

# QUEER STUDENT CULTURAL CENTER CONSTITUTION

## Article I: General

### Section 1: Organizational Title

✓The official name of this organization shall be "Queer Student Cultural Center at the University of Minnesota," and shall be abbreviated and forthwith referred to as "QSCC."

### Section 2: "Queer" as a Working Term

Queer is an umbrella term that includes, but to which is not limited, people whom self-identify in a gender or sexually diverse way, as well as those allied with the queer community.

### Section 3: Mission Statement

To celebrate the diversity and culture of the queer community; educate the University of Minnesota community on issues pertinent to the lives of queer students; advocate for inclusion and equality of all persons regardless of sexual or gender orientation; provide a safe space for queer students to meet and form a sense of community and empower queer individuals, groups, and organizations.

### Section 4: Statement of Non-Profit Status

✓The QSCC is an official 501(c)(3) not for profit organization as defined in Article VIII of this Constitution and shall operate as such.

### Section 5: Relationship to the University of Minnesota

✓The QSCC shall abide by the rules and policies of the University of Minnesota pertaining to student organizations.

### Section 6: Non-Discrimination Policy

The QSCC shall not discriminate against any person on the basis of gender identification; perceived sexual orientation; affectional preference; sex; race; ethnicity; color; age; disability; socio-economic status; socio-economic background; religious or spiritual beliefs; political affiliation; public assistance status; veteran status; marital or familial status; national origin; residential status; or openness of any of the aforementioned.

### Section 7: Statement of Confidentiality

The QSCC shall operate in a manner that is respectful of the privacy and confidentiality of all its members; including members of its member groups. However, discretion shall be used in instances where the safety or the welfare of any individual or group of individuals is potentially compromised.

### Section 8: Safe Space

The safe space shall consist of the principal QSCC headquarters in its entirety. The Executive Committee shall designate the hours at which the QSCC shall be open, subject to terms of the lease. Confidentiality of all individuals occupying the Safe Space must be

respected. All property and persons occupying the safe space shall be treated with respect. The use of photographic equipment is prohibited in the safe space, unless consent has been obtained from all people present at the time, as well as approval from the QSCC officer on duty. Photos may not be posted before consent has been obtained from all people present at the time, as well as a photo caption indicating permission of photography was obtained.

Usage of the safe space for meetings shall be allotted in the following order: Executive Committee, Student Administrative Assistants, Board of Governors, member groups, probationary member groups, affiliate groups, and other members. The Board of Governors must approve the use of the safe space for meetings of probationary member groups, affiliate groups, and other members. Usage and access of the safe space after hours shall be limited to those on the Executive Committee, Student Administrative Assistants, Board of Governors, those approved by the Board of Governors, or those under the oversight of the aforementioned. After hours access shall be allowed to members of the Executive Committee, Board of Governors, member group facilitators, committee chairs, and office staff.

Failure to comply with the policy set forth shall result in the removal from the safe space by office staff or an executive or Board of Governors member.

## **Article II: Memberships**

### **Section 1: General Member**

One becomes a member of the QSCC by coming to its office, attending an event sponsored by the QSCC, or attending a member group or affiliate group event.

### **Section 2: Definition of Voting Membership**

A general member who can vote (defined as a Voting Member) for QSCC Executive Positions (Co-chairs and Treasurer) is required to have an x.500 at The University of Minnesota and must be either student, faculty, or staff. While voting for QSCC Executive Positions, Voting Members must go through All Campus Elections Commission (see Article 3 Section 6). All Voting Members must be on either the QSCC or the Board of Governors listerv in order to vote through ACEC. No less than 2/3 of the voting membership must be University of Minnesota Students. ✓

### **Section 3: Member Groups of the QSCC**

A member group of the QSCC is a semiautonomous organization that falls under the jurisdiction of the Board of Governors for The QSCC and the Executive Board for The QSCC.

