

**EMORY PRIDE
BYLAWS/CONSTITUTION**

Article I. THE ORGANIZATION

1.1 Name

The name of the organization shall be Emory Pride, hereinafter referred to as either “Emory Pride” or “the Organization.”

1.2 Mission Statement

The mission of this organization is to provide Emory students with opportunities to engage in advocacy, education and social interactions to create a stronger and more inclusive queer and allied community.

1.3 Values Statement

This organization operates under the following values:

- We value the inclusion and celebration of all individuals regardless of race, color, religion, sex, sexual orientation, gender identity, gender expression, nation origin, age, disability, veteran’s status, HIV/AIDS status, or relationship status.
- Emory Pride also values an active commitment to creating a socially just and equitable campus environment. To achieve this, we value a community that is engage in its own education and development

1.4 Organizational Structure

The organization shall consist of the general membership and officers (the Executive Committee), elected by and from the general membership. The Executive Committee shall consist of two Co-Presidents, a Secretary, a Treasurer and a Public Relations representative.

1.5 Status

These Bylaws, which shall have become effective on 1 January 2010 with the approval of a majority vote by the general membership, are subject to revision or amendment by the processes enumerated herein.

1.6 Dissolution

The organization may be dissolved either voluntarily or involuntarily in accordance with the rules of Emory University.

Article II. Membership

2.1 Definition of Membership

Any registered student of Emory University may attain membership in Emory Pride. Any registered student may become a member of Emory Pride. Emory Pride will not discriminate in membership or programs on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, veteran's status, HIV/AIDS status, or relationship status and prohibits such discrimination by its members. Membership of these groups should be encouraged.

2.2 Membership Status

Members of Emory Pride are considered active or inactive. All members that attend three or more weekly meetings per semester are considered active members. All other students that attend Emory Pride events or meetings but do not meet the qualifications for active membership will be considered inactive.

2.3 Quorum

Quorum shall be set at 50% of all active members, not including members of the Executive Committee.

2.4 Benefits of Membership

The general membership of Emory Pride shall be entitled to the following benefits:

- A. Participation in Emory Pride sponsored events, subject to provisions in the Emory Pride bylaws/constitution.
- B. Attendance at all meetings of the general membership and at special meetings as designated by the Executive Committee;
- C. Eligibility for service on standing committees; and
- D. Inclusion on Emory Pride LearnLink conference and relevant sub-conferences

2.5 Benefits of Active Membership

Active members are entitled to the above general member benefits as well as the following benefits:

- A. One (1) vote on organizational matters, including constitutional changes and elections;
- B. Nomination of candidates from among the active membership for the Executive Committee
- C. Eligibility for nomination to the Executive Committee

2.6 Term of Membership

General membership in Emory Pride shall be valid for as long as the member desires and participates in the organization. Active members must follow the guidelines as presented above.

2.7 Sanctions against Membership

Membership in Emory Pride may be revoked or temporarily suspended, or any member may be censured, for any one or more of the following reasons:

- A. Failure to adhere to the organization's bylaws/constitution;
- B. Misappropriation of Emory Pride's resources;
- C. Personal threats against, or assaults on, the integrity of fellow members; or
- D. Misrepresenting the organization.

Judgments in such matters shall rest with the Executive Committee. Suspensions may remain in effect for up to a maximum of one (1) year from the date of suspension; renewal of membership thereby may be delayed. Members on suspension shall be prohibited from participating in any activity with which Emory Pride is affiliated, unless another affiliated organization's role takes precedence over Emory Pride's role.

2.8 Procedures for Sanctions Against Membership

Revocations or suspensions of membership in Emory Pride or censures against members, may occur only after procedures adhering to the guidelines outlined below:

- A. Any member(s) seeking action against another member shall place before the Executive Committee a written statement of the charges being made. The date of receipt of the complaint will be considered the date of the initial charge. Such a statement would call for an investigation into the reason(s) for seeking action against the challenged member.
- B. One of the Co-Presidents shall provide a copy of this statement to the Secretary. The Secretary would then mail, within one week, to the challenged member a copy of the charges against said student with the removal of the name of the member bringing the charges. The Secretary would include a request for the member to respond in writing to the charges within one week.
- C. The Executive Committee would initiate a preliminary investigation into the charges in coordination with the organization's advisor. This preliminary investigation shall commence within one week of the initial charges.
- D. A hearing would be held within four weeks of the initial charges. At that hearing, the initial charges, the challenged member's written response, and the preliminary investigation's results would be presented to the entire Executive Committee and the organization's advisor. One of the Co-

Presidents must be present at this meeting. Any members with information bearing on the charges would be allowed to present such information at this meeting.

