Constitution and Bylaws
Foreword

This Document shall supersede any previous Constitution for West Circle PRIDE as adopted by the Executive Board on this day, the Fifth of April, Two-Thousand and Twelve.

This document shall serve as a set of guidelines for how West Circle PRIDE is to be run; however, it shall not conflict with Policy of Michigan State University, laws of the City of East Lansing, MI, the State of Michigan, or the United States of America.

Any grammatical errors shall be sent to the Secretary, who shall correct them and redistribute this document appropriately.
Article I. Name, Purpose and Alliances

Section I. Name
This organization will be known as West Circle PRIDE. PRIDE is an acronym for “People Respecting Individuality, Diversity and Equality.” Throughout this document the group will be referred to as “West Circle PRIDE” or “PRIDE.”

Section II. Purpose
West Circle PRIDE shall lead in planning purposeful educational events and community building recreational events for lesbian, gay, bisexual, transgender, queer, and ally students at Michigan State University (“MSU”). PRIDE shall exist a safe space for all students, irrespective of physical location, and continue to improve the life of LGBTQA students at MSU, in Michigan, and everywhere else.

“Students” shall be defined as those individuals enrolled in one (1) or more class at Michigan State University.

Although PRIDE is based in West Circle neighborhood and tailored to meet the needs of students residing in West Circle, membership rights shall be extended to all Michigan State University students and PRIDE will not discriminate on the basis of age, color, gender, gender identity, gender expression, disability status, height, marital status, national origin, political persuasion, race, ethnicity, religion, sexual orientation, veteran status, or weight.

Section III. Alliances
PRIDE will work with RACE, which is West Circle’s Black Caucus, all West Circle Hall Governments, West Circle Residence Life, the West Circle Neighborhood Council, and the Campus Planning Coalition and all of its constituent groups.

Article II. Membership

Section I. Membership Status
A. The title of member is conferred upon those Michigan State University students who have attended at least one (1) meeting.
B. There will be no fee associated with PRIDE membership.
C. The title of member will only be conferred upon Michigan State University students or alumni of no more than one (1) semester, but those students and alumni need not reside in West Circle neighborhood.

Section II. Rights of Membership
A. Members are entitled to one vote in all elections and vote presented before the general assembly.
B. Members may voice opinions or concerns to the Executive Board or the Advisor(s).
C. Membership rights may be revoked if an individual fails to comply with the requirements listed under Article II, Section III.
D. Members cannot be discriminated against on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Section III. Membership Conduct and Requirements
A. Members must respect the Purpose of PRIDE.
B. Members may not attend PRIDE meetings while under the influence of any illicit drugs or alcohol.
C. Members may not disrespect other members.
D. Members must present themselves in a responsible manner when representing PRIDE.
E. Members must respect the personal wishes of other PRIDE members, such as such as revealing the characteristics of their identity, within reason.
F. As PRIDE is funded by the Residence Halls Association (“RHA”), members must abide by any additional rules of conduct that RHA sets forth.

Section IV. Provisionary Statements
A. If a person graduates from Michigan State University in the fall semester they may attend PRIDE meetings during the spring semester immediately following their graduation.
B. Any person who is not a Michigan State University student may receive permission to attend up to two meetings per semester from the President and/or Advisor(s).
C. Attending a PRIDE meeting under the influence of drugs or alcohol may result in police involvement.
D. In the case of a member having a concern they are unable to voice to the PRIDE Executive Board or Advisor(s) they may voice it to their Resident Mentor. In extreme cases an Assistant Hall Director, the Complex Director, or the LBGT Resource Center may be contacted. The PRIDE Executive Board will then be informed of the member’s concern and actions deemed appropriate by the Resident Mentor, Assistant Hall Director, the Complex Director, or the LBGT Resource Center contact will be taken.

Article III. Executive Board

Section I. Purpose of Executive Board Members
The Executive Board shall serve as a representative council of the PRIDE members. Further, the Executive Board shall lead with the Purpose in mind.
Offices are listed by gavel order in Sections IV through VIII.