A group is eligible for probationary membership upon naming a facilitator and providing a clearly defined mission statement. The Board of Governors shall determine the probationary member group status of a group upon fulfilling their expectations. The facilitator shall give weekly reports to the Board of Governors. Failure to do so for two consecutive weeks may be considered the dissolution of the probationary member group. Member group status be granted by Board of Governors through a general consensus of those present. The granting of full member group status shall be decided by the Board of Governors after no less than 8 weeks of probationary status during a regular academic term.

The member groups shall report their activities weekly to the Board of Governors. Failure to do so for two consecutive weeks, or 75% of the total meetings of the semester, may be considered to be the voluntary resignation of the facilitator. The member group shall fulfill its own mission statement, and contribute to the QSCC mission statement. The member group shall meet at least once a week for each full week of a regular academic term. Delta Lambda Phi shall be exempt from this clause.

Any member group may withdraw voluntarily from the QSCC by providing a written statement to the Board of Governors. Any member group may be removed by a two-thirds majority vote of present Board of Governors members, given one-week notice.

Any and all privileges granted to a member group as outlined in the Constitution and Bylaws may be suspended by a two-thirds majority vote of present Board of Governors members. A suspended member group may be reinstated by a two-thirds majority vote of present Board of Governors members. Voting Board of Governors members of a suspended group may not vote in either the suspension or the reinstatement of the group.

#### Section 4: Affiliate Groups

An affiliate group of The QSCC is a fully autonomous organization that works in partnership with The QSCC towards a common goal.

An affiliate group representative serves as the representative to the Board of Governors. A group is eligible for affiliate group status upon providing contact information and a mission statement consistent with that of the QSCC. A potential affiliate group shall be confirmed by a general consensus of present Board of Governors members.

The affiliate group shall submit weekly reports to the Board of Governors. Failure to do so for two consecutive weeks, or 50% of total Board of Governors meetings of the semester, shall result in the automatic suspension of the affiliate group. The affiliate group shall continue to work in partnership with the QSCC to fulfill its mission statement and that of the QSCC. Any affiliate group may withdraw voluntarily from the QSCC by providing a written statement to the Board of Governors. Any affiliate group may be

removed by a two-thirds majority vote of present Board of Governors members, given one-week notice.

Any and all privileges granted to an affiliate group as outlined in the Constitution and Bylaws may be suspended by a two-thirds majority vote of present Board of Governors members. An affiliate member group may be reinstated by a two-thirds majority vote of present Board of Governors members. Voting Board of Governors members of a suspended group may not vote in either the suspension or the reinstatement of the group.

### **Article III: Board of Governors**

#### **Section 1: Voting Membership**

All officers to the QSCC shall be allowed a single vote. Additionally, the following people will be allowed one vote: each Executive Officer not serving as the chair of Board of Governors, each Student Administrative Assistant, each intern, each at-large representative, and each representative. Each member group shall be allowed a number of votes equal to the number of facilitators up to two for that group and each affiliate group shall be allowed one vote, which is to be granted to the group's respective officer. Each probationary member group shall be allowed a number of votes equal to the number of facilitators for that group up to two. Voting rights shall be revoked in the event that the Board of Governors chooses to dissolve the group. The chair of Board of Governors can only vote when the result will be affected by one vote or by ballot. No single person shall be allowed more than one vote.

#### **Section 2: At-Large Representatives**

At-large representatives shall be elected by a simple majority of the Board of Governors members present during regular elections. Any Board of Governors member may nominate QSCC members to vacancies during regular meetings. Nominations must be elected by a simple majority of Board of Governors members present. At-large representatives shall make up no more than one-half of the combined total number of member group facilitators and probationary member group facilitators, provided their respective group has not yet been dissolved by Board of Governors.

At-large representatives are required to submit a report to all Board of Governors meetings and are expected to attend all Board of Governors Meetings. Failure to report to two consecutive meetings, or 75% of the total meetings of the semester, may be considered by the Board of Governors to be a voluntary resignation. At-large representatives shall be removed by a simple majority of the Board of Governors, provided Official Quorum is maintained at the point of a Board of Governors meeting where a removal is proposed. The at-large representative shall be notified one week prior to the vote, and allowed to speak on one's own behalf.

