

# Constitution of HokiePRIDE of Virginia Tech

This constitution was ratified by the Commission on Student Affairs on Thursday, February 28, 2019. All previous versions are null and void.

# **I. Nomenclature and Purpose**

## **I. Nomenclature**

The name of this University Chartered Student Organization (UCSO) shall be HokiePRIDE of Virginia Tech, hereinafter referred to as “HokiePRIDE.”

## **II. Mission Statement**

We, the diverse gender and sexuality and allied population of Virginia Tech, will work to create safe spaces for people of all sexualities, gender identities and expressions. To create this environment of equality, the organization will provide programming to raise awareness, build and grow a sense of community, and provide support and visibility on the Virginia Tech campus and in the New River Valley.

## **III. Diversity Statement**

HokiePRIDE shall assist Virginia Tech with its goal of creating a welcoming environment for all by representing the needs and concerns of sexual and gender minorities through campus-wide awareness programs, advocacy, support, and educational resources. HokiePRIDE shall not discriminate on the basis of race, religion, national origin, sexual and romantic orientation, sex, gender identity and expression, disability, age, veteran status, or political affiliation.

## **IV. Collaboration Statement**

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

# **II. Membership**

## **I. Eligibility**

General Body Membership shall be open to all students, faculty, and staff of Virginia Tech as well as to all residents of the New River Valley. Membership shall be defined as attending one meeting or event held by HokiePRIDE.

## **II. Rights**

Any member present at a HokiePRIDE General Body meeting has the right to vote on any HokiePRIDE 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. All members are welcome attend as guests to Engagement Committee meetings, as well as to help in planning and leading General Body meetings.

## **III. Confidentiality Statement**

In order to respect the privacy of general body and Engagement Committee members, any person representing or acting on behalf of HokiePRIDE will not disclose identifiable information of members on any platform without having earned express permission in advance. This includes, but is not limited to, event attendee sign-in sheets and the HokiePRIDE listserv.

## **III. Governance**

### **I. Engagement Committee**

There shall be an annually-elected Engagement Committee, hereinafter referred to as “EC”. The EC must make an attempt to be representative of the community. Hereinafter, any member of the EC shall be referred to as an “officer.” EC meetings shall be held once weekly. The EC shall be collectively charged with the following duties:

1. To maintain accountability and responsibility in all HokiePRIDE matters;
2. To implement policies, activities, and programs under the direction of the membership;
3. To commit any resources (human, capital, or otherwise), towards implementing policy and programming outside of the designated duties of the organization by a majority vote of the EC, in which all members have one equal vote;
4. To aid other officers in their respective duties;
5. To complete any task delegated by the President or EC;
6. To consider every LGBTQ+ identity when creating programming, in accordance to Article I, Section III.

The EC shall consist of President, Vice President, Advisor, Finance Chair, Resource & Secretarial Chair, Advertising Chair, Campus Relations Chair, Programming Chair, Films & Speakers Chair, Community Health Issues Chair, Web & Technology Chair, and Fundraising Chair.

With the approval of the EC, all officers have the ability to create committees comprised of officers, General Body members, or affiliated Registered Student Organization members. The Programming Chair, Community Health Issues Chair and the Films & Speakers Chair will comprise a Programming Committee that works collectively to plan annual and biannual events, as well as any other event designated to them by the President or EC.

### **II. Position Descriptions**

In addition to listed duties, officers will also have tasks assigned to them.

#### President

1. Represent the organization and maintain contacts with the university administration, other campus organizations, and off-campus persons, organizations, and institutions;
2. Represent or delegate an officer to represent HokiePRIDE on university committees such as the LGBT Caucus, Ex Lapide Alumni Society, the Commission on Student Affairs, Order of the Gavel, etc.;
3. Meet regularly with the Advisor;
4. Work as an administrator on tasks that cannot be referred to a particular committee;
5. Delegate all information, tasks, and plans to the appropriate officers and oversee all duties of officers;
6. Chair or delegate a chair to EC meetings;
7. Generate a weekly agenda for EC meeting proceedings;
8. Cultivate leadership traits of officers in their charge and the organizational development of HokiePRIDE;

9. Oversee and help with the composition of the annual budget with the Vice President and Finance Chair;
10. Co-manage the GobblerConnect site with the Web & Technology Chair; and
11. Coordinate with the Vice President to determine which of the responsibilities listed herein should be completed and distribute the said responsibilities between each other.

