

In & Out Constitution

Preamble

In recognition of the oppression, intolerance, and discrimination that gay, lesbian, bisexual, transgendered, and other people who identify as a non-normative sexuality or gender, as well as their allies (hereafter GLBTA) endure, we declare that we will be bond together under the title of *In & Out*, ensuring solidarity to overcome the challenges experienced by this group.

In & Out challenges the dominate stereotypes and paradigms associated with GLBTA culture by providing our members with a confidential haven, free of discrimination, and informing and educating our community. We acknowledge the interconnectedness of oppression, the need for continued education both broad-based and grass roots, and the need for Greeley to participate with Colorado's other diverse GLBTA groups. We celebrate our diversity, our courage, and the love and support we have received and will receive.

Article I: Name

The name of this organization shall be *In & Out*.

Article II: Membership

Membership shall be open to anyone who accepts people without regard to sexual orientation or gender identity. For business purposes, an active member is defined as those in current attendance who have also attended one of the previous five meetings.

Article III: Voting

Section I: Voting on issues regarding the Student Representative Council (hereafter SRC) of the University of Northern Colorado (hereafter UNC) or in regard to issues where UNC's name is to be used in conjunction with that of *In & Out*:

- 1) The voting body shall consist of active members who currently attend UNC.
- 2) The non-voting body shall consist of inactive members and members who do not currently attend UNC.
- 3) Members of the non-voting body may engage in discussion and debate on all motions, issues, and matters, and may place items on the agenda for discussion at the business meetings.
- 4) Although the vote of non-voting body shall not be formally recorded, members of the non-voting party should vote with the general membership. These votes will be counted and should be recognized and considered by the members of the voting body when casting their votes.

Section II: Voting procedures conducted during business meetings for *In & Out* are completed as follows:

- 1) The non-voting body shall first conduct a confidential or public vote to represent their views on the issue at hand.

- a. The decision to hold a confidential or public vote shall be decided by a two-thirds majority among the non-voting body.
- b. Two student members of the Leadership Board will count the votes and announce the decision to the general assembly.
- 2) An open discussion on the issue at hand shall be conducted where the non-voting body's decision will be taken into account.
- 3) Votes from the voting body shall then be cast by confidential written ballot.
 - a. A delegate committee created by the Co-Presidents consisting of no less than three members shall count votes immediately.
 - b. As applied to *In & Out* Elections, members of the Leadership Board who are not nominated for any position shall count votes immediately.
 - i. If there are fewer than three members of the Leadership Board, a committee will be created as defined by Article III Section III Subsection 3a.
- 4) Results of the ballot shall be announced and presented to the general assembly.

Section III: Regarding informal issues not included in Section I or Section II all active members may vote. The procedures to which these votes are conducted may be done by public majority vote.

Article IV: The Leadership Board

Section I: The Leadership Board shall consist of seven elected officials. The confidentiality of these individuals cannot be guaranteed. They shall be:

- 1) Two Co-Presidents
 - a. Co-Presidents must be of different gender identities unless only representatives of the same gender identity are nominated.
 - b. One Co-President must be a UNC student.
 - i. If two non-students are elected as presidents, votes must be recounted. The nominee with the fewest votes must step down and a new vote taken with only UNC students nominated during this vote.
- 2) One Secretary
- 3) One Treasurer
 - a. The treasurer must be a UNC student.
- 4) Three Cultural Liaisons
 - a. One shall be liaison to other universities and the Northern Colorado community.
 - b. One shall be liaison to the GLBT resource office and other UNC cultural centers.
 - c. One shall be liaison to Residence Life.
 - i. This official must be a UNC student.
 - ii. This official preferably will live on campus.

Section II: Duties of Officers shall be:

- 1) Two Co-Presidents
 - a. Follow all outlined activities, regulations, and procedures of SRC.
 - b. Organize and preside over business meetings.
 - c. Provide leadership and guidance to the membership and The Leadership Board.
 - d. Serve as a spokesperson of *In & Out* by attending functions, workshops, seminars, etc. as a representative and communicating with leaders of other groups.
 - e. Exercise powers of delegation.
 - f. Preside over the maintenance of all internet websites hosted by or in conjunction with *In & Out* as well as monitoring progress of any *In & Out* newsletters.
 - g. Participate in the chartering and funding process at the beginning of fall semester.
 - h. Preside over all committees organized by The Leadership Board.
 - i. Maintain record of activities, contacts and resources in the *In & Out Leadership Guide*.
- 2) One Secretary
 - a. Follow all outlined activities, regulations, and procedures of SRC.
 - b. Maintain references, resources, and phone lists.
 - c. Oversee all correspondence in cooperation with other office.
 - d. Coordinate the location of each meeting or conference with the Co-Presidents.
 - e. Edit and maintain the newsletter for *In & Out* and/or any internet websites hosted by *In & Out*.
 - f. Assume any additional responsibilities as delegated by the Co-Presidents or Leadership Board.
 - g. Maintain record of activities, contacts and resources in the *In & Out Leadership Guide*.
- 3) One Treasurer
 - a. Follow all outlined activities, regulations, and procedures of SRC.
 - b. Act as accountant and be responsible for the management of *In & Out* accounts.
 - c. Receive and deposit funds to the business office.
 - d. Issue payments approved by the membership or Leadership Board.
 - e. Obtain cash boxes for all student functions.
 - f. Build a good working relationship with the business office by following the procedures and attending workshops.
 - g. Follow the regulations set forth in Article XII.
 - h. Prepare monthly reports and for the business meetings and a budget request for allocation of funds to be approved by the MBC in the fall.
 - i. Participate in the chartering and funding process at the beginning of fall semester.
 - j. Assume any additional responsibilities as delegated by the Co-Presidents or Leadership Board.

