

## **Constitution and Bylaws of Stonewall Kats of Sam Houston State University**

### **Article I. Name**

*Section 1.* The name of this organization shall be Stonewall Kats of Sam Houston State University.

### **Article II. Purpose**

*Section 1.* To further the knowledge and acceptance of alternative sexualities.

*Section 2.* To provide support for the Gay, Lesbian, Bisexual, and Transgender community on the Sam Houston campus and surrounding communities.

*Section 3.* To promote and recognize the struggle for human rights.

### **Article III. Membership**

*Section 1.* Membership is open to any Sam Houston current students, SHSU Alumni, faculty, and staff who show genuine and legitimate interest in Gay, Lesbian, Bisexual, and Transgender issues.

*Section 2.* All other people are welcome to attend meetings but cannot hold offices or vote.

*Section 3.* Any member who has paid dues and attended at least two-thirds of the meetings for the semester is considered a voting member.

*Section 4.* Stonewall Kats reserves the right to freedom of choice in the selection of members, provided there is no discrimination on the basis of race, creed, color, gender, or sexual orientation.

*Section 5.* Advisors are ex-officio members.

*Section 6.* Dues

A) Dues are to be set prior to each long semester by the executive board.

B) Dues are required for all members who seek voting rights and an active membership.

C) Due dates for dues will be set by the beginning of each long semester by the Executive Board.

### **Article IV. Quorum**

*Section 1.* A quorum shall consist of simple majority (50% plus 1) of members in good standing.

*Section 2.* There must be a quorum to hold a vote.

*Section 3.* Quorum is not required for general meetings.

### **Article V. Officers and Duties**

*Section 1.* The officers of this organization shall be President, Vice-President, Secretary, Treasurer, and Social Director.

*Section 2.* The executive board shall consider all matters brought before the general assembly, make referrals to proper committees when necessary, and prepare the tentative calendar for all general assembly meetings before the long semester begins.

A) The executive board shall consist of all officers.

B) All state, regional, and national board members from SHSU are ex-officio members of the Executive Board.

C) The Stonewall Kats advisor is an ex-officio member of the Executive Board.

*Section 3.* Qualifications of Officers

A) All officers shall:

a. Have an overall SHSU GPA of a 2.0.

- b. Be in good standing with the university.
- c. Be an active member of Stonewall Kats.
- d. Pay dues in full by the due date as set above.

*Section 4. President*

- A) Supervises the affairs of the Stonewall Kats
- B) Presides over Executive Board and general meetings.
- C) Is comfortable being publicly affiliated with Stonewall Kats.
- D) Has been an active member of Stonewall Kats for at least one year.
- E) Shall be Stonewall's official representative to the SHSU campus.
- F) Shall be available to coordinate summer activities.
- G) Shall be the official Student Government Association liaison.

*Section 5. Vice President*

- A) Performs the duties of the President in the absence of the President.
- B) Is comfortable being publicly affiliated with Stonewall Kats.
- C) Has been an active member of Stonewall Kats for one long semester.
- D) Distributes e-mails to all members of the organization each week with meeting information.

*Section 6. Secretary*

- A) Is responsible for taking minutes at the general assembly and Executive Board meetings and keeping them available to members.
- B) Responsible for taking attendance at each meeting.
- C) Responsible for keeping current membership roster up to date.
- D) E-mails minutes to all officers effectively and efficiently each week, no later than the day before the next meeting.
- E) Responsible for maintaining the Stonewall Kats website.

*Section 7. Treasurer*

- A) Collects and deposits all funds received.
- B) Disburses funds as decided by the Executive Board.
- C) Keeps accurate accounts of receipts and expenditures, as well as keeping this information readily available.
- D) Chair of Fundraising and Finance committee.

*Section 8. Social Directory*

- A) In charge of planning and coordinating all on and off campus programs and events other than meetings.
- B) Will serve as advisor to programs planned by other groups and organizations for Stonewall membership.
- C) Provide discussion material for each week's meeting discussion.

*Section 9. Absence of an officer*

- A) Officers shall be present to at least three-fourths of the meetings, or must present valid documentation stating why the officer could not make a meeting. The officer must notify the rest of the Executive Board no more than one (1) day before the meeting is to take place.
- B) If an officer is not present, the Executive Board has the task of distributing duties fairly among themselves. If necessary, the Executive Board may request a member stand in for that officer for the duration of the meeting.

Article VI. Committees

*Section 1. Standing committees*

A) Judicial Review

- a. Contains 4 active members as established above to be selected as needed by the membership.
- b. Chaired by the President. Normal officer succession applies as needed.
- c. Shall serve as the review board of the Constitution and Bylaws.
- d. Shall serve as the review board for any impeachment proceedings, removals, and resignations.

