

Open Doors

**Ohio University's Lesbian, Gay, Bisexual, Transgender,
Intersex, Queer, Questioning, Asexual, and Ally Student Union**

CONSTITUTION

Article I: Name

The name of the organization shall be Open Doors, sub-headed Ohio University's Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Questioning, Asexual and Ally Student Union.

Article II: Purpose

The purpose of Open Doors is to provide educational, personal, political and social support for members and friends, and to provide education and awareness to the University and Athens communities. The organization does not discriminate on the basis of sexual orientation, race, ethnicity, national origin, religion, gender, gender identity and/or expression, age or disability.

Article III: Membership, Meetings and Motions

Section 1 – Membership

Membership is open to all Ohio University students and other individuals who support the purpose and programs of the organization. Membership must follow the Student Organization Handbook guidelines.

Section 2 - Board Meetings

The Board of Directors shall meet at least once a week outside of the general body meetings for a Board of Directors meeting. The meeting date and time for the week will be announced at each general body meeting. These meetings are crucial to decisions affecting the Directors and General Group Members and it is extremely important that no Director miss more than 3 Board of Director meetings without viable excuse. If this occurs, a meeting shall take place among the other Directors to decide whether or not to impeach that particular Director. Unless otherwise noted or requested, Board meetings are open to the general membership to attend.

Section 3 – General Meetings

These meetings shall be held on Wednesdays at 8 p.m. on a weekly basis unless otherwise announced. The meeting will consist of introductions, officer's reports, old business, new business, and general body announcements. After the close of business, there shall be a roundtable session to discuss the topic brought forth by the Discussion Group Director or the appointee. A member shall have no more than five minutes to speak at a time.

Section 4 - Special Meetings

These meetings shall be called by three of the six Directors on an emergency basis. These meetings shall be announced by e-mail on the day before and on the day of the meetings by the Clerk, subject to space and funding availability. All Directors should attend, but the meeting must be attended by at least the three Directors that called the meeting. A viable excuse must be provided prior to the meeting if any director cannot attend.

Section 5 – Motions

A motion is any matter of business that needs consideration of the entire organization. Matters of urgency or procedural matters can be voted on by the membership in attendance. Motions concerning the Constitution, elections or other major decisions shall be proposed at one meeting, and debated and voted on at the following General Meeting. Motions may be made at any meeting, provided that at least three Directors are present.

Section 6 – Procedure

Meetings shall be conducted informally, with the exception of meetings where Constitutional amendments, nominations for offices, or elections are taking place.

Article IV: Board of Directors

The Board of Directors must be able to commit ample time and energy to the organization. Attendance at the general and board meetings is expected. Unless otherwise noted, each Executive position is open to a person of any gender, regardless of sexual orientation, race, age, or disability. The Student Senate's Lesbian, Gay, Bisexual & Transgender Commissioner is not eligible for any position on the board of directors. All Directors shall keep a written log of duties performed during their term to help facilitate the transition to new directors.

Section 1 - Co-chairpersons

There should be one female-identified and one male-identified Co-Chairperson, hereafter referred to as Co-Chairs. If a person identifies as neither male nor female, this person may run for either position. The Co-Chairs shall act as the key organizers and main contacts for the organization. University policy requires that at least one Co-Chair must be a registered undergraduate or graduate student at Ohio University and have at least a 2.0 GPA. Any student that is the president or treasurer (or equivalent position) of another student organization is not eligible for this position. In the interest of egalitarianism, the Co-Chairs shall divide the duties between themselves. They shall facilitate or select a facilitator for each general and board meeting. Co-Chairs shall also maintain an open line of communication with LGBT student groups in our region in addition to other OU student and faculty/staff organizations. To do this, they may act as or appoint a liaison to OU student and community organizations. To provide representation, there should be at least one Co-Chair present at events

outside of the general and board room meetings that are organized by Open Doors. The Co-Chairs must attend the Queer Leadership Council meetings each quarter. The Co-Chairs shall facilitate a smooth transition by training Co-Chairs elect.

Section 2 – Treasurer

The Treasurer shall conduct all the financial transactions of the organization and; therefore, must have an understanding of the University's student organization financial system through attendance at treasurer workshops and regular contact with the Student Organization Financial System Accounting Assistant. The treasurer shall also procure the book for auditing at the beginning of the year and return it at the end of the year. The Treasurer is required to keep receipts for a minimum of two years, after which they shall be deposited in the LGBT Program Center's archives. The Treasurer shall provide a financial report at each general and board meeting. He/She shall submit the quarterly SAC funding applications, attend the hearing, apply for SAC emergency funding as needed and present the book and receipts for any SAC audits. For the regular dance socials, the Treasurer shall be responsible for collection of income from the socials, compensating the DJ, and depositing the income in a timely manner. University policy requires the Treasurer to be an undergraduate or graduate student at Ohio University and to maintain at least a 2.0 GPA. Any student that is the president or treasurer (or equivalent position) of another student organization is not eligible for this position. The Treasurer shall facilitate a smooth transition by training the Treasurer-elect as well as resolve all outstanding bills and balance the books before leaving office.