- k. Maintain record of activities, contacts and resources in the *In & Out Leadership Guide*.
- 4) Cultural Liaisons
 - a. Liaison to other universities and the Northern Colorado community
 - i. Follow all outlined activities, regulations, and procedures of SRC.
 - ii. Keep a current list of resource contacts.
 - iii. Inform general assembly of resources, opportunities, and events at other universities and in the community.
 - iv. Attend all pertinent meetings and participate in events as a representative of *In & Out*.
 - v. Coordinate events with organizations from other universities and the community.
 - vi. Assume any additional responsibilities as delegated by the Co-Presidents or Leadership Board.
 - vii. Delegate meetings to other officers or group members when necessary.
 - viii. Maintain record of activities, contacts and resources in the *In & Out Leadership Guide*.
 - b. Liaison to the GLBT resource office and other UNC cultural centers
 - i. Follow all outlined activities, regulations, and procedures of SRC.
 - ii. Keep a current list of cultural center contacts.
 - iii. Attend all pertinent meetings and participate in events as a representative of *In & Out*.
 - iv. Coordinate events with resource office and cultural centers.
 - v. Assume any additional responsibilities as delegated by the Co-Presidents or Leadership Board.
 - vi. Delegate meetings to other officers or group members when necessary.
 - vii. Maintain record of activities, contacts and resources in the *In & Out Leadership Guide*.
 - c. Liaison to Residence Life
 - i. Follow all outlined activities, regulations, and procedures of SRC.
 - ii. Keep a current list of Residence Life contacts.
 - iii. Inform general assembly of resources, opportunities, and events offered by Residence Life.
 - iv. Attend all pertinent meetings, including Residence Hall Association meeting, and participate in events as a representative of *In & Out*.
 - v. Coordinate events with Residence Life.
 - vi. Assume any additional responsibilities as delegated by the Co-Presidents or Leadership Board.
 - vii. Delegate meetings to other officers or group members when necessary.
 - viii. Maintain record of activities, contacts and resources in the *In & Out Leadership Guide*.

Section III: Succession and Resignation of Officers

- 1) The succession of officers shall be as follows:
 - a. Co-Presidents
 - b. Secretary
 - c. Treasurer
 - d. Cultural Liaisons
- 2) The successions of duties shall fall to the officer named below the resigning officer on the list above until such time that the position may be filled as outlined in Article III Section I.
- 3) Resignation must be announced to the Leadership Board and will take effect immediately.

Section IV: Removal from Office

- 1) An officer may be removed from office on the grounds of failing to effectively execute their duties as described in Article IV Section I.
- 2) Recommendation for removal must be submitted to the Leadership Board in a written proposal at least one day in advance of the general assembly. If the proposal is submitted on the day of general assembly, announcement will be postponed until the following general assembly.
- 3) Notification for removal of the officer who has been recommended for removal in writing, accompanied by proof of submission, at least one day prior to the general assembly meeting in which voting on removal will occur.
- 4) The recommendation will be announced to the general assembly for review.
- 5) Any active member may call for a confidential written vote during general assembly no less than one week after the proposal is announced.
- 6) A proposed removal will pass only by a two-thirds majority.
- 7) Nominations for a replacement officer shall take place immediately following removal. A Special Election shall take place as outlined in Article VI Section I.

Article V: Term of Office

The term of office for all officers of the Leadership Board shall be one full school year, beginning on the date determined by the present Leadership Board, no later than the last Wednesday of April.

Normal elections for all offices of the Leadership Board shall take place in February. Newly elected Leadership Board members are required to shadow current members until titles are exchanged as outlines above.

Article VI: Elections

Sections I: Normal Elections

- 1) The Leadership Board shall announce elections at the general assembly at least one week prior to nominations and two weeks prior to election assembly.
- 2) Nominations shall take place as outlined in Article VI Section II.

- 3) Elections shall take place on the date specified by the Leadership Board as outlined in Article VI Section IV.
- 4) Normal elections for all officer positions must take place in February of each school year.

Section II: Special Elections

- 1) The Leadership Board shall announce special elections to take place at the following general assembly. Nominations shall begin immediately.
- 2) Nominations shall take place as outlines in Article VI Section III.
- 3) Elections shall take place on the date specified by the Leadership Board as outlined in Article III Section II.