### Section 3: Interns

Internships shall include: Fundraising Coordinating Intern, Public Relations Intern, Special Events Coordinating Intern, System Administrator and Webmaster. Interns shall commit to their respective tasks as outlined in Article IV, Section 2B of the QSCC Constitution and shall be further delegated tasks as necessary by the Executive Committee.

Interns are required to provide reports before every Board of Governors meeting, and are expected to attend all Board of Governors meetings. Failure to report to two consecutive meetings, or 75% of the total meetings of the semester, may be considered by the Board of Governors to be a voluntary resignation and may result in the forfeiture of one's stipend.

Additional internships shall be approved by the Board of Governors. The Executive Committee shall have power to remove interns, and will notify the Board of Governors when it does so.

### Section 4: Representatives

Representatives shall include those to: Minnesota Student Association, Cultural Center Committee, and Student Health Advisory Committee. Representatives are required to submit a report to all Board of Governors meetings and are expected to attend all Board of Governors Meetings. Failure to report to two consecutive meetings, or 75% of the total meetings of the semester, may be considered by the Board of Governors to be a voluntary resignation.

Additional representatives shall be approved by the Board of Governors. Representatives shall be removed by a simple majority of the Board of Governors, provided Official Quorum is maintained at the point of a Board of Governors meeting where a removal is proposed. The representative shall be notified one week prior to the vote, and allowed to speak on one's own behalf.

### Section 5: General Policies

The Board of Governors shall meet at least every full week of the fall and spring academic terms. Board of Governors meetings may be cancelled at the discretion of the majority of the Executive Committee. Excluding extenuating circumstances, at least 72 hours' notice of cancellation should be given to Board of Governors Members. Only an Executive Officer can call a Board of Governors meeting, provided 24 hours notice has been given to all Officers.

Official Quorum shall be equal to one plus the number of member groups, provided at least one Co-chairperson is present. Should Official Quorum fail to be met, the Chair of

the Board of Governors may still call an official meeting to order, but votes must be tabled until Official Quorum is met, or at a subsequent Board of Governors meeting. Should failure to achieve quorum at Board of Governors restrict the ability to vote on an issue for more than three weeks, a decision on said issue may be made at the discretion of the Executive Board. The Executive Board is required to submit a written rationale to the Board of Governors for having chosen to make a decision under these circumstances. A vote that would determine the election of a new officer is exempt from the rules outlined above and must be determined either at a Board of Governors meeting with Official Quorum present, or via email voting. A vote that would determine the impeachment or removal of an officer is exempt from the rules outlined in section and must be determined only at a Board of Governors meeting with Official Quorum present. Email voting shall be allowed at the discretion of the Executive Board. The voting member must be a student, faculty, or staff at the University of Minnesota Twin Cities and must use one's X.500 email account. Official Quorum for email voting shall be one half plus one of the entire voting body. Notice of the results must be given within 24 hours of the end of voting. A motion to reconsider must be made within 7 days of notice of the results. The voting body must be given at least a 24 hour period in which to submit an online vote.

All financial transactions may be conducted at the discretion of the Executive Committee and reported by the Treasurer at the next Board of Governors meeting. The Executive Board Officers are the authorized signers of the QSCC bank account. In the case of the QSCC sponsoring a proposed event either in the Twin Cities or on the University of Minnesota Twin Cities campus, the Executive Committee shall meet and agree on any proposal under two hundred dollars (\$200). Any proposal asking for an amount greater than two hundred dollars must be brought before Board of Governors to be voted upon.

Any sponsorship request must have a proposal and an invoice. All proposals must include a letter of intent and a budget. The letter of intent must include the following: name of proposed project, date(s) of project, location(s) of project, amount requested, description of project, benefits to the QSCC from the proposed project. The presented budget must include the following: description of item and cost, description of income (grant, fundraising, out of pocket, etc.) and how much, and a prediction regarding if total expense will equal total income. A follow-up report is required to the Board of Governors upon completion of the project, which must include all receipts. The treasurer will expect an invoice before payments will be rendered.