Section II. Executive Board Requirements
The Executive Board shall..
A. Be elected by the general assembly by the procedure listed under Article IV.
B. Be expected to be role models in their community, both in and outside of PRIDE meetings, as their behavior outside of meetings may still be seen as a reflection of PRIDE as a group.
C. Be expected to attend all Executive Board meetings, unless otherwise granted permission by the President and/or Advisor(s).
D. Attend all PRIDE meetings, unless otherwise granted permission by the President and/or Advisor(s).
E. Serve as a representative for PRIDE at university functions.
F. Shall attend all West Circle Neighborhood Council meetings unless otherwise granted permission by the President and/or Advisor(s).
G. Cooperate in the updating of PRIDE bulletin boards. Those Executive Board members that reside in West Circle will post the new material to the bulletin boards and remove the old. In the case of no Executive Board members living in West Circle, the Advisor(s) will post all appropriate materials.
H. Train their replacement when they leave their position.
I. Lead at least one General Assembly meeting per semester.

Section III. Provisionary Statements
A. If any Executive Board member fails to meet the Executive Board Requirements or their position requirements, they will be suspended or removed from their position.
B. The Advisor(s) and/or President will execute an Executive Board member suspension by a two-thirds (2/3) majority vote of remaining Executive Board members. The Advisor(s) and/or President will determine the length of suspension.

Section IV. President
The president shall...
A. Preside over all PRIDE meetings unless delegated to another Executive Board member.
B. Prepare an agenda for all PRIDE meetings, including Executive Board Meetings.
C. Delegate responsibilities to the other Executive Board members.
D. Communicate to groups outside of PRIDE such as the LBGT Resource Center and other Michigan State University groups.
E. Serve as one of the co-signers for any monetary transactions concerning the PRIDE budget through RHA unless the President is the one whom the transaction involves.
F. Determine the need for an emergency meeting and arrange the meeting time and determine whether the General Assembly, the Executive Board members, or both are needed at the meeting.
G. Assume the duties of other positions should they be unfilled.
H. Not have the right to vote unless the General Assembly or the Executive Board reaches a tie and a tiebreaker is needed.
I. Review the Constitution annually and, if necessary, revise it and present the revision for approval to the Executive Board and Advisor(s).
J. Submit the most up-to-date Constitution to RHA.
K. Attend at least one total PRISM, LIGHT, Spectrum, RING and Alliance meeting each semester.
L. Shall attend all Campus Planning Coalition meetings unless delegated to another Executive Board member.

Section V. Vice President
The Vice President shall...
A. Assume the duties of the President in their absence.
B. Take minutes in the absence of the Secretary.
C. Coordinate ways to keep PRIDE informed of activities of the other LGBT+ caucuses.
D. Facilitate the refreshing of the PRIDE bulletin boards in West Circle, including the creation of new material and removal of out-of-date material.
E. Coordinate posting of fliers in all West Circle halls regarding upcoming events in accordance with housing policies.
F. Have the right to vote at all PRIDE meetings.
G. Attend at least one total PRISM, LIGHT, Spectrum, RING and Alliance meeting per semester.
H. Attend all Campus Planning Coalition meetings unless delegated to another Executive Board member.

Section VI. Treasurer
The treasurer shall...
A. Assume the duties of the Vice President in their absence.
B. Create a budget with the Executive Board that can be posted in the PRIDE room so it can be viewed by the General Assembly.
C. Keep a financial record of all allocations, debts, balances, receipts not returned and returned.
D. Present the budget report at any meeting upon request. Request must be made at least 48 hours before said meeting.
E. Serve as one of the co-signers for any monetary transactions concerning the PRIDE budget through the RHA unless the Treasurer is the one whom the transaction involves.
F. Turn in receipts within two weeks of receiving them.
G. Catalog and assess all assets.
H. Run the movie rental program by updating the rental form and contacting late renters.
I. Attend at least one total meeting of the PRISM, LIGHT, Spectrum, RING and Alliance meetings per semester.
J. Have the right to vote at all PRIDE meetings.

Section VII. Secretary
The Secretary shall...
A. Assume the duties of the Treasurer in their absence.
B. Take minutes at all Executive Board meetings and when necessary at General Assembly meetings.
C. Distribute minutes to all Executive Board members and to the General Assembly when deemed necessary by the Executive Board.
D. Manage the PRIDE email account and make the password of the account available to the next Secretary.
E. Check the PRIDE email account weekly and pass on any important emails or emails that do not have a clear response pattern to the President.
F. Attend at least one total meeting of the PRISM, LIGHT, Spectrum, RING and Alliance meetings per semester.
G. Have the right to vote at all PRIDE meetings.

