**The Constitution of The University of Wisconsin-Stout’s Gender & Sexuality Alliance**

**ARTICLE I: NAME**

*Section 1:* The name of the recognized organization shall be Gender & Sexuality Alliance, which is a student organization of The University of Wisconsin-Stout.

**ARTICLE II: ORGANIZATION PURPOSE**

*Section 1:* The purpose(s) of this organization shall be:

1. To provide a safe, supportive, and inclusive space for lesbian, gay, bisexual, transgender, gender non-conforming, queer/questioning, asexual members, and allies of the LGBTQIA+ community and to educate the University of Wisconsin-Stout and Menomonie community. A safe and inclusive environment is defined by the following guidelines:
	1. Inclusive language will be used.
	2. There will be no outing of members.
	3. Language used in meetings shall be respectful of people, identities, and cultures.
	4. The organization will be actively anti-discriminatory.
	5. The organization will provide resources in the campus and community targeting LGBTQIA+ individuals.
	6. There will be transparency in all organizational proceedings.
	7. Confidentiality in the organization will be respected.
	8. The organization will provide a supportive environment.
	9. There will be no excessive profanity or profanity directed at other individuals.

Differing opinions will be respected.

* 1. The organization will present itself professionally.
	2. Cell phones should be silenced and out of sight during presentations and meeting proceedings.
	3. There will be no excessive public displays of affection.
	4. If any of the previous guidelines cannot be followed, individuals will respectfully be asked to leave.
1. To hold regularly scheduled confidential meetings, activities, and to maintain a safe space.

*Section 2*: Facilitating activities and events that pertain to current issues within the community:

1. Encouraging administration to sponsor and support faculty’s understanding and awareness of issues within the community, whether it be global, national, or local.
2. Encouraging faculty to implement LGBTQIA+ issues into their curriculum.
3. Being a source of information and referral for other students and faculty.

*Section 3:* Be a LGBTQIA+ presence on campus by:

1. Having an active voice in the student government and its procedure.
2. Responding to incidents of homophobia, transphobia, acephobia by supporting the victim and responding appropriately.

*Section 4*: To provide social opportunities by:

1. Planning enriching activities on and off campus.
2. Bringing to campus speakers and sponsoring LGBTQIA+ activities.
3. Having open and welcoming meetings for all students, faculty, and community members.

**ARTICLE III: MEMBERSHIP**

*Section 1*: There shall be two types of membership, Student membership and Community membership. Student membership is open to any LGBTQIA+ University of Wisconsin-Stout student, faculty, or staff. Community membership is any LGBTQIA+ member from the surrounding Wisconsin area who is not a student at the University of Wisconsin-Stout.

1. Student members have all rights to the organization including the right to vote and receive funding for organizational events.
	1. “Regular members” are defined as member who have either
		1. been in attendance at one scheduled GSA meeting per month for each semester for which they have been active.
		2. been to three GSA or Qube sponsored events.
2. Community members have the right to attend activities and meetings but will receive no funding for any organizational events.

*Section 2*: Membership may be terminated by

1. disclosing personal information about members.
2. not maintaining a safe space during meetings and any sponsored event or activity.
3. acts of violence and/or any form of harassment.
4. no members shall be removed from membership without first having an open hearing by all executive board officers and advisor or two-thirds of all members.

*Section 3*: All members shall abide by the code of conduct established by University of Wisconsin-Stout administration and the Stout Student Association.

**ARTICLE IV: OFFICERS**

*Section 1*: The officers of this organization shall be a President, Vice President, Secretary, Treasurer, Event Coordinator, Promotions Coordinator, Historian, and Fundraising Chair.

*Section 2*: Tasks and duties of each officer position are as follows:

1. President
	1. Supervises and prepares an agenda for all student organization meetings.
	2. Oversees the process of event planning and fundraising.Will sit on the Equity, Diversity, and Inclusion Council.
	3. Oversees all organizational purchases.
	4. Organizes the annual Backyard Bash.
	5. Serves as the primary point of contact for the organization.
	6. Attends all trainings and oversees training compliance on leadership team.
2. Vice President
	1. Holds meetings in the absence of the president.
	2. Oversees elections.
	3. Assists the president in the oversight of event planning and fund raising.
	4. Holds icebreakers and activities during meetings.
	5. Introduces guest speakers.
	6. Attends all trainings.
	7. Temporarily holds office of president in the event of its vacancy.Attends the Equity, Diversity, and Inclusion Council if the president cannot attend.
3. Secretary
	1. Keeps minutes at meetings and distributes minutes after meetings.
	2. Maintains record of minutes in the organization’s database.
	3. Takes attendance at meetings and events.
	4. Holds meetings in absence of the president and vice president.
	5. Manages group emails.
	6. Maintains a current list of members, officers, and advisor.
	7. Responsible for all non-budgetary paperwork.
4. Treasurer
	1. Keeps an accurate record of finances.
	2. Attends all budget trainings.
	3. Submits the budget for approval for each academic year.
	4. Maintains record of purchases, travels expenses, and budgets for each academic year.
	5. Holds responsibility for all reallocations and contingency requests.
	6. Performs an annual audit with the president or advisor.
5. Events Coordinator
	1. Contacts and coordinates with speakers for meetings and events.
	2. Reserves space, tables, and catering for all events.
	3. Shares event expenses and invoices with the treasurer.
	4. Works with promotions coordinator for promoting the event.
	5. Oversees the fundraising chair.
	6. Attends all budget trainings.
6. Promotions Coordinator
	1. Manages and updates the website and Facebook.
	2. Produces promotional materials (e.g. posters, buttons, t-shirts, videos, etc.).
	3. Maintains the social media presence of the organization.
	4. Collaborate with events coordinator for promoting events.
	5. Collaborates with historian in gathering media and video for promotional materials.
7. Historian
	1. Maintains organizational archives of the Constitution and bylaws.
	2. Maintains archives of organizational media such as pictures and videos.
	3. Takes pictures and videos at events and meetings with permission.
8. Fundraising Chair
	1. Organizes fundraising events.
	2. Submits expenses and income to the treasurer.
	3. Works with the events coordinator in organizing fundraising events.
	4. Works with promotions coordinator in promoting fundraising events.
	5. Attends all budget trainings.
	6. Works with and coordinates members for making products to sell during fundraisers.
	7. Promotes Kitanah Fairy Godmother Scholarship and for keeps an accurate record of money for the scholarship fund.