B) Special committees

- a. A committee may be formed for any matter that concerns the membership at the discretion of the membership.
- b. A committee may be committed to the constitution if it has been an active committee for at least two years. The membership must submit a request for permanence of a committee to Judicial Review before it will be considered.

Article VII. Elections and Special Proceedings

*Section 1.* All business during meetings shall be governed by Robert's Rules of Order, newly revised in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order.

*Section 2.* The term for office for all positions is one year, starting the beginning of the first summer session, with the preceding officer training as necessary.

*Section 3.* Elections will be held four (4) meetings before the last meeting of the Spring Semester each year.

*Section 4.* Letters of intent

A) Letters of Intent shall include name, office applied for, experience, available time, and reasoning why the candidate would be best suited for the office.

B) Letters of Intent to run for office shall be sent to the executive board no later than one week (7 days) before the meeting in which elections will be held.

C) These letters shall be read by the candidate during elections. The letters are read alphabetically in order of office, with the current officer's letter read last. There will then be a timed 5 minute discussion of the candidates after the reading of the letters of each office.

D) Candidates may only run for one position per election, and may only present one letter of intent.

*Section 5.* Nominations may be made during elections only in the event that no one has submitted a letter of intent for President or Vice President. If no one has submitted a letter for any other office, the position will remain unfilled until the beginning of the Fall semester.

*Section 6.* All voting will consist of secret ballot with results tallied by an impartial party. A majority vote will be required for the election of new officers. The new officer team shall be announced at the last meeting of the year or at the last social event if it is scheduled after the last meeting.

*Section 7.* If only one letter of intent is submitted for a certain office, the person must still win by majority vote, with the choices on the ballot being 'candidate or no confidence'.

*Section 8.* Elections shall take place in a top down fashion, beginning with the President and ending with the Social Director.

*Section 9.* Candidates must be present at the election meeting in order to be eligible to be considered for the position they are running for. If the candidate cannot make it, the current Executive Board must receive notification and documentation of a valid reason the candidate cannot make it. The decision on whether the candidate may run or not is wholly the Executive Board's to make.

#### Article VIII. Resignations, Impeachment, and Removal

##### *Section 1.* Resignation of an Officer

- A) Letters of Resignation are due to the Executive Board no later than two weeks (14 days) before the resignation date.
- B) The membership will be notified by the officer resigning the week after the letter was due, and elections will proceed if the position was not already filled by the next officer in line.
- C) No person may be elected to an office shorter than a year after resigning from another position.

##### *Section 2.* Impeachment and Removal of an Officer

- A) An officer may be asked to resign or be removed from office if he or she has violated University policies, has failed to fulfill the obligations of his or her position, or does not follow the purpose of the organization.
- B) Any member may put an officer up for review to the judicial review committee.
- C) The judicial board will review the officer to see if there are any grounds for removal, according to the charge, and the obligations of his or her position.
- D) If there are grounds for removal, it will come before the general assembly. There must be a two-thirds vote of the membership, by secret ballot, to constitute removal of the officer. If asked to resign from office, he or she may still be a voting member if the requirements are met.

*Section 3.* All vacancies should be filled within two weeks of the announcement of the vacancy. In the event of a vacancy, the Vice President shall accept letters of intent for the office, with normal election proceedings. In the event that no letters are submitted to fill a vacancy after two weeks, the President may nominate someone, one person, with the approval of the Executive Board, and a simple majority vote shall be required.

##### *Section 4.* Removal of a member

- A) A member may be asked not to return to Stonewall Kats and its functions if
  - a. Any member feels threatened by the presence of a fellow member.
  - b. Any member that is placed on disciplinary probation.
- B) The executive board will review the case with each side being able to present their case.
- C) The executive board will then vote on the case.
- D) If the decision is not satisfactory to either party, they may appeal to the Judicial Review Committee. The decision of the committee is final.

#### Article IX. University Registration/Recognition

*Section 1.* At the beginning of each Fall and Spring semester, this organization shall submit an update report with the names and addresses of its officers and advisor(s). This report shall be submitted to the Student Activities Office (suite 316 of the Lowman Student Center) no later than the twelfth class day. Changes in officers that occur during the semester shall be reported promptly. If this organization fails to abide by this policy,

this organization must resubmit the “Student Organization Registration Application” to the Student Activities Office and subsequently go before the Student Organization’s Board for consideration to once again become an officially recognized student organization.

Article X. Amendments

*Section 1.* This constitution shall be amended by two-thirds vote of the voting membership.

*Section 2.* A copy of all constitutional changes and amendments will be submitted to the Student Activities Office as described.

*Section 3.* The constitution shall be amended before elections have occurred, so that the officer team will know before-hand the duties that will be expected of them. The Constitution takes effect at the moment it is approved, and will not be retro-active.