Section VIII. Communications Coordinator
The Communications Coordinator shall...
A. Communicate to the General Assembly through email and social media accounts on Executive Board approved discussion points such as upcoming meetings or policies that need to be addressed.
B. Update and maintain the PRIDE website and social media accounts as necessary to ensure that all meetings and events are properly advertised in a timely manner and that all information is accurate.
C. Coordinate with Executive Board members or guest presenters to collect and provide accurate descriptions of upcoming PRIDE events to the General Assembly.
D. Document educational meetings via video camera.
E. Edit and present each final video to the President for approval.
F. Photographically document all meetings deemed appropriate by the Executive Board or President, then present the final photographs to the Executive Board or President for posting to the PRIDE website and all appropriate social media accounts.
G. Field media inquiries received through the PRIDE email account or social media accounts. Must receive permission from the Executive Board or the President before representing PRIDE in an official capacity.
H. Attend at least one total meeting of the PRISM, LIGHT, Spectrum, RING and Alliance meetings per semester.
I. Have the right to vote at all PRIDE meetings.

Section VIII. Residence Halls Association Representative(s)
The Residence Halls Association (RHA) Representative(s) shall...
A. Attend all RHA General Assembly meetings.
B. Create a report for the Executive Board that explains everything that happened at the meetings they attended.
C. Act as a liaison and representative between PRIDE and the RHA.
D. Fulfill all RHA requirements for caucus representative.
E. Inform the President or Vice President if they must miss ANY of their required RHA meetings.
F. Attend at least one total meeting of the PRISM, LIGHT, Spectrum, RING and Alliance meetings per semester.
G. Have the right to vote at all PRIDE meetings.

Article IV. Executive Board Elections

Section I. Eligibility
A. Any individual who has been a member of PRIDE for at least one (1) semester is eligible to run for an Executive Board position, with the exception of RHA Representative(s).
B. Executive Board candidates must be in Good Standing with the University (above a 2.0 overall Grade Point Average).
C. Candidates must be able to attend all General Assembly and Executive Board PRIDE meetings once elected as an Executive Board member unless otherwise granted permission to miss some meetings by the President and/or Advisor(s).
D. Candidates must be able to attend the elections unless otherwise granted permission by the President and/or Advisor(s).

Section II. Nomination
A. Members will self-nominate at least one (1) week before the election.
B. Members will submit their nomination to the President in writing or by e-mail.
C. The nomination period will open at least three (3) meetings prior to elections.
D. Members may nominate themselves for multiple positions.

Section III. Election Procedure
A. Elections will take place at the final meeting of the spring semester to elect the Executive Board for the following academic year.
B. Any non-returning Executive Board members and/or the Advisor(s) will facilitate the election.
C. The election will begin with the Office of the President and continue down gavel order as determined by Article III.
D. During the election, candidates will be given two (2) minutes to explain why they want to fill the office they are running for.
E. After all candidates have spoken, they will leave the room and there will be five (5) minutes for discussion.
F. After the discussion period, a vote will take place by paper ballot.
G. Voting members will write down the name of the person they wish to vote for and the facilitator(s) will collect the ballots and tally the results.
H. Write-in candidates will not be accepted.
I. Once the vote is tallied, the candidates will be let back into the room and the facilitator(s) will announce the result.
J. The secretary shall record the result of the election.
K. The winner is the person with the most votes, whether that is a plurality or a majority.
Section IV. Provisionary Statements
A. Only one (1) RHA Representative will be elected during spring elections. The second will be elected in the fall in order to allow for an incoming freshman to hold an Executive Board position.
B. If a position is left unfilled after the spring election process, the position will be included in a fall election, along with the second RHA Representative.
C. In the case of an Executive Board member leaving their post for any reason an emergency vote to replace that Executive Board member will take place within one (1) week.

Article V. Advisor(s)

Section I. Purpose of Advisor(s)
The Advisor(s) is/are meant to be a resource and a guide for the Executive Board. The Advisor(s) will allow the Executive Board members to lead PRIDE. The Advisor(s) is/are not an Executive Board member and will not stand as the main leader of PRIDE, but rather a partner to the President. The advisor(s) will be part of PRIDE to help, give advice, and act as a resource to the Executive Board and the PRIDE members.