Section 3 – Clerk

The Clerk shall take minutes of the general and board meetings or find a substitute to do the same. The Clerk shall keep a record of the minutes in a binder, update the Web site regularly according to the bylaws, and have a copy of the Constitution at every meeting with both an electronic and hard copy available. He/She shall act or appoint an individual to maintain the Open Doors computer account(s), which includes e-mailing members weekly with meeting minutes and event information. In the event that neither one of the Co-Chairs are able to fulfill their duties the Clerk shall serve as the Chair until the election process can be completed. The Open Doors Web Site shall be maintained by the Clerk or an appointed Webmaster. The Clerk shall facilitate a smooth transition by training the Clerk-elect and handing over the password and domain information at the end of his/her term.

Section 4 - Discussion Group Director

There shall be one director to serve as facilitator for the group discussions. The Co-Chairs shall be responsible for approving or preparing a topic for each session. The group discussions shall be a time for the members to discuss a variety of LGBT topics/ issues. The fact that members are at different stages in the coming-out process should always be kept in mind. The Discussion Group Director shall be required to maintain a respectful atmosphere for the discussions. The Director shall facilitate a smooth transition through training the Discussion Group Director-elect.

Section 5 - Promotions Director

The Promotions Director shall be in charge of the design and distribution of promotional material concerning all Open Doors related events. In addition, he/she will also be responsible for reserving rooms for social events as part of the promotional obligation. The Promotions Director shall facilitate a smooth transition by training the Promotions Director-elect.

Article V: Advisor

The Advisor shall meet and comply with the University's guidelines, as stated in the Student Organization Handbook. The advisor shall attend at least one meeting per quarter unless a viable excuse is presented.

Article VI: Committees

The following committees shall be formed in the event that the Board of Directors do not feel able to meet the needs on an expanding group. The nomination, seconding and election of the Chairperson(s) for each committee should be done by those already in the committee. All committees shall be formed with either five or seven people, with one fewer director than general members. The Board of Directors shall decide size and which directors will be on the committee. General members shall be decided through nominations followed by random selection from those nominated.

Section 1 - Fundraising committee

The committee shall work to raise funds in addition to SAC funding and donations from the dance socials for non-funded events and conferences. The Chairperson must be familiar with organizing fundraisers.

Section 2 - Education/Programming Committee

The committee shall work with the other LGBT student organizations on the Ohio University campus to plan, organize and oversee the activities of the awareness events and other programs. The Chairperson must be familiar with organizing events on campus. This committee must meet annually the Wednesday following the end of Pride Week to begin the planning of Out Week, and the treasurer-elect must be present at this meeting.

Section 3 - AD HOC Committee

The need for these committees shall be established by a simple majority of the members in attendance. The term of these committees is not to exceed six consecutive quarters (summer quarters excluded).

Section 4 – Constitutional Convention Committee

The committee shall serve to maintain, amend, and oversee the Constitution. The committee shall consist of seven members. The committee shall be formed the 7th

week of Winter Quarter during all odd years. All changes to the Constitution must be finalized by the end of Spring Quarter to be ratified by the general body.

Article VII: Elections

Section 1 – Nominations

Nominations shall begin the second week of Spring Quarter and run up to and during elections. The nominations shall be made by the membership in attendance. A member can self-nominate. The nominee must have a seconding and must agree to the nomination prior to the election. Nominees need not be present to be considered as long as a commitment/acceptance is made prior to elections. In the rare event that no female-identified or male-identified person is nominated, two same gender-identified Co-Chairs can be elected.

Section 2 – Elections

Elections should take place during the fourth week of Spring Quarter. All Directors are to be elected by secret ballot. All members who have attended at least two meetings prior to elections are eligible to vote. A plurality is needed in order to win. One Director and one member not running for election shall tabulate the results of the elections. The results of the election shall be tabulated one position at a time. If more than two members are running for a position and a tie occurs, a revote between these two nominees is sent to the General Body. If there is still a tie, a private Directors board meeting shall take place away from the general group to break the tie. Two Directors and two members not up for election shall tabulate these votes.

Section 3 - Term of Office

The newly elected Directors shall assume their duties the eighth week of Spring Quarter and remain in office for one year. This period between the election and the eighth week of Spring Quarter is to be utilized as an internship/transition between the current and newly elected Directors.

Section 4 – Vacancies

In the event that a seat is not filled during the election, the newly elected Board of Directors shall appoint someone to the seat. In the case of a resignation there shall be an election within two meetings. The reasons for the actions shall be announced at one meeting, at which nominations will be opened. At the following meeting, nominations will be reopened and a vote to fill the position will follow. The vote shall be taken by secret ballot. One Director and one member will tabulate the vote.