- E. At the conclusion of the meeting, the Executive Committee would reach a majority decision as to the sanctions, if any, to be applied. Discussions of the decision will be held in a closed meeting of the Executive Committee and advisor only.
- F. The Secretary would then mail, within one week, a copy of the findings to the challenged member, as well as to the member originally bringing the charges.
- G. Any appeal by the challenged member must be filed in writing with the Executive Committee within two weeks of the hearing. Appeals may be considered if new information is presented.
- H. Sanctions would remain in force pending any re-hearing resulting from an appeal. Such a re-hearing would be held by the Executive Committee within two weeks of receiving the written appeal, with all persons who appear at the original hearing given at least one week's written notice by mail or personal delivery of the re-hearing date, time, and place. Any re-hearing must again be an open hearing.
- I. Decisions of the Executive Committee after a re-hearing cannot be further appealed.

Article III. EXECUTIVE COMMITTEE

3.1 Definitions of the Executive Committee

Any active member of Emory Pride is eligible to serve on the Executive Committee.

3.2 Qualifications for the Executive Committee

Each member must satisfy the active membership requirements outlined in Section 2.2 of this document. The Executive Committee positions are the offices of Co-Presidents, Secretary, Treasurer and Public Relations. To qualify for any of these positions, the member must be willing and able to perform the duties and responsibilities involved in these elected positions. The Executive Committee should also embody and mirror the values previously mentioned in Section 1.3.

3.3 Duties and Unique Abilities of the Executive Committee

The Executive Committee acting as a whole is the only body within Emory Pride able to set rules and regulations for any of the organizations activities. The Executive Committee is responsible for handling any necessary disciplinary actions as outlined in Sections 2.7 and 2.8 of this document. The Executive Committee is charged as a whole with overseeing the activities of its officers to ensure that their actions are proceeding for the benefit of Emory Pride. The Executive Committee, with input from the membership, shall also designate members of standing committees.

3.4 Terms of Office for Executive Committee Members

The Co-Presidents, Secretary, Treasurer, and Public Relations representative upon selection, shall server for a period of one academic year, unless they are assuming a vacant seat on the Executive Committee, in which case they shall serve only until the end of that academic year. Without re-selection or re-election, no term of service on the Executive Committee may be more than one academic year. All members of the Executive Committee are eligible to be re-election.

3.5 Removal from the Executive Committee

Memberships on the Executive Committee may be revoked or temporarily suspended, or any member may be censured, for any one or more of the reasons enumerated in Section 2.7 of this document, or for any one or more of the following reasons:

- A. Manifesting no desire or interest to serve the goals of the organization;
- B. Failing to perform assigned duties or functions;
- C. Proving to be incapable of action or responsibility;
- D. Performing financial misconduct;
- E. Misrepresenting the organization; or
- F. Failing to attend three (3) consecutive regularly-called meetings of the Executive Committee.

Judgments in such matters shall rest with the remainder of the Executive Committee and advisor. Sanctions shall be chosen so as to be as appropriate and reasonable as possible.

3.6 Procedures for Removals from the Executive Committee

Removals or suspensions from the Executive Committee of Emory Pride or censures against its members, may occur only after procedures adhering to those in Section 2.7 of this document have been followed with the following changes, if necessary:

- A. If one of the Co-Presidents is removed or temporarily suspended, the other Co-president shall assume those duties until the return of the charged Co-president or until an interim or general election occurs.
- B. If the Secretary, Treasurer, or Public Relations Representative is removed or temporarily suspended the Co-presidents shall assume those duties until the return of the charged member or until an interim or general election occurs.
- C. Whenever an executive position becomes vacant, active members should be encouraged to support the Executive Committee and participate in fulfilling the duties of the vacant executive position.

3.7 Other Vacancies of the Executive Committee

3.7.1 Resignation

In order to resign, any Executive Committee member shall give a written notice of such intention so that the matter may be addressed at the next Executive Committee meeting. Unless the member is resigning in whole from Emory Pride, membership in the organization is not affected. The position is considered vacant.