#### Vice President

1. Maintain contact with LGBTQ affiliated organizations on campus including but not limited to Queer & Trans People of Color (QTPOC), OSTEM, QGPA, and the LGBT Caucus and report communication with the EC;
2. Carry out delegated correspondence within the organization and with outside groups, persons, and institutions;
3. Cultivate leadership traits of officers in their charge and the organizational development of HokiePRIDE;
4. Act in the role of President in the event the current President cannot carry out their duties;
5. Maintain and distribute the EC Handbook to all officers in accordance with Article III, Section VIII;
6. Work with the President and Finance Chair to compile the annual budget; and
7. Coordinate with the President to determine which of the responsibilities listed herein should be completed and distribute said responsibilities between each other.

#### Advisor

1. Be the Director of the LGBTQ+ Resource Center at Virginia Tech, who is a staff member of the Cultural & Community Centers;
2. Stay informed of the actions and decisions of the organization;
3. Support student learning and leadership by engaging officers to develop their leadership skills;
4. Attend events regularly throughout the year, when able;
5. Assist in organization leadership continuity between officer transitions;
6. Ensure financial obligations are being met when the Finance Chair is unable to; and
7. Serve as a liaison between Student Affairs staff and HokiePRIDE when requested.

#### Finance Chair

1. Work with the President and Vice President to compile the annual budget;
2. Manage HokiePRIDE's proxy to the Student Budget Board;
3. Attend all Student Budget Board meetings;
4. Receive and disburse all money on behalf of the organization under the direction of the EC;
5. Bring any deviations from the budget exceeding \$50, or which would require review by the Student Budget Board, to the EC first;
6. Record the acceptance of all money in a permanent running account according to the policies of the uniform accounting system;
7. Regularly update the EC with transactions and the status of our accounts and budget;
8. Have all vouchers and other instruments for the payments of money drawn in the name of the organization and signed by the President, Finance Chair, and/or Advisor; and
9. Be responsible for the annual funding application process.

#### Resource & Secretarial Chair

1. Record minutes for all EC meeting and activities during General Body meetings;
2. Send out a weekly newsletter to General Body members;

3. Have an updated inventory of any items we own;
4. Be primarily responsible for maintaining the supply and ordering condoms and lube as necessary;
5. Work with the Web & Technology Chair to help maintain the Google Drive; and
6. Keep, organize, and update photo and digital record of all HokiePRIDE events and programs.

#### Advertising Chair

1. Be responsible for advertisement of HokiePRIDE through flyers, social media, etc.;
2. Be the primary officer responsible for posting to social media accounts including Twitter, Facebook, and Instagram;
3. Work to generate all advertisement and promotional materials for HokiePRIDE events and/or programming according to established programming standards and timelines;
4. Work to maintain consistent branding of HokiePRIDE and the
5. organization's visual identity as represented in any printed or digital materials; and
6. Coordinate with other UCSOs and RSOs to facilitate advertising for other events happening on campus or in the New River Valley community.

#### Campus Relations Chair

1. Coordinate community service projects for HokiePRIDE to participate in at least once per year such as the Big Event, Relay for Life, or other projects;
2. Plan one recruiting event per year other than Gobblerfest;
3. Assist the President in representing HokiePRIDE;
4. Report all relevant information to the EC; and
5. Maintain contact and outreach with other, non-LGBTQ affiliated on-campus organizations and academic departments.

#### Programming Chair

1. Be primarily responsible for generating presentations or any other needs for weekly General Body meetings;
2. Work with the Event Planning Office and Production Services as necessary to complete the full planning of the events;
3. Plan one event per year with the Community Health Issues Chair, Fundraising Chair, Films & Speakers Chair; and
4. Advise the President of relevant needs for the Programming Committee, which may include officers and General Body participation.

#### Films & Speakers Chair

1. Make appropriate reservations in alignment with needs and established learning outcomes of each event under their charge;
2. Work intentionally with faculty advisor, President, and Finance Chair in purchasing/contracting efforts on behalf of HokiePRIDE;
3. Actively seek out opportunities for co-sponsorship, financial or otherwise, of events with other CCC UCSOs, RSOs, and other university affiliates and offices; and
4. Plan one event per year with the Programming Chair.

