

Constitution of SHADES (Buckeye Chapter)

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1 – Name: SHADES (Buckeye Chapter)

Section 2 – Purpose: The purpose of this organization shall be fostering connections between the multicultural LGBTQA communities at Ohio State. We welcome people of color who are at various stages of understanding the coming out process, questioning or accepting their sexuality and/or understanding of the LGBTQA communities. SHADES is intended to provide a safe space where members can speak freely.

Section 3 - Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, HIV/AIDS status, or veteran status.

Article II – Membership: Qualifications and categories of membership.

There will be two forms of membership: voting membership and non-voting membership. Members with voting privileges shall be limited to students currently enrolled at the Ohio State University **and have attended at least 4 meetings a semester. This club is a safe space for LGBT people of color, and we ask our white and straight allies to respect this space. We prioritize the voices and experiences of LGBT people of color.** Others such as faculty, alumni, professionals, **allies**, supporters from the greater Columbus community and beyond, etc. are encouraged to become members, and attend university/community outings and events.

Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

Organization leaders represent the Executive Board and general membership and are elected or appointed from the ranks of the organization's voting membership. The titles of organization leaders, the length of terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position should be clearly specified. Organizations need to have the necessary leaders to conduct their activities.

Article IV – Executive Board: Size and composition of the Board

The Executive Board shall consist of voting members who will hold four leadership positions including:

Co-President I – The co-president must equally share responsibility of facilitating each meeting and maintaining order when necessary. Responsibilities include developing the agenda for each meeting, updating and setting the organization's calendar for the academic school year with input from the other co-president (events, meetings, and other miscellaneous goings on), the ensure unity and clear communication within the group, to be official decision maker of the group's happenings and to serve as a support system for members in all aspects of student life, if possible and appropriate.

Co-President II - The co-president must equally share responsibility of facilitating each meeting and maintaining order when necessary. Responsibilities include updating and setting the organization's calendar for the academic school year with input from the other co-president (events, meetings, and other miscellaneous goings on), the ensure unity and clear communication within the group, to be official decision maker of the group's happenings and to serve as a support system for members in all aspects of student life, if possible and appropriate. **Co-Presidents should serve the organization for a**

maximum of 2 years so as to ensure the continuation of the organization by passing their role onto underclassmen.

Treasurer – The treasurer shall be in charge of all financial affairs regarding the organization. The treasurer shall be entrusted with the receipts, care, and dispersion of funds of the organizations.

Secretary – The secretary shall keep minutes during meetings where official business is discussed. Events affecting the Ohio State University or SHADES communities, serves as an example of official business. The secretary shall notify SHADES members of weekly meetings and events through e-mail, Facebook, or announcements.

Article V – Method of Removing Officers and Members.

Any executive board member position is subject to early termination in the event that position duties are neglected or continuously uncompleted, or practices/actions that can cause damage to the integrity of the organization at large are committed. Actions include: breaking of the confidentiality agreement between organization members, overt discriminatory acts towards members of the organization or the greater Ohio State University community, etc. As SHADES is a student run organization, executive board members and subsidiary positions are subject to termination if any detectable decline in academic performance is identified. Any terminations will be decided by the standing executive board after collective deliberation during a meeting agreed upon by the executive board members. Termination will ensue after majority rule is decided (at least 3/4 executive board members).

A general member is subject to termination in the event of intentionally disrespecting or hurting another member or the organization as a whole (physically or verbally). The first time it happens, a written warning will be administered and kept on record. If the behavior occurs again, the member will be asked to cease participation in our group, and will be terminated.

Notification of Resignation by any executive board member must be produced and presented to the executive board and general body alike for examination. Notifications of Resignation must be made in a