Proxy voting for member groups and affiliate groups is allowed with consent from an Executive Board Member or the Officer requesting the use of a proxy voter. Representatives, interns, Student Administrative Assistants, and Executive Committee members may not proxy vote. The Executive Committee has authority to make decisions absent the Board of Governors if an issue needs to be decided before the Board of Governors meeting, or outside the spring and fall instructional periods. All such decisions must be reported at the next Board of Governors meeting.

## Section 6: Elections

Regular elections dates for the following academic year's Executive Officers shall occur before that last day of April of the current year. Regarding interns, representatives, and at-large representatives, positions will remain open until filled. Elections will thence be mandated by Board of Governors. Elections for Executive Officers must go through All Campus Elections Commission. Only members, as defined by Article 2 Section 2 in the QSCC Constitution, shall be allowed to vote.

See ACEC procedures at <http://www.sua.umn.edu/vote/>.

Each academic year, an Elections Committee shall be established by Board of Governors and shall include one representative, one at-large representative, one intern, one officer, and one general member- all who must be approved through Board of Governors. The Elections Committee must form and meet before March 11<sup>th</sup> of the current year to determine an electronic list of voting members (as derived from both the QSCC and Board of Governors listserv), which will be turned into ACEC at least one week prior to the QSCC Executive Officer elections. At least one member of the Elections Committee must meet with an ACEC Advisor before voting starts by March 25<sup>th</sup> of the current year. They will turn in the ACEC Student Group Elections Request Form after being approved by Board of Governors. Voting Members shall be given one week to submit their votes once notified by the Elections Committee. At the end of that week, the Elections Committee shall present the results at the next Board of Governors meeting.

Members elected to officer positions, during regular officer elections, shall serve as officer-elects for the remainder of the semester. Officer-elects shall be granted voting power in Board of Governor meetings upon election. The term of all officers shall begin the day after the Spring final exam period ends and continues until the last day of the next Spring final exam period. Prior to term, all officers shall have their duties explicitly explained to them by their respective preceding officer, including but not limited to the operation of a 501(c)(3) organization, the QSCC Constitution, Bylaws, and Rules of order as established in article VI of the QSCC Constitution. In the event that a preceding officer is unable to commit to these duties, the Executive Committee will be responsible for relaying responsibilities.

All positions still vacant after the general election process, or otherwise rendered vacant, should be filled by special elections at the discretion of the Executive Board within thirty days of the first day of the following Academic year.

Unless otherwise specified, at least one-week notice shall be given before any elections are held, during which nominations shall remain open. Application Deadlines for elected positions must take place at least 24 hours before the time of an election.

With the exception of Executive Officer positions (which must be voted upon through

ACEC), all other elections (representatives, at-large representatives, and interns) shall require a simple majority election through Board of Governors. Contested elections shall be conducted by secret ballot at a Board of Governors meeting, in which email voting will not be allowed. Efforts shall be made to create a diverse Board of Governors. In the event that any member of the executive committee is unable to perform their duties, the executive committee may appoint an interim to serve for no more than three (3) consecutive Board of Governors meetings.

#### Section 7: Stipends

Stipends shall be given to the executive officers, executive officer-elects, and all interns. A performance review committee shall be established by the Board of Governors one month into the semester. The performance review committee shall be responsible for collecting reports on individuals' job performances from all QSCC Officers, including a self-review from each stipended individual. The performance review committee shall compile a written report of improvements for each stipended individual. The performance review committee shall meet with each stipended individual and address the concerns by reading the written report to them. During the next Board of Governors meeting, the written report shall be read aloud to the entirety of the Board of Governors, and all discussions with stipended parties will be discussed with the Board of Governors. Stipended individuals shall be given five (5) minutes to address concerns.