Section 5 – Removal from Office

A Director or Committee Chairperson can be removed from office if the membership feels that the person has grossly neglected the duties or abused the position of the office. The person can be voted out of office by a 2/3 majority of the members present. All members who have attended at least one meeting prior to the vote are eligible to vote. All acts of impeachment shall take at least two meetings. The reasons for the

actions shall be announced at one meeting. They shall be defended and voted on at the second meeting. The vote shall be taken by secret ballot. One Director and one member shall tabulate the votes.

Article VIII: Amendments

Amendments to the Constitution shall be proposed in writing and read at one meeting and debated and voted on at the following meeting. All members who have attended at least one meeting prior to the vote are eligible to vote. The changes shall be effective upon passage and the Clerk shall make new copies of the Constitution available to the members via e-mail and paper copies. If changes are voted down they are not to be considered for a vote again during that quarter.

Article IX: Ratification

This Constitution shall be proposed at one meeting and debated and voted on at the following meeting. An affirmative vote of 2/3 majority of the members in attendance is needed for passage. All members who have attended at least two meetings prior to the vote are eligible to vote. This constitution shall be effective immediately following ratification. This Constitution shall be reviewed/updated by Spring 2011. The former Constitution will become void at this time..

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Ohio University's Lesbian, Gay, Bisexual, Transgender,
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CONSTITUTIONAL BY-LAWS

A) DUTIES OF THE DIRECTORS

- 1) The Co-Chairs shall be responsible for:
 - Setting up a board meeting to plan the quarterly events and schedule at or before the start of each quarter.
 - Making sure the meeting times, rooms, and locations are arranged.
 - Overseeing the advertising of all meetings, discussion groups, socials, and related events.
 - Inviting the Advisor to at least one general body meeting per quarter.
 - Discussing SAC funding with the Treasurer each quarter.
 - Assisting the other Directors when needed.
 - Making sure all committee appointments are done.
 - Facilitating general body meetings.
 - Setting up dance social dates.
 - Overseeing Out Week and reservation of facilities.
 - Being in charge of re-registering as a student organization.
 - Registering as a student organization each Spring and applying for space in the student involvement fair.
 - Overseeing Out Week and reservation of facilities.
 - Counting money with treasurer at end of dance social, or in the absence of co-chairs from the dance, appointing one to do so.
- 2) The Treasurer shall be responsible for:
 - Picking up books at the beginning of the year.
 - Understanding the SAC funding process.
 - The collection of money from dance socials, and counting it at the social with at least one co-chair (or one appointed) present.
 - Assisting the other Directors when needed.
 - Keeping up to date with fiscal issues.
 - Receiving and recording all fundraiser monies.
 - Dropping off books at the end of each year.
 - Understanding the SAC PAC process, including picking up the SAC PAC and following the guidelines.
- 3) The Clerk shall be responsible for:
 - Making minutes available to members within two days of the meeting.
 - Keeping the Constitutions up-to-date and making copies available electronically or on paper once a quarter.
 - Maintaining copies of the By-Laws.

- Getting a copy of the minutes and any other necessary items to the LGBT Programs Center.
- Discussing SAC funding with the Treasurer each quarter.
- Making copies of the Constitution and By-Laws available to all newly elected Directors.
- Assisting the other Directors when needed.
- Maintaining and updating the Web Site with Constitution and By-Laws, dance social dates, officer contact lists, and awareness week schedules.

4) The Discussion Group Director shall be responsible for:

- Having a topic prepared to discuss at each general body meeting or appointing an individual to present a topic.
- Maintaining a log of topics discussed to aid in transitioning between Discussion Group Directors and for the archives.
- Preparation for each session with a suggested topic/agenda.
- Conducting a written suggestion/evaluation at least once per quarter.
- Selection of a substitute Director prior to each meeting to cover absences and early departures.
- Discussing SAC funding with the Treasurer each Quarter.
- Assisting the other Directors when needed.

5) The Promotions Director shall be responsible for:

- Maintaining an accurate listing of the LGBT student groups, organizations, and related contacts in the state and region.
- Reporting any events, functions, and invitations from other groups to our organization.
- Networking on campus with other groups in terms of support or co-sponsorship of events.
- Creating, distributing, or overseeing promotions, flyers, and ads.
- Discussing SAC funding with the Treasurer each quarter.
- Assisting the other Directors when needed.

B) REMOVAL FROM OFFICE

Acts of impeachment should be thoroughly considered and avoided if at all possible to ensure the smooth running of the organization.

C) RECORD OF DOCUMENT

The Clerk and the Advisor shall keep electronic copies of the Constitution and By-Laws.

D) COMMUNITY SERVICE

The organization is expected to give back to the greater community either fiscally or by other means at least once per school year.