicity and advertisement by distributing fliers, and organizing a chalking committee, or working with Stamp Marketing Staff to do so
- To collaborate with the Director of Communications for making advertisements and other duties, such as overseeing the production of paper and other non-electronic advertisements
- To engage the undergraduate community through the most effective advertising method(s) possible and available
- To coordinate with other leaders of student organizations, in addition to coordination done by the President and Vice President

#### SUBSECTION F: DIRECTOR OF PROGRAMMING

- To be familiar with all matters of event programming, including but not limited to obtaining contracts/licenses, renting space, obtaining A/V equipment, and paying for services
- To oversee planning of all events while ensuring that all programs/events sponsored or cosponsored by the Pride Alliance are aligned with the mission statements set forth by this Constitution, in collaboration with the Social Chair
- To bear responsibility for gathering documentation on all programs/events for the purposes of record-keeping and review by the Executive Board and membership

#### SUBSECTION G: SOCIAL CHAIR

- To oversee the planning of events for Pride Alliance members for which the primary focus is socializing, including the annual Pride Prom held each Spring during Pride Month
- To work with the Director of Programming and the Director of Small Groups to ensure that social events are in balance with other types of events, or combined when applicable, as well as of interest to general members/small group attendees, since social events have routinely been addressed as important to Pride Alliance members
- To make sure collaborative officers for social events (both within and outside of Pride Alliance) are informed well enough in advance for publicity purposes and payment when necessary
- To keeping constituents informed of local social events in the area or on other campuses

#### SUBSECTION H: DIRECTOR OF SMALL GROUPS

- To facilitate Queer Straight Alliance/General Body meetings (QSA); the Director of Small Groups shall hold no other facilitator position(s) in order to concentrate on facilitation of QSA and assist the other Small Group Facilitators.

- To work with the President (and preferably other Executive officers) to select the best Small Group Facilitators possible per the guidelines set fourth in this document for Appointed Officers
- To hold regular meetings (at discretion of the Director of Small Groups), and organize special workshops or trainings for Small Group Facilitators as necessary by bringing in experienced facilitators/trainers
- To report back weekly (or with greater frequency as needed) from Executive Board meetings with pertinent information for Small Group Facilitators; also, to address concerns of Small Group Facilitators, particularly if said Small Group Facilitator(s) are unable to attend Executive Board meetings due to scheduling conflicts
- To work with the Director of Finance to get funds for Small Group events when applicable, as well as the Director of Communication and the Director of Outreach to ensure the most advertising possible for Small Groups, one of the most crucial facets of Pride Alliance

#### SUBSECTION I: ADMINISTRATIVE OFFICER

- To oversee completions of application(s) and matters related to office space within the Student Involvement Suite in the Stamp Student Union; the biannual application for Pepsi grants, as well as the facilitating participation in the annual Door Decoration Contest, as an additional sources of funding for Pride Alliance
- Responsible for informing all Officers of office guidelines and policies; working with at least Executive Officers to maintain up-to-date office hours and their posting as required for continued office space allocation; coordinating office decoration; checking voicemail, mail, and coordinating with Union Staff about package deliveries; working with the President on matters concerning the office key(s)
- Responsible for ensuring that the office is kept clean and organized and keeping an inventory and order when necessary (supplies, fliers for tabling, literature, etc)
- To assist with making and confirming reservations, though this is not a primary responsibility of this position.

#### SUBSECTION J: FIELD ORGANIZER

- To advise the President and Vice President of any activism opportunities, upcoming legal and social challenges, and any other event pertinent to the Pride Alliance mission statement.
- To facilitate organization of campaigns around issues affecting the campus and LGBTQIA community at large (in the area and nationally)
- To maintain long-term campaigns on issues that align with the Pride Alliance's missions
- To maintain relationships with off-campus legislators, and a contact list of community organizers and mission/campaign allies to the Pride Alliance

#### SUBSECTION K: HISTORIAN

- To collect articles in campus newspapers, the Washington Blade, and other area newspapers that pertain to Pride Alliance or cover important LGBTQI, questioning, and heterosexual ally issues
- To document Pride Alliance events through pictures, film, and any other media as is applicable, and make sure this information is available to all members of Pride Alliance

SECTION 6: It shall be the duty of the Vice President to assume the Office of President if the office becomes vacant.