A stipend review committee shall be established by the Board of Governors once a semester at least one month after the most recent performance review. Upon establishment, the committee shall be informed of the rules governing the stipend review process and will adhere to the following process.

- The stipend review committee shall collect the performance reviews from all QSCC officers, including a self-review from the stipended individual.
- Each individual being reviewed shall have an opportunity to respond to the stipend review committee's report before the Board of Governors. The Board of Governors may ask questions of the individual, and the individual shall have the right to answer or to abstain from answering any of the questions.
- The Board of Governors shall determine the amount of money to stipend the individual, with the individual present. The individual may then have the opportunity to respond to the recommendation before the Board of Governors.
- Only after the aforementioned processes have taken place, the individual being reviewed shall leave the room. The recommended amount will then be discussed and voted on by the Board of Governors through secret ballot. The recommended amount may not be changed while the person in review is out of the room.
- The individual being reviewed shall be allowed to reenter the room. If the recommended amount has been approved, the individual shall be informed of the amount they are receiving. If the recommended amount has failed, the process shall go back to the first bullet point.

No stipended member shall serve on the stipend review committee, or vote for their stipend. Any money allocated to a stipend but not given shall return to the general QSCC coffers.

#### **Section 8: Officer Removal**

Officers shall be removed through course of resignation, disciplinary action, or default of eligibility on Board of Governors. An officer may be removed for gross misconduct, gross misrepresentation, or failure to perform duties as delegated by the Constitution and Bylaws. All procedures for disciplinary action with regard to specific officers, unless outlined elsewhere in the Constitution and Bylaws of the QSCC, shall be established by the Board of Governors on at least an annual basis

#### **Section 9: Ad Hoc Committees and Sub Committees**

Ad Hoc Committees and Sub Committees shall operate as outlined in Article 4, Section 2 of the QSCC Constitution.

Any Officer of the QSCC may establish an Ad Hoc Committee or Sub Committee. Members of the QSCC may not establish an Ad Hoc Committee or Sub Committee on behalf of the Board of Governors. Executive Board Officers, Student Administrative Assistants, and Interns are expected to establish Ad Hoc Committees or Sub Committees as deemed necessary. Any Officer or Member of the QSCC may join an active Ad Hoc Committee or Sub Committee. All interns, Member Group Facilitators, and Probationary Member Group Facilitators are required to participate in at least one Ad Hoc Committee or Sub Committee each academic semester, provided they have not already established one. Representatives, Affiliate Group Representatives, and At-Large Representatives are expected to participate in an Ad Hoc Committee or Sub Committee each academic semester, provided they have not already established one.

An active Ad Hoc Committee or Sub Committee must report all activities, decisions, minutes and records at every Board of Governors meeting. An Ad Hoc Committee or Sub Committee may be dissolved at the discretion of the Committee membership or at the behest of the Board of Governors.

### **Article IV: Officers**

#### **Section 1: Officers of the QSCC**

The officers of the QSCC are responsible for upholding the organizational structure of the QSCC and must strive to fulfill the mission objective of the QSCC. Every officer shall be considered a member of the QSCC's Board of Governors.

## Section 2: Duties of The Officers

The duties of the officers are stated below:

A. Executive Officers: Executive Officers of the QSCC are responsible for overseeing all operations and programming necessary to fulfill the mission statement of the QSCC. They are responsible for presiding over the Board of Governors and are responsible for ensuring the success of all other QSCC Officers. Executive Officers for the QSCC include one or, preferably, two Co-chairpersons and one Treasurer, whose responsibilities are as follows:

- a. The Co-chairpersons shall jointly facilitate at Board of Governors meetings; act as official spokespersons and representatives of the QSCC; uphold the QSCC Constitution and any and all approved Bylaws; only hold one QSCC executive position; report all executive decisions to the Board of Governors in a timely manner; supervise paid staff and volunteers of the QSCC; perform duties as assigned by the Board of Governors; and delegate duties as deemed necessary and appropriate.
- b. The Treasurer shall handle financial transactions of the QSCC; facilitate at Board of Governors meetings should the Co-chairpersons be unable to do so; maintain accurate records of transactions; oversee the QSCC budget; supervise paid staff and volunteers of the QSCC; properly reimburse individuals who undertake financial transactions on behalf of the QSCC; perform duties as assigned by the Board of Governors; and delegate duties as deemed necessary and appropriate. Additionally, the treasurer shall submit a budget report of the current semester at the first BOG meeting of every month each semester that it is in session. This report shall include the budget for the current semester, the revenue for that month, the total expenditure of that month, and a detailed list of what those expenses were. The total revenue and cost for that month should be compared to the semester budget with a prediction as to whether or not the QSCC will remain within the proposed amount.

B. Student Administrative Assistants: Student Administrative Assistants are responsible for assisting the Executive Board in overseeing the day-to-day operations and programming of the QSCC; Student Administrative Assistants are to report to the Executive Board for the delegation of responsibilities and are responsible for supervising the QSCC safe Space while consistently upholding the QSCC Mission Statement. Whenever necessary, the Student Administrative Assistants are to assist all other Officers of the QSCC so as to ensure their success.

C. Interns: Interns of the QSCC are paid staff responsible for fulfilling specific duties that would generally benefit from knowledge derived from prior experiences within their respective fields. Interns are to be responsible for fulfilling their respective duties, establishing ad-hoc committees as necessary, reporting to Board of Governors on all activities pertinent to the QSCC, and delegate duties as deemed necessary and

appropriate. Available Internships for the QSCC and their respective duties are as follows:

- a. Fundraising Coordinating Intern: The Fundraising Coordinating Intern shall explore and establish new financial avenues; organize events with the primary intention of providing monetary gain for the QSCC; complete grant paperwork for all programs, events and projects for the QSCC; and commit to any and all monetary goals established by the Board of Governors.
- b. Public Relations Intern: The Public Relations Intern shall draft and submit all official press releases for QSCC programs and projects and events; provide correspondence to all media outlets as deemed necessary; develop and execute marketing and advertising campaigns on behalf of the QSCC, Member groups of the QSCC, and all their sponsored and co-sponsored events; compose written statements expressing official stances and initiatives of the QSCC; and commit to any and all budgetary regulations established by the Board of Governors with respect to marketing and advertising.
- c. Special Events Coordinating Intern: The Special Events Coordinating Intern shall oversee the development of all events meant to appeal to the greater University of Minnesota community and to fulfill the Mission Objective of the QSCC; encourage QSCC members and officers to become involved in the development of special events; document all events executed by the QSCC during their tenure; and commit to any and all budgetary regulations established by the Board of Governors with respect to Special Events.
- d. System Administrator: The System Administrator shall be responsible for the maintenance of the electronic equipment and computer hardware of the QSCC; requisition the updating of hardware and software in the QSCC as deemed necessary; document all changes and updates made to the electronic equipment of the QSCC; respond to the needs and concerns of QSCC members with regard to computer and electronic equipment; and recommend a monetary and officers budget to the Treasurer for hardware and software on a semester-by-semester basis.
- e. Webmaster: The Webmaster shall update and maintain the website of the QSCC on a consistent basis; effectively communicate the mission objectives of the QSCC and all member groups and affiliate groups and Probationary Member Groups; encourage input from QSCC officers with direction on ways to improve the website of the QSCC; and innovate specific services that might also be provided by the website of the QSCC.

D. Representatives: Representatives are Officers who work with the QSCC on a volunteer basis. Each Representative is expected to collaborate with their respective organization and to provide concerns, input and feedback on behalf of the QSCC as a collective group. Available positions for Representatives to the QSCC and their respective duties are as follows:

- a. Cultural Center Committee Representative: A Cultural Center Committee Representative is responsible for conveying on a periodic basis to the Cultural

Center Committee all activities and events being undertaken by the QSCC; relay to the QSCC all notable activities and events being undertaken by other University of Minnesota Twin Cities Cultural Centers; and relaying concerns expressed from either party as necessary.

