

**By-Laws for the Staff PRIDE Committee
of the University of Colorado Colorado Springs
Date Adopted: November 2019
Proposed Revisions: November 16, 2021**

These Guiding Principles are established by the Staff PRIDE Committee of the University of Colorado Colorado Springs (UCCS). The Staff PRIDE Committee is a Regular Standing Committee of the UCCS Staff Association.

ARTICLE I: Organization and Membership

ARTICLE II: Officers and Representation

ARTICLE III: Meetings

ARTICLE IV: Amendments

Article I. Organization and Membership

Section I. NAME

The name of this committee shall be Staff Pride Committee herein also referred to as Pride and Pride Committee.

Section II. PURPOSE

The purpose of the committee is the advancement of and advocacy for the lesbian, gay, bisexual, transgender, queer/questioning, intersex, and asexual (LGBTQIA+) community of the university through increasing the visibility of LGBTQIA+ groups as a presence and resource within UCCS and the wider community; advising on the inclusivity of LGBTQIA+ concerns within UCCS policies and procedures; supporting the education of UCCS staff, students and faculty specific to the LGBTQIA+ community; and supporting and advocating for UCCS LGBTQIA+ staff and students. The Staff PRIDE Committee fosters a welcoming environment for all new staff and works to engage all staff and students with diversity and inclusiveness initiatives.

Section III. MEMBERSHIP

This is a standing committee of the Staff Association (SA). The Staff PRIDE Committee consists of three officers, two co-chairs and a Secretary/Treasurer, and an unlimited number of non-appointed classified and university staff committee members. Staff Pride Committee membership shall be open to any interested staff member. Classified staff, University Staff, full-time, part-time, and temporary are all welcome. Affiliate membership is open to any interested member of the UCCS community who is not a staff member. Student staff may also be involved with the committee but will be non-voting members. If deemed necessary, a person's membership may be reviewed by the Pride Committee officers for repeated or serious violations of the committee by-laws. Members may also be expelled by a unanimous vote of the Pride Committee officers for gross ethical or professional misconduct.

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ARTICLE II: Officers and Representation

Section I. The officers of the Staff PRIDE Committee shall consist of a Chair or two Co-Chairs; and a Secretary/Treasurer. Terms for officers are one year renewable for up to three years. Committee Members may serve indefinitely with no maximum unless requested by fellow committee members. Representation to other staff association committees may be explored. The incoming officers shall assume office on the first of July.

Section II. The Chair or Co-Chairs of the Pride Committee are responsible for:

1. Presiding at all Pride Committee meetings and administer all regulations and policies as specified in the by-laws
2. Ensuring that the committee meets regularly.
3. Notifying committee members of agenda and meeting times.
4. Submitting written monthly committee reports and attending meetings of the Staff Association Executive Board (SAEB)
5. Informing the SAEB of any vacancies that should be filled.
6. Serving as a spokesperson for the Pride Committee
7. Serving on or assigning a representative to external committees focused on the advancement of and advocacy for issues related to the Pride Committee staff.
8. Involving committee members in setting the Pride Committee goals for the academic year and carrying out programs and activities to accomplish those goals.
9. Serving as needed or desired as an ex-officio member of any standing committees

Section III. A committee member/representative of the Pride Committee is responsible for:

1. Serving as a liaison to other staff association committees.
2. Serving as a voting member of the Pride Committee.
3. Assisting the Chair or Co-Chairs with other duties as assigned.

Section IV. The Secretary/Treasurer of the Pride Committee is responsible for:

1. Managing the Pride Committee budget by keeping current and accurate records on Pride Committee's income and expenses
2. Helping to coordinate any funding proposals put forth by the committee
3. Providing current and accurate budget reports at monthly Pride Committee meetings
4. Providing all necessary information and records to the SAEB treasurer so that expenses can be paid in a timely manner

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5. Prepare meeting agendas alongside the committee Chair/s and distribute them prior to the meetings
6. Record and maintain detailed minutes of all committee meetings and distribute them promptly after the meetings
7. Assist with the management of Pride social media platforms and Microsoft Teams channel
8. Maintain and organize all committee records including Bylaws and other records
9. With approval of the Chair/s, set up procedures for elections and record votes
10. Give all notices as provided in the Bylaws
11. Update lists of Pride Committee members, officers, and volunteers
12. Participate in Pride Committee activities and initiatives
13. Perform other duties as assigned by the Chair/s

Section V. Subcommittees

1. The PRIDE Committee shall establish subcommittees or working groups to respond to the needs of the committee. Examples of subcommittees could include but are not limited to a social committee, emerging priorities and policy advisement and response.

Section VI. Elections Structure and Process

1. Nominations to fill vacant Pride Committee positions shall be solicited by April 15 of each year with elections to be completed by May 15. The newly selected officers will be transitioned into their new leadership roles following a transition meeting and shall remain in office until their successors are elected
2. Candidates must declare candidacy
3. Each committee member may submit one vote for each eligible office
4. The candidate who receives a simple majority of the votes cast shall be elected
5. If none of the candidates for a particular office receive a majority of the votes cast, a run-off election between the top two candidates for the particular office will be held
6. In the event of a run-off election, the names of the top two vote receiving candidates will be re-sent electronically to all committee members for a vote
7. The candidate receiving the majority of votes cast will be elected
8. The new slate of officers will be announced and presented by June 1 of each year
9. The term of office for each position shall be July 1 through June 30.
10. When a vacancy exists, nominations for new committee leaders may be sent to Co-Chair/s. These nominations shall be sent out to committee members with the regular meeting announcements, to be voted upon at the next committee meeting.

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ARTICLE III: MEETINGS

Section I. Pride Committee Meeting Structure

1. The Staff PRIDE Committee shall meet monthly during the year. Quorum at meetings shall be 5 voting members of the committee to include at least one chair.
2. Additional or emergency meetings may be called by one of the Co-Chair/s.
3. All Pride Committee general meetings shall be open to all members of the university community. The Co-Chair/s may request non-members to introduce themselves.
4. Staff members may petition the Co-Chair/s to add items of concern to any Pride Committee meeting agenda
5. The members of the Pride Committee may act without a meeting if, prior to such action, a majority of the Pride Committee officers shall consent in writing to such action. The initiator of the action must specify the timeframe for completion of the action. Such written consent or consents shall be filed with the minutes of the next Pride Committee meeting.
6. Meeting space/venue is decided based on group consensus facilitated by the Co-Chair/s.
7. Current Staff PRIDE committee members may cast votes on items pertaining to staff PRIDE governance. A voting member may cast only one vote per item per meeting. Pride Committee affiliate members are non-voting members may participate in all Pride Committee discussions but not cast votes.

ARTICLE IV: AMENDMENTS

These bylaws may be amended at any regular meeting by a quorum vote of the members present and entitled to vote, provided the proposed change has been submitted to the members at the previous meeting and all absent members notified that a vote will be taken at the next regular meeting.