Section II. Requirements
A. The Advisor(s) shall act in an advisory capacity to PRIDE in its events, meetings and student populous.
B. The Advisor(s) shall attend and play an active role in all PRIDE meetings and events, both Executive Board and General Assembly.
C. The Advisor(s) shall lead at least one (1) General Assembly meeting per academic year.
D. The Advisor(s) shall assist in the training of new Executive Board members.
E. The Advisor(s) shall retain the right to review any official PRIDE statements before they are released to the public.
F. The Advisor(s) shall present PRIDE meeting minutes to any Assistant Hall Director and the Complex Director when requested.
G. The Advisor(s) shall pass on all appropriate materials to all West Circle hall mentors.
H. The Advisor(s) shall not have the right to vote in any situation in PRIDE unless requested by the President.

Section III. Provisionary Statements
A. The Advisor(s) shall act as role models in their community, including their behavior outside of PRIDE as it may be viewed as a reflection of PRIDE as a group.
B. The Advisor(s) shall act as a leader with the Executive Board, but will not lead meetings, serve as a representative for PRIDE at student meetings, or go against the wishes of the Executive Board unless extreme circumstances are presented.
Article VI. Removal of an Executive Board Member or Advisor

Section I. Purpose
An Executive Board member or and Advisor may be removed for the betterment of PRIDE. No officer may be removed from their office due to personal conflict. The following process must be followed in order to remove a person from office.

Section II. Requirements
A. There must be at least one (1) documented complaint over the actions made by the Executive Board member or Advisor in question. The complaint may be by letter or evidentiary. Evidentiary may include emails, Facebook posts of any kind made by the Executive Board member or Advisor in question, or proof of a failure to complete duties prescribed in the Executive Board meeting minutes.
B. The documentation must be given to the Advisor when the Advisor is not in question. If the adviser is the one in question then the President is contacted. The President will contact the Complex Director.
C. The complaint must be non-personal, such as embezzlement, severely improper behavior or the inability to complete their constitutional duties.
D. The complaint must be presented to the Executive Board and Advisor at least five days before the next scheduled General Assembly PRIDE meeting.
E. The member in question has the right to resign before the emergency meeting is held.

Section III. Process
A. The complainant must present documentation of the actions in question to the Advisor.
B. The Executive Board must enter an emergency meeting to discuss the allegations presented. The member in question must be present.
C. The member in question will present their defense to the Executive Board and the Advisor, when applicable.
D. The Executive Board and Advisor, when applicable, will discuss the group’s decision with the member in question not present. After the discussion is complete the group will vote on the member in question’s future with the Executive Board.
E. Voting will be private by ballot. The Advisor will tally the votes, in the case of the Advisor being the member in question the President will tally the votes, and a majority will determine the member who receives the position.
F. The member in question will be told the voting results and the results actions will be taken immediately.
G. The Advisor and President, if applicable, will call for a new election to replace the Executive Board member in question. The minutes from the meeting will be presented to the General Assembly.
H. The President will contact the Complex Director if the member in question is the Advisor and present the minutes from the impeachment meeting.
I. All members of the General Assembly will be contacted via email and all social media accounts of the change in leadership in PRIDE.
J. The LBGT Resource Center will be notified immediately of the Executive Board change.

Section IV. Provisionary Statements
A. Any removed Executive Board member who feels they were removed improperly may state their grievance to the Advisor(s) and/or President.
B. If the removed Executive Board member feels the Advisor(s) and/or President wronged them, they may voice their grievance to the LBGT Resource Center.
C. A newly vacant position will first be offered to an existing Executive Board member (such as the office of the President being offered to the Vice President) and they may be voted in by a simple majority of the remaining Executive Board. In the case that no current Executive Board member is voted in to the position, General Assembly members may nominate themselves for the position. In that case, the general assembly must vote to accept the new officer with a simple majority.

Article VIII. Amendments

Section I. Requirements
A. Amendments may be proposed by any PRIDE member.
B. Amendments must be presented at an Executive Board meeting.
C. Amendments will be voted on by the Executive Board. The vote must be a two-thirds (2/3) majority for the amendment to pass.
D. The amendment is effective immediately after being voted in to action.

Section II. Adding or Removing an Executive Board or Appointed Position
A. The position basics shall be formulated and approved by the Executive Board.
B. The decision shall be made if the position is to be an elected or an appointed position.
C. The first person to hold a new position must create the position’s binder within the first semester of service.
D. A position may only be removed if approved by a two-thirds (2/3) majority of the Executive Board.
E. A position may only be added if approved by a two-thirds (2/3) majority of the Executive Board.

Section III. Provisionary Statements
A. Throughout all PRIDE documents, pronouns shall be neutral.