3.7.2 Temporary Leave of Absence

A Temporary Leave of Absence may be granted to an executive member if the member experiences a personal emergency that would prevent them from attending more than two consecutive executive and general body meetings.

3.7.3 Filling of Vacant Positions

- A. If one of the Co-Presidents positions becomes vacant, the other Co-president shall assume those duties until an interim or general election occurs.
- B. If the Secretary, Treasurer, or Public Relations Representative position becomes vacant the Co-presidents shall assume those duties until an interim or general election occurs.
- C. Whenever an executive position becomes vacant, active members should be encouraged to support the Executive Committee and participate in fulfilling the duties of the vacant executive position.

Article IV. MEMBERS OF THE EXECUTIVE COMMITTEE

4.1 Co-President(s)

The Co-President(s) shall be responsible for the overall operation of Emory Pride with the following minimum duties, which shall be divided between the internal and external duties performed by the Co-Presidents:

4.1.1 Co-Presidential duties: Internal Affairs

- A. Presiding and facilitating at all meetings of Emory Pride and its Executive Committee
- B. Preparing the agendas for the meetings;
- C. Presenting matters to the membership and the Executive Committee;
- D. Regulating the meeting times and locations;
- E. Handling all room and location reservations as it pertains to the meetings;
- F. Negotiating and scheduling performers or speakers for meetings
- G. Communicating all relevant information regarding meetings, activities, and projects to the general membership and to the Executive Committee;

- H. Supervising the work of the other officers;
- I. Support other officers and maintain good Executive relations;
- J. Hold office hours for at least three hours a week in an accessible and consistent location (hours to be publicized to general body)
- K. Voting at all Executive Committee meetings on issues discussed at those meetings;

4.1.2 Co-Presidential duties: External Affairs

- A. Representing the organization to campus and outside agencies, groups, and individuals;
- B. Attending the Council of Presidents meetings, or sending an approved replacement;
- C. Acting as a liaison between Pride and University Administration;
- D. Acting as an ex-officio on all Special Committees;
- E. Coordinating all campus-wide events;
- F. Handling all room and location reservations as it pertains to the events;
- G. Negotiating and scheduling performers or speakers for campus-wide events;
- H. Remaining in communication with Oxford Pride, the LGBT Programming Council, the President's Commission on Sexuality, Gender Diversity, and Queer Equality, and other on campus groups;
- I. Organizing co-sponsorships;
- J. Contacting other universities for events;
- K. Supervising the work of the other officers.
- L. Hold office hours for at least three hours a week in an accessible and consistent location (hours to be publicized to general body)
- M. Voting at all Executive Committee meetings on issues discussed at those meetings;

4.2 Treasurer

The Treasurer shall maintain all financial records for the organization, with the following minimum duties:

- A. Maintaining control of all financial instruments for Emory Pride including actual funds, moneys, checks, ledgers, and purchase orders;
- B. Presenting regular financial statements to the Executive Committee;
- C. Keeping an updated financial report at all times;
- D. Responsible for deposits, reimbursements,
- E. Writing bills requesting funds in coordination with the Co-Presidents;
- F. Attending all mandatory treasurer meetings;
- G. Assist in the budgeting of all events;
- H. Working with incoming treasurer on the budget for the next academic year.

- I. Voting at all Executive Committee meetings on issues discussed at those meetings;

4.3 Secretary

The Secretary shall maintain all informational records for the organization, with the following minimum duties:

- A. Maintaining and preserving records of all Emory Pride Membership and Executive Committee meetings (i.e. recording and preserving the minutes and sign-in sheets);
- B. Maintaining the Bylaws/Constitutions of Emory Pride, along with any amendments, additions, and changes;
- C. Maintaining information regarding the Membership including an updated list of active membership
- D. Keeping record of meeting attendance;
- E. Maintaining conferences (i.e. move old messages to archives folders, etc);
- F. Submitting semester reports.
- G. Moderate elections with the help from another active member selected by the Executive Committee to be called the election moderator
- H. Voting at all Executive Committee meetings on issues discussed at those meetings.