#### Community Health Issues Chair

1. Plan programming focusing on health concerns in the LGBTQ community including the diverse aspects of physical, social/mental, and sexual health as well as health policies nationally and internationally, or any other topic that the EC deems appropriate; and

2. Plan one event per year with the Programming Chair.

#### Web & Technology Chair

1. Maintain and regularly update the organization's website;
2. Update permissions and rosters of officers on our Facebook Page, Facebook Group, EC listserv, General Body listserv, and Google Drive as needed when officers leave or are elected;
3. Keep records of the contact information for all officers and advisors;
4. Work with the Resource & Secretarial Chair to help organize the Google Drive; and
5. Co-manage the GobblerConnect site with the President.

#### Fundraising Chair

1. Serve as the Student Budget Board proxy for HokiePRIDE;
2. Act as an assistant to the Finance Chair; and
3. Plan at least one fundraising event per semester.

### **III. Social Media**

HokiePRIDE uses social media as a means to advertise for events, communicate with members, and spread news about LGBTQ communities around the world and in the area. Our social media groups are currently a way to connect many people from our membership with each other online.

We strive to foster an environment where constructive, critical, in-depth discussions and debates can take place. In order to create a more welcoming, civil, and safe environment, and in keeping with the Principles of Community, the Aspirations for Student Learning, and HokiePRIDE's Constitution, the EC will have the ability to censor, and/or remove comments and/or members from the organization's social media sites at its discretion.

Grounds for removal of posts or members include disrespectful language and tactics such as: hateful speech, threatening comments, intentional attempts to derail, hijack, troll, or bait others into an emotional response, consistent or intentional behavior to make the community a less civil and enjoyable place to be, direct or indirect attacks, name-calling or insults, violent and hostile language or calls for violence and hostility, etc.

Any member of the social media group has the right to report behavior to the EC, however instances of a violation of the clause do not need to be reported in order for the EC to take action in removing content. The EC will then warn the person involved that their actions have been deemed to be in conflict with a safe, inclusive, and civil environment. If the behavior persists, the EC reserves the right to remove that member and/or the comments. Removals of content should be voted on by the EC and receive a majority vote.

### **IV. Elections**

Elections for new officers will be held prior to the end of the Spring semester. New officers will attend the remaining EC meetings in the Spring semester in order to begin the transition into their role. The standing officers will assist in the transfer of information related to the position description in accordance with Article III, Section II. Although each position's term lasts only one year, there will be no set limit to the amount of terms an officer can hold.

## **V. EC Eligibility**

Only active students at Virginia Tech with at least half-time status may apply for a position in the EC. To run for a position, a General Body member must inform the EC of their desire to run. If a student wishes to run for President or Vice President, they must have already served on the EC for one (1) year. This stipulation is subject to the discretion of the EC and Advisor, depending on the pool of candidates. Applicants must receive a simple majority of votes from the members present to be elected to the office.

## **VI. Position Vacancy & Resignation**

At the discretion of the EC, should a vacancy occur between elections, an election will be held within one (1) month of the vacancy. The General Body must be notified within one (1) week of said election. Alternately, the EC may choose to assign the duties of the vacant position to one or more officers, or assign an individual to that position on the EC, done with a majority vote of the EC. If elections do occur, elections shall be done in accordance with Article III, Section IV.

Any officer who wishes to resign from office shall give adequate warning to the EC of their resignation.

## **VII. Quorum**

Quorum shall be defined as a simple majority of the EC.

## **VIII. Bylaws & EC Handbook**

There shall be written bylaws and an EC Handbook in addition to this Constitution. The sections of the bylaws may be added, repealed, or revised by a simple majority vote of the quorum at the next EC meeting. The bylaws shall be adhered to at all times by the officers and members. The EC Handbook will outline general operating policies not covered in the Constitution or Bylaws.

# **IV. Regulations**

## **I. Policy Adherence**

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

## **II. Resource Use**

Any organization may use HokiePRIDE's resources pending approval from the EC. These resources include our email listserv, physical resources, room reservation privileges, etc. If the use of HokiePRIDE's resources is abused, then the EC reserves the right to discontinue access to these resources. Funds given to HokiePRIDE by the Student Budget Board, or Generated Funds, cannot be spent by another organization on behalf of HokiePRIDE; HokiePRIDE must be listed as a co-sponsor of any event or item purchased for funds to be shared.

# **V. Amendments**

## **I. Proposal**

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

## **II. Adoption**

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

# **VI. Ratification**

## **I. Requirements**

This constitution shall be ratified by a two-thirds majority vote of the members present at the following General Body meeting. Upon ratification, all other constitutions shall be null and void.

This constitution was ratified by the General Body on Thursday, February 21, 2019.

This constitution was ratified by the Commission on Student Affairs on Thursday, February 28, 2019.