

# Constitution

## Lesbian, Gay, Bisexual, Transgender Alliance

### **Preamble**

*We the lesbian, gay, bisexual, transgender, and allied population of Virginia Tech and the surrounding Blacksburg/Christiansburg region will work to promote an environment of equality, understanding, and harmony for people of all sexual orientations, gender identities and expressions by providing campus-wide programs to raise awareness, community visibility, and support.*

### **Article I. Nomenclature and Purpose**

#### *Section 1*

The name of this organization shall be the Lesbian, Gay, Bisexual, Transgender Alliance.

#### *Section 2*

The LGBTA shall assist Virginia Tech with its goal of creating a welcoming environment for all by representing the needs and concerns of sexual minorities through campus-wide awareness programs, advocacy, support, and educational resources.

#### *Section 3*

The LGBTA shall educate the Virginia Tech and surrounding communities about LGBT culture by working collaboratively with other university departments and student organizations.

### **Article II. Membership**

#### *Section 1*

Membership shall be open to all students, faculty, staff, and alumni of Virginia Tech as well as to all residents of the New River Valley. The LGBTA shall not discriminate on the basis of race, religion, national origin, sexual orientation, sex, gender identity and expression, disability, age, veteran status, or political affiliation.

#### *Section 2*

Any member present at an LGBTA general meeting has the right to vote on any LGBTA topic or issue. For a vote to occur, there must be a consensus to vote on an issue or topic by the members present at the meeting.

## **Article III. Governance**

### *Section 1*

There shall be an annually elected Executive Board, consisting of nine positions, who must be active Virginia Tech students with at least six credit hours. The Executive Board must be representative of both genders as defined by the bylaws. The Executive Board shall be collectively charged with the following duties:

- A. To maintain accountability and responsibility in all LGBTQA matters.
- B. Upon direction of the membership, to implement policies, activities, and programs;
- C. To develop and manage an agenda to be better defined by the bylaws;
- D. In order to achieve the above, to create committees and organize volunteer participation;
- E. To make all routine business decisions;
- F. By a majority vote of all Executive Board members, who shall all have one equal vote, to commit any resources (human, capital, or otherwise), implement policy and set the general agenda;
- G. To prepare and present the annual student budget with the aid of all interested members and advisors in the Department of Student Activities;
- H. To aid other officers in their respective duties;
- I. To hear and receive all impeachment proceedings; and
- J. To keep the confidentiality of the membership.

### *Section 2*

The Executive Board shall consist of President, Vice-President of the Exterior, Vice-President of the Interior, AIDS Awareness Week Chair, Gay Awareness Week Chair, National Coming Out Day Chair, Speakers Chair, Films Chair, and Webmaster.

- A. The President shall be specifically charged with the following duties:
  - 1) To represent the organization and maintain contacts with the university administration, other campus organizations, and off-campus persons, organizations, and institutions;

- 2) To represent or delegate someone to represent the organization on university committees such as the Commission on Student Affairs and the UUSA Advisory Committee;
- 3) To work as an administrator on tasks that cannot be referred to a particular committee as stated by the bylaws or by necessity;
- 4) To delegate all information, tasks, and plans to the appropriate officers and to oversee all duties of the officers; and
- 5) To chair all general and Executive Board meetings unless otherwise delegated.

B. The Vice-President of the Exterior shall be specifically charged with the following duties:

- 1) To carry out delegated correspondence with outside groups, persons, and institutions;
- 2) To manage organizational communication with the Vice-President of the Interior;
- 3) To raise community visibility through general advertisement and publicity;
- 4) To coordinate and manage any policies, activities, and programs related to fundraising for the organization;
- 5) To manage relations with lesbian, gay, bisexual, transgender, and allied alumni of the university and the LGBTA.
- 6) To coordinate programs and activities, information and relevant administrative duties with committees and committee chairs involving Freedom to Marry Day;
- 7) To create committees and appoint committee chairs for specific programs approved by the Executive Board;
- 8) To integrate and oversee all committee activities; and
- 9) To reserve rooms for all those events.

C. The Vice-President of the Interior shall be specifically charged with the following duties:

- 1) To carry out delegated correspondence within the organization;

- 2) To manage organizational communication with the Vice-President of the Exterior;
- 3) To keep a record of all activities conducted during the general and Executive Board meetings, especially through the minutes;
- 4) To oversee and order supplies for the LGBTA Office;
- 5) To maintain, control, and keep records of the LGBTA Resource Library;
- 6) To coordinate programs and activities, information and relevant administrative duties with committees and committee chairs involving Day of Silence;
- 7) To appoint committee chairs and create committees for specific programs approved by the Executive Board;
- 8) To integrate and oversee all committee activities; and
- 9) To reserve rooms for all those events.

D. The AIDS Awareness Week Chair shall be specifically charged with the following duties:

- 1) To coordinate programs and activities, information and relevant administrative duties with committees and committee chairs involving AIDS Awareness Week;
- 2) To create committees and appoint committee chairs for specific programs approved by the Executive Board;
- 3) To integrate and oversee all committee activities; and
- 4) To reserve rooms for all those events.

E. The Gay Awareness Week Chair shall be specifically charged with the following duties:

- 1) To coordinate programs and activities, information and relevant administrative duties with committees and committee chairs involving events for Gay Awareness Week;
- 2) To create committees and appoint committee chairs for specific programs approved by the Executive Board;

- 3) To integrate and oversee all committee activities; and
- 4) To reserve rooms for all those events.

F. The National Coming Out Day Chair shall be specifically charged with the following duties:

- 1) To coordinate programs and activities, information and relevant administrative duties with committees and committee chairs involving events for National Coming Out Day;
- 2) To create committees and appoint committee chairs for specific programs approved by the Executive Board;
- 3) To integrate and oversee all committee activities; and
- 4) To reserve rooms for all those events.