SECTION 7: The duties and powers of the Appointed Officers shall be:

#### SUBSECTION A: FACILITATORS

- To coordinate events of their specific meeting group
- To facilitate discussions at meetings and foster a comfortable setting
- To maintain a working relationship with on and off-campus LGBT and allied peer support groups
- To maintain a mutual connection with their group and the Pride Alliance through announcements and discussion of the Pride Alliance
- To maintain communication with the Executive Board about concerns of the general Membership body they communicate with.
- To receive facilitator skills training within two weeks of beginning the semester or taking the position

#### SUBSECTION B: WEBMASTER

- To update and maintain the Pride Alliance web site(s) on a regular basis
- To maintain and update electronic reflectors for Executive Board positions and facilitator appointments

#### SUBSECTION C: AT-LARGE BOARD MEMBER(S)

- To be appointed after having attended two (2) consecutive Executive Board meetings, and expressing a desire to provide committed assistance to Pride Alliance
- To be public representatives of Pride Alliance in addition to Elected and other Appointed Officers
- To assist other officers in their regular duties as needed, such as helping with room reservations, heading up initiatives and events, and side projects

SECTION 8: All Elected and appointed officers that attend the Executive Board meeting shall have the right to vote on proposed measures.

SECTION 9: Any measure proposed (financial measures, program proposals, etc.) at an Executive Board meeting shall be passed upon approval of the majority in attendance.

There must be at least 5 elected or appointed officers in attendance for a vote to take place.

SECTION 10: No appointed or elected member of the board may hold more than any one elected or appointed position except where noted.

SECTION 11: In the event that any elected or appointed officer feels that they cannot faithfully execute their duties, they may submit a written letter of resignation to the Executive Board. The Executive Board will notify the general membership of the vacancy and open a two-week (14 day) period for nominations for a replacement, to be followed at the next general body meeting after the close of said period by an election process as set forth in Article VII.

SECTION 12: If, for any other reason, the offices of the Vice President, Directors, or Appointed Officers become vacated, it shall be the duty of the Executive Board to appoint an interim officer as well as notify the general membership of the vacancy and open a two-week (14 day) period for nominations for a replacement, to be followed at the next general body meeting after the close of said period by an election process as set forth in Article VII.

## ARTICLE VI: FINANCES

SECTION 1: The Pride Alliance will finance activities by the following means.

### SUBSECTION A: CHECKING ACCOUNT AND BUDGET

- Check writing authority shall only be given to two members of the Executive Board: the President and the Director of Finances.
- Renewal of authorized officers must be made to the bank within one week after elections.
- A budget must be submitted to the SGA's Finance Committee for primary funding (during the spring semester) for the Pride Alliance's activities in the next school year.
- A budget must be submitted to the SGA's Finance Committee for secondary funding (during the fall semester) if additional spring and summer events are planned.

### SUBSECTION B: EVENTS AND PROGRAMS

- Monies generated through Pride Alliance events shall be deposited in the Pride Alliance account no later than two working days after the event.
- All checks to be written to a member, officer, local business or organization, must be validated by a receipt.

## ARTICLE VII: GENERAL RULES

SECTION 1: The Executive Board shall convene all meetings of the General Body of the Pride Alliance as necessary. The Executive Board shall be required to call special meetings when requested in writing by members of Pride Alliance.

SECTION 2: The term of the Executive Board will begin on July 1<sup>st</sup> preceding the academic year of term and end on July 31<sup>st</sup> of the end of the year of term, with special exception for those leaving the area, or who are graduating. This one-month overlap is to ensure transmission of materials and information from one executive board to the next. All access privileges will be transferred to the rising leadership, with the past leadership only on e-mail reflectors to ensure a smooth transition. For the term of 2007-2008, the Executive officers have the option of not continuing their term past May 31<sup>st</sup>, which was end of term when they were elected.

SECTION 3: The overall responsibility for the administration and management of the Pride Alliance shall lie with the Executive Board, which will faithfully execute the wishes of the members of the Pride Alliance as expressed in the meetings of the General Body adopted by the majority present.

SECTION 4: The Executive Board shall keep members well informed of cultural events, civic events, educational events, political events, social events, and official matters pertaining to the Pride Alliance.

SECTION 5: All Pride Alliance members in good standing may at any time petition the Executive Board, in writing, for access to general organizational information including but not limited to financial, programming, membership and media documents EXCEPT where this information would disclose identifying or potentially sensitive data on members or finances. The Executive Board will provide access to requested information within a reasonable period of time or provide a reasonable explanation for non-disclosure.