4.4 Public Relations Representative

The Public Relations Representative shall assist with the operation of the organization with the following minimum duties:

- A. Producing and distributing flyers for events and meetings;
- B. Advertising for events and meetings through, including but not limited to: Learnlink, Office of LGBT Life listservs, chalking, banners, flyers, etc.
- C. Coordinating a calendar for the organization;
- D. Maintaining all multi-media expressions of the organization, such as Facebook.
- E. Voting at all Executive Committee meetings on issues discussed at those meetings.

4.5 Other Appointed Positions

The Executive Committee may create Ad-Hoc positions such as committee chairs and appoint an Emory Pride member to this position as is deemed necessary. This position will terminate at the end of the current semester unless it is renewed. Both actions require a majority vote by the EC.

Article V. ELECTIONS

5.1 Timing of Process

Elections are to be held the second week following spring break in March. The new Executive Committee is to take office during the last general body meeting of the academic year. The time between the election and transfer of power should be used to educate the new officers on their duties and responsibilities.

5.2 Nominations

Nominations for all Executive Committee positions will open the first week of February and close the week prior to elections. Once nominations have closed, the Executive Committee will add no additional names to the ballot. However, voting members can write in the name of an active member if said member has not been nominated. As previously mentioned, active members can only accept nomination for the position.

5.3 Election Procedures

- A. The Secretary and the election moderator will facilitate the elections.
- B. The Secretary will provide the ballot with all nominees to all active members. The ballot will include space for write-in candidates. The Secretary will confirm membership as ballots are being passed out.
- C. The Secretary and /or the election moderator will introduce each position by reading the constitutional responsibilities of each position.
- D. All nominees will be given an opportunity to present their platform (speech, handouts, or otherwise) for a total of four minutes, which includes a two-minute question and answer period. During each nominee's platform presentation all other candidates for that position should not be present in the room.

5.4 Voting Procedures

- A. All active members will be given the opportunity to finalize their ballots after all nominees have presented their platforms.
- B. Absentee ballots will be made available 72 hours prior to the election on all available listervs and LearnLink conferences. All absentee ballots must be hand delivered or emailed to the advisor or the advisor's designee by the beginning of the general body meeting in which the election will be held.

5.5 Post-Election Procedures

The counting of ballots is to be handled by the advisor or advisor designee and the election moderator. After all ballots have been counted, the winners of the election will be announced.

5.6 Run-Off Election Procedures

In the case that no nominee wins the majority of votes, the top two candidates will participate in a run-off election the following general body meeting. All elections will follow the above regulations including absentee ballot regulations.

5.7 Remaining Vacancies

If an executive position is still vacant following a general election, vacancy guidelines as mentioned in Section 3.7.3 should be followed. Additionally, a special election will be held the following September.

5.8 Special Elections

Special elections may be held during the fourth general body meeting of the fall semester. All election procedures in sections 5.5 – 5.6 will follow with exception of the nomination process. Nominations for special elections will open after the first general body meeting and close the day after the third meeting has been held.

Article VI. MEETING

6.1 Executive Committee Meetings

Executive Committee meetings should be held on a regular basis. Special meetings may be called by any member of the Executive Committee, allowing at least one week's notice, unless emergency situations prohibit such a notice.

6.2 General Membership Meetings

General membership meetings shall be held in accordance with the wishes of the general membership, but in no case will there be less than one meeting per month. Meetings shall be conducted in an organized manner, with the Executive Committee maintaining proper order.

Article VII. AMENDMENTS

7.1 Qualifications

The sole power to amend these By-Laws of the organization shall be vested in the General Membership.

7.2 Procedures

- A. Proposed amendments may be made by any member of the organization to the Executive Committee. The proposed amendment must be approved for balloting by the Executive Committee abiding by the 2/3 quorum rule. The secretary shall notify the author of the proposal of the Executive Committee's decision and the timing, if any, of the proposal to the General Membership.
- B. The Co-Presidents may also form a special committee for the purpose of suggesting amendments to these By-Laws. Such suggestions shall be proposed at a General Membership meeting.

7.3 Approval

Approval of any proposed amendment to the By-Laws shall require a majority vote of members present at a General Membership meeting and absentee ballots received before the meeting and verified by the Secretary.

Amended and accepted this day, 7 December, 2009, by:

Olivia Wise, Co-President; Marina Santiago, Co-President; Michael Shutt, Advisor