- b. Minnesota Student Association Representative: A Minnesota Student Association Representative is responsible for conveying on a periodic basis to the Minnesota Student Association all pertinent concerns, input, and feedback on behalf of the QSCC; relay to the QSCC all updates, concerns and feedback from the Minnesota Student Association; and vote on issues in a way that represents the consensus of the QSCC as a whole.
- c. Student Health Advisory Committee Representative: A Student Health Advisory Committee Representative is responsible for conveying on a periodic basis to the Student Health Advisory Committee all pertinent concerns, input, and feedback on behalf of the QSCC; relay to the QSCC all updates, concerns and feedback from the Student Health Advisory Committee; and vote on issues in a way that represents the consensus of the QSCC as a whole.

E. At-Large Representative: A position as an At-Large Representative is reserved generally for QSCC Members whom Board of Governors discerns is familiar enough with the operations of the QSCC to act as a representative to the organization. It is an opportunity for members to influence QSCC policy as administered by Board of Governors in the event that there are no vacant Officer positions, or the Representative would be deemed somehow unsuited for the requirements of any vacant positions.

F. Member Group Facilitators: Facilitators for member groups, as described below, shall be considered Officers of the QSCC.

- a. A facilitator is responsible for running the meetings of one's respective group. Facilitators are selected by their member groups and confirmed by the Board of Governors by general consensus.
- b. If member groups are unable to provide a facilitator, the Executive Committee shall select a facilitator, who shall be confirmed by the Board of Governors by general consensus.
- c. Each member group is allowed voting power for a maximum of two facilitators. Member groups are allowed vice-facilitators, who are not allowed innate voting power.
- d. Before the start of the term, facilitators shall have their duties explained to them by a past facilitator and/or the Executive Committee.
- e. Delta Lambda Phi shall be exempt from all aforementioned clauses. Delta Lambda Phi shall be permitted a maximum of two voting members on Board of Governors. Delta Lambda Phi's voting members shall be selected according to procedures outlined in Delta Lambda Phi's governing documents, and shall be confirmed by the Board of Governors by a simple majority present. For all intents and purposes, Delta Lambda Phi's representatives shall be accounted for semantically as member group facilitators.

G. Affiliate Group Representatives: Representatives for Affiliate Groups serve as the representative to the Board of Governors and shall be considered Officers of the QSCC.

H. Probationary Member Group Facilitators: Facilitators for Probationary Member groups, as defined in Article 3 Section 2, shall be considered Officers of the QSCC. Facilitators for a Probationary Member Group will no longer be considered Officers in the event that the Group is dissolved by the Board of Governors.

#### Section 3: Requirements for Becoming an Officer

In compliance with the regulations set forth by the Student Unions and Activities Office of the University of Minnesota - Twin Cities, Officers should be currently enrolled students at the University of Minnesota - Twin Cities campus; be registered for at least six undergraduate credits or the graduate level equivalent; and pay the Student Service Fee for their enrolled academic terms. Officers should also be in good standing with the University and free of any sanctions defined within the Board of Regents Policy-Student Conduct Code administered by the Office for Student Conduct and Academic Integrity. Exceptions to the requirement are permitted for graduate students upon receipt of a letter from the Director of Graduate Studies of the student's department certifying that the student is actively pursuing a degree. Community members who do not meet the aforementioned requirements may be declared officers of the QSCC at the discretion of the Board of Governors, but shall not be officially recognized by the Student Unions and Activities Office of the University of Minnesota - Twin Cities as Officers for the QSCC.

#### Section 4: Advisory Board

Should current Executive Officers of The QSCC want to create a consolatory Advisory Board, they can chose to do so. The composition of the Advisory Board shall be determined at the discretion of the Board of Governors by a general consensus. The Advisory Board shall consist of members of the community that support the mission statement of the QSCC and shall not be members of the Board of Governors, or actively involved in member groups. The Advisory Board shall have no voting power at Board of Governors, and efforts will be made to create a diverse Board. The Advisory Board shall be nominated and elected by a simple majority of present Board of Governors members and will serve a term of two years. The Advisory Board shall meet at least once per semester. Quorum shall consist of the Executive Committee, and at least four Advisory Board members.