Section III: Nominations

- 1) Any active member of *In & Out* is eligible to run for an officer position, subject to terms set in Article IV Section I.
- 2) Any active member may nominate himself or herself or any member of *In & Out* for an officer position.
- 3) Nominees may accept or decline nomination at any time before votes are cast.
- 4) Nominees shall be required to make a statement of intent at least one day prior to the election assembly and answer all reasonable questions put forth by the membership the election assembly.

Article VII: Meetings

Section I: General Assembly

- 1) To be held once per week during fall and spring semesters, except during vacation periods or as decided by the Leadership Board.
- 2) Confidentiality policy must be read at the beginning of each meeting.
- 3) The Leadership Board must decide the day and time of general assembly meetings at the beginning of each semester. Any changes must be passed by a membership vote as outlined in Article III Section III.
- 4) Quorum shall consist of nine active members, including officers.

Section II: Leadership Board

- 1) Open to entire membership.
- 2) Scheduled as deemed necessary by the Co-Presidents.
- 3) Must be held at least once per month for organizational purposes.

Article VIII: Committees

- 1) Shall be created as deemed necessary by the Co-Presidents.
- 2) The Leadership Board shall appoint a committee leader.
 - a. May be any member of membership, including officers.

- b. Co-Presidents shall oversee committee leader
- c. Co-Presidents may ask the committee leader to step aside at any time and appoint a new leader
- 3) Co-Presidents and Treasurer must approve requests for *In & Out* funds.
- 4) Committees may request vote be general assembly. Vote is for recommendation only and is non-binding.

Article IX: Group Advisor

- 1) The Group Advisor shall be nominated annually by the Leadership Board and approved by majority vote by general assembly.
- 2) The Group Advisor shall be an honorary member of *In & Out* and possess all rights entitled to an active member.
- 3) Preferably, the Group Advisor shall be a member of the UNC faculty who identifies as GLBTA. If none is available, the Graduate Assistant serving in the GLBT Resource Office shall be asked to fill this position.

Article X: Confidentiality

- 1) Confidentiality is the guiding principle of *In & Out*; therefore, the membership list shall not be distributed to anyone outside the membership including officials of UNC unless for legal purposes.
- 2) Confidentiality of the officers' names cannot be guaranteed and shall be available to SRC upon request. SRC cannot distribute these names.
- 3) The *In & Out* Confidentiality Policy is as follows:
"In & Out is open to anyone who is tolerant of others, regardless of sexual orientation, religion, ethnicity, gender identity, political affiliation, or other distinguishing characteristic. A membership list is taken at each meeting but it will not be distributed to anyone outside the active membership, including officials of UNC. Please remember that even though someone is out here, they may not be out to everyone."
- 4) Any member of *In & Out* who knowingly and intentionally fails to uphold the Confidentiality Policy as outlined in Article X Subsection 3 will be subject for permanent expulsion from the membership at the discretion of a general assembly vote.

Article XI: Amendments

- 1) The constitution may be amended at any time.
- 2) Any member may propose an amendment.
- 3) Amendment proposals must be submitted to the Co-Presidents in writing at least one day prior to general assembly. If the proposal is submitted on the day of general assembly, announcement will be postponed until the following general assembly.
- 4) The Leadership Board shall announce the amendment at next general assembly. Discussion and voting shall take place at the following general assembly, no less than one week after the announcement.
- 5) Amendment proposals will be voted upon by the present general assembly as outlined in Article III Section II.
- 6) Amendments will pass with a two-thirds majority vote.

- 7) Amendments must be in accordance with SRC requirements as judged by the Group Advisor.

Article XII: Bylaws

Bylaw may be amended by the membership of *In & Out*. The Co-Presidents may create an advisory committee as outline in Article VIII. The Group Advisor shall determine the constitutionality of the bylaws.

Section I: Use of SRC Funds

- 1) Access and disbursement of funds from any *In & Out* account may only be authorized jointly by both Co-Presidents and the Treasurer.
- 2) Monies provided by UNC may only be deposited in the *In & Out* “2” account at UNC.
- 3) All other incoming revenue may be deposited into the *In & Out* “8” account at UNC. The UNC Vice President of Clubs & Organizations shall have access to all financial records of *In & Out*.
- 4) Funds from the UNC “2” account may not be disbursed for:
 - a. Partisan political programs, events, or candidates.
 - b. Religious or sectarian programs or events.
 - c. Alcohol or drug purchases.
 - d. Salaries or stipends for elected or appointed members.
 - e. Personal gifts for advisory or participating members.
 - f. Direct contributions to charitable organizations or agencies.
 - g. Private dinners, receptions, or parties.
 - h. Programs or activities that generate academic credit for participants.
- 5) Funds provided by SRC may not be used to generate profit that will not be re-deposited in the *In & Out* account at UNC or spent according to the above regulations.

Affirmation of Accountability and Responsibility

We, the undersigned, the facilitators (Leadership Board) of *In & Out* hereby commit ourselves in obedience to the articles and regulations outlined above.

Furthermore, we declare that our goal as facilitators is to leave behind our egos and personal agendas to work o better the Greeley community.

We pledge to uphold this constitution of *In & Out*.

Lastly, we declare that an integral part of our solidarity lies in the safety found in our confidentiality policy. We will make a paramount effort to uphold the confidentiality of all members.