G. The Speakers Chair shall be specifically charged with the following duties:

- 1) To coordinate programs and activities, information and relevant administrative duties with committees and committee chairs involving events designed as lectures, workshops, or any other event using a speaker not related to another Executive Board member's programming;
- 2) To create committees and appoint committee chairs for specific programs approved by the Executive Board;
- 3) To integrate and oversee all committee activities; and
- 4) To reserve rooms for those events.

H. The Films Chair shall be specifically charged with the following duties:

- 1) To coordinate programs and activities, information and relevant administrative duties with committees and committee chairs involving film showings not related to another Executive Board member's programming;
- 2) To create committees and appoint committee chairs for specific programs approved by the Executive Board;
- 3) To integrate and oversee all committee activities; and
- 4) To reserve rooms for all those events.

- I. The Webmaster shall be specifically charged with the following duties:
- 1) To maintain and regularly update the organization's website;
  - 2) To manage any electronic discussion and announcement listservs for the organization; and
  - 3) To keep records of the contact information for all Executive Board members and advisors.

*Section 3*

Committees may be formed as needed under the direction of a committee chair, at the approval of the Executive Board. Committee membership is voluntary.

*Section 4*

Elections for new officers will be held prior to the end of the Fall Semester. New officers will assume their duties effective immediately, while standing officers assist in the transfer of information related to each post of that newly elected officer.

*Section 5*

The previous Gay Awareness Week Chair shall remain a member of the Executive Board until the completion of any programs, duties and responsibilities associated with Gay Awareness Week. During this interval, the newly elected Gay Awareness Week Chair shall apprentice the acting chair and assist with any programs, duties, and responsibilities as necessary.

*Section 6*

Only active students at Virginia Tech who are members may serve on the Executive Board.

*Section 7*

Nominees for office must receive a plurality of votes from the members present to be elected to the office.

*Section 8*

At the discretion of the Executive Board, should a vacancy occur between elections, an election will be held within one month of the vacancy's occurrence. One week notice must be given of that election. Alternately, the Executive Board may choose to assign the duties of the vacant office to one or more Executive Board member.

*Section 9*

An Executive Board member who wishes to resign from office must submit a request in writing to the Executive Board. The letter, with the resignee's permission, is to be read at the next general meeting.

*Section 10*

For executive decisions, quorum shall be defined as the majority of the Executive Board.

### *Section 11*

Any member shall have the ability to begin impeachment proceedings of any Executive Board member. The impeachment proceedings shall be as follows:

- A. A member who has a substantial complaint concerning an Executive Board member's conduct as an officer must present the complaint at the next executive meeting.
- B. At the stated executive meeting, a majority vote by the Executive Board shall determine whether the charges are valid. If the charges are valid, there shall be an impeachment hearing before the General Body. If the charges are not valid, the case shall be dismissed.
- C. During the impeachment hearing, parties on both sides of the dispute may present their case before the General Body. At this point, the General Body shall vote on the impeachment. Should a two-thirds majority of the General Body vote to dismiss the officer, that person shall be immediately relieved of all duties and responsibilities related to the Executive Board.

### *Section 12*

There shall be written bylaws that will outline general operating policies not covered in this constitution. The sections of the bylaws may be added, repealed, or revised by a simple majority vote of the quorum. The bylaws as accepted by the membership shall be adhered to at all times by the officers and members.

### *Section 13*

This organization's officers and members shall be governed by the constitution, bylaws, legal contracts, and Virginia Tech's Policies for Student Life at all times.

### *Section 14*

The advisement of the LGBTA shall be under the direction of the Division of Student Affairs at all times.

### *Section 15*

Co-advisement of the LGBTA shall be conducted through the Department of Student Activities and the Office of Student Life. Specific duties are as follows:

- A. The Department of Student Activities shall advise on matters involving finances, programming, and group organization.
- B. The Office of Student Life shall advise on matters involving advocacy and political activities as well as the LGBTA Support Group.

## **Article IV. Meetings**

### *Section 1*

General meetings shall be held weekly during the fall and spring semesters. The active members shall vote on whether to continue meetings during the summer sessions.

### *Section 2*

Executive Board meetings shall be held prior to general meetings.

## **Article V. Finances**

### *Section 1*

Finances include both generated revenue and budget board funds.

### *Section 2*

Generated revenue includes all dues, donations and funds raised by the organization.

### *Section 3*

Budget Board revenues are those funds provided to the organization according to the annual budget prepared by the members and approved by the Student Budget Board.

### *Section 4*

The Account Manager of the Department of Student Activities shall pay, using budget board funds, all expenses incurred which are authorized under the approved budget.

### *Section 5*

All deviations from the approved budget, exceeding \$50.00, or which would require review by the Student Budget Board, must be approved beforehand by the Executive Board.

## **Article VI. Regulations**

### *Section 1*

This organization will adhere to the policies and procedures governing organizational activities as established by the University Policies on Student Life and University Student Budget Board.

## **Article VII. Amendments**

### *Section 1*

An amendment to the Constitution may be proposed in writing and given to a member of the Executive Board by any member of the organization at any LGBTA meeting.

*Section 2*

To be adopted, the amendment must receive a two-thirds majority vote of the members present at the next business meeting following the introduction of the amendment. The amendment must then be approved by the Commission on Student Affairs.

**Article VIII. Ratification**

*Section 1*

This constitution shall be ratified by a two-thirds majority vote of the members present.

*Section 2*

Upon ratification, all other constitutions shall be null and void.