### **Article V: Committees**

#### Section 1: Standing Committees

The standing committees of the QSCC shall consist of the Executive Committee, the Board of Governors, and the Advisory Board.

A. The Executive Committee shall consist of the Executive Officers of the QSCC, and is responsible for its continuing operation.

B. The Board of Governors shall consist of all officers for the QSCC, as defined

by Article III of this Constitution. The Board of Governors serves as the ultimate authority over the QSCC.

C. If applicable, the Advisory Board shall consist of those designated by the Board of Governors, and ensures the QSCC is fulfilling its Mission Statement.

#### Section 2: Ad Hoc Committees, Task Forces, and Special Appointments

The Board of Governors shall create, dissolve, and designate the duties, powers and limits of ad hoc committees, task forces, and special appointments as needed.

### **Article VI: Finances**

#### Section 1: Personal Use of Funds

The QSCC shall not provide monetary gain to its officers, membership, or staff except as payment for services rendered in the form of wages, salaries, incentives, or stipends.

#### Section 2: Use of Financial Assets

The financial assets of the QSCC shall be used for the work of the QSCC, the work of member groups, or activities co-sponsored by the QSCC or member groups as designated by the Board of Governors or the Executive Committee.

#### Section 3: Disbursement of Assets Resulting From Dissolution of the QSCC ✓

Unless otherwise specified by the Board of Governors at the time of dissolution of the organization, residual assets shall be distributed according to the following rules:

A. Financial assets shall be used to settle any outstanding debts the QSCC may have.

B. All financial records shall be given to the Student Unions and Activities Office of the University of Minnesota -- Twin Cities upon completion of the dissolution process.

C. Any remaining assets shall be distributed following the 501(c)(3) code. See Article 7 Part C.

D. Unclaimed assets shall be offered to the GLBTA Programs Office of the University of Minnesota, and the University of Minnesota's Jean-Nicklaus Tretter Collection.

### **Article VII: Rules of Order**

In order to open dialogue on multiple viewpoints, the QSCC should govern on the basis of general consensus. In the event of an impasse where consensus may not be forged, or outside the event of an Officer election or the disciplinary procedures of an Officer or other special instances as elsewhere noted in the Constitution and Bylaws, voting by majority rule shall take place. The Executive Committee shall collaborate with the Board of Governors on at least an annual basis to innovate a system for rules of order to govern the QSCC in all cases, including but not limited to disciplinary proceedings, to which they are applicable and in which they are not inconsistent with the Constitution, Bylaws, and any special rules of order the QSCC may adopt.

### **Article VIII: Amending this Constitution**

Any member shall propose amendments to this Constitution in writing during a Board of Governors meeting. The written proposal shall be posted and presented to the membership for reading at the next QSCC Board of Governors meeting. This Constitution may be amended by a three-fourths majority of the Board of Governors present.

**Article X: Statement of 501(c)(3) Tax-Exempt Status**

A. The organization is organized exclusively for charitable, religious, educational and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.

B. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose (mission) clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal revenue Code, or corresponding section of any future federal tax code.

C. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

(Article VIII: Agreement to Amend signed with the Internal Revenue Service 21 July 2000, amended into this document 21 September 2000.)

**Article XI: Bylaws**

Powers, procedures, and policies not construed in the Constitution shall be delegated in the Bylaws. Bylaws shall be created at any Board of Governors meeting by a two-thirds majority of the Board of Governors present with one (1) week's notice, providing the Bylaws were submitted in writing at the previous Board of Governor meeting. Only in-person votes at the Board of Governors meeting will be considered. All approved Bylaws shall be documented in the Bylaws Section following this Constitution.

**Article XI: Ratifying This Constitution**

Constitution ratified September 28, 2010 ✓