SECTION 6: Requests by other parties, including but not limited to researchers, media/press persons and other student or outside organizations, to speak at, distribute information to or observe Pride Alliance meetings must be approved in advance by a simple majority vote of the Executive Board.

## ARTICLE VIII: ELECTIONS

SECTION 1: All general elections will be conducted by secret ballot, or if by any other means, all candidates running for a position will have to leave the room during the vote. Elected officials must be voted in by majority vote.

SECTION 2: Any individual, who has registered with the incumbent Pride Alliance administration prior to the time of voting and is an undergraduate of the University of Maryland, shall be eligible to vote in the Pride Alliance elections. Voting/running members must have attended at least three (3) organizational meetings and/or programs

prior to voting during the semester of elections (spring semester), and must have signed the Membership Roster once during the semester. Officers currently holding positions within the Executive Board may not count Executive Board meetings as part of the three (3) requisite organizational meetings and/or programs.

SECTION 3: All members, including candidates, are only allowed to cast one vote per Executive position. Persons violating this rule will be banned from the Pride Alliance and its events for one full year and will be subject to disciplinary action stated in the University of Maryland's Code of Student Conduct.

SECTION 4: Elections will be held in April or May, before the last day of classes.

SECTION 5: One non-running officer, one non-running member and one graduate advisor will count election ballots. In the event that all officers run, an officer from the SGA, one non-running member and one graduate advisor of the Pride Alliance will count the election ballots.

SECTION 6: The deadline given by the Executive Board to declare candidacy must be strictly followed in order for the candidate's names to be officially included on the ballot.

SECTION 7: Election speeches must be given at the designated time, date and place by the candidates.

SECTION 8: The election committee must comprise of at least one outgoing officer (usually the President) and one graduate advisor.

SECTION 9: Voting must take place within one week of election speeches being given at a General Body Meeting.

SECTION 10: The use of official student group listserves, including the Pride Alliance listserv(s) for individual campaigning will not be allowed.

SECTION 11: There will be no absentee ballots and/or email votes.

SECTION 12: The Chair of the Annual Executive Board Election of the Pride Alliance will conduct the election meeting, and will ensure a smooth transition of the responsibilities of the new administration to the latter.

SECTION 13: The new Executive Board member must adhere to this Constitution by signing it under Article X and submitting it to an advisor. Each board member must keep copies of the signed Constitution.

## ARTICLE IX: IMPEACHMENT

SECTION 1: A written request for the impeachment of an officer from any member/officer must be made with a three-member support submitted to the Executive Board and the person accused.

SECTION 2: The Advisor shall appoint a committee to recommend a plan of action.

SECTION 3: If the matter is unresolved for more than five working days of the submission of the complaint, the committee must bring the complaint forward to members at the next General Body meeting.

SECTION 4: At the General Body meeting, a committee member must present the case to the General Body. Thereafter, the accused must be given the opportunity to defend themselves before any vote is taken against them. The General Body may ask questions of anyone involved.

SECTION 5: A secret ballot must be held. Removal of the officer will become the official by a two-thirds (2/3) majority vote of members present. There must be at least fifteen (15) members present or voting will be tabled until the next General Body meeting. The issue can only be tabled two (2) times.

## ARTICLE X: ADVISORS

SECTION 1: In addition to the Coordinator of LGBT Involvement and Community Advocacy in OCP, an individual interested in becoming an advisor must contact the President and will be named a General Resource.

SECTION 2: After an informal one semester trial period, the Executive Board will vote to decide whether to declare the General Resource as an official Pride Alliance advisor. This formal evaluation is based on very informal and loose criteria.

## ARTICLE XI: AMENDMENTS

SECTION 1: This Constitution is binding to all members of the Pride Alliance, but the Constitution is not binding on to itself.

SECTION 2: The Executive Board shall incorporate amendment(s) to this document for the stability and well being of the Pride Alliance when the General Body officially adopts the amendment(s) by a majority (2/3rds) approval.

SECTION 3: Any voting member of the Pride Alliance may propose amendments to the Constitution in writing to the executive board. The Executive Board must then propose the amendment to the General Body. A majority of the General Body members must be present or voting will be postponed until the next morning or until fifteen members are present at a meeting.

## ARTICLE XII: RATIFICATION

This Constitution has been signed and approved by the Executive Board of the Pride Alliance.