*Section 3*: All officers shall be elected once per academic year.

*Section 4:* Provisions for removal of an officer.

1. Officer does not attend meetings/events regularly.
2. Officer does not contribute to a safe space environment.
3. Officer does not fulfill duties as listed above.

*Section 5:* Removal of an officer.

1. No officers shall be removed from board without first having an open hearing by all officers or two-thirds regular members.
2. Removal of an officer shall take place at a board meeting.
3. Officer may resign of their own free will.

**ARTICLE V: ELECTIONS**

*Section 1:* Election of Officers

1. An elected office lasts for one academic year.
2. Elections are held the third to last meeting of every Spring semester.
3. All nominees for every position must be either self-nominated or nominated by another member. Each nomination must receive a seconded vote to be on the election ballot.
4. Any persons who wish to run for the Presidency as Co-Presidents must be nominated as a duo to be considered for a Co-Presidency position.
5. Nominees may only run for two positions in each election.
6. Elections will be held with a ranked-choice vote on an anonymous paper ballot.
7. Ballots will be counted by a member not running for the position being voted on.
8. Elections must be conducted in a non-partisan manner and not persuaded by any individual.

*Section 2*: The quorum for election shall consist of two-thirds of regular members and board members.

*Section 3*: To be eligible for presidency, a student must have had one year executive board experience in the Gender and Sexuality Alliance or an equal student organization working with the University Senate of the Stout Student Association at the University of Wisconsin-Stout.

*Section 4*: Office vacancies will be filled by special election at the next meeting where vacancy occurs OR responsibilities of vacant office will be absorbed by remaining executive board members, at current executive board’s two-thirds vote.

*Section 5:* In the event that there are not enough people to fill executive positions the order of seats to be filled are as follows: President, Treasurer, Vice President, Secretary, Events Coordinator, Promotions Coordinator, Historian, and Fundraising Chair. In the event of officer vacancies, duties and responsibilities shall be reallocated by remaining members of the board.

**ARTICLE VI: MEETINGS**

*Section 1:* There shall be two kinds of meetings: social and executive board meetings.

*Section 2*: The executive board may call special meetings with 24 hours of advance notice if an emergency arises or if asked by another member of the organization.

*Section 3*: All members must be notified of special meetings as soon as possible before the time of the meeting.

*Section 4*: The constitution shall be presented to all members at the beginning of each semester.

*Section 5*: Executive board meetings will be held once per week.

**ARTICLE VII: ADVISOR**

*Section 1*: This organization shall consist of at least one advisor.

1. There shall be at least one University of Wisconsin-Stout faculty/staff advisor.
2. There shall be an optional student advisor.
3. One of the advisors shall meet with the president on a regular basis.
4. The advisor shall provide suggestions and/or help in any situation that they find appropriate.

**ARTICLE VIII: COMMITTEES**

*Section 1*: The president and/or vice president shall be on the Equity, Diversity, and Inclusion Council.

*Section 2*: The president and/or vice president shall attend Safe Space trainings and events.

*Section 3*: If president and/or vice president can’t attend said Safe Space event, then an alternate must be found.

**ARTICLE IX: FINANCE**

*Section 1:* The president, treasurer, and faculty advisor are authorized to spend the organization funds.

*Section 2:* The organization shall be financed through any grant provided by the University Student Senate of the Stout Student Association, donation, and fundraising.

**ARTICLE X: AMENDMENTS TO THE CONSTITUTION**

*Section 1*: Proposed amendments to the constitution shall be presented at an executive board meeting at least one executive board meeting prior to being voted upon.

*Section 2*: Having been properly presented, amendments may be adopted by two-thirds majority vote of members at a social meeting.

*Section 3*: The University Student Senate of the Stout Student Association must approve all amendments.

*Section 4:* All amendments go into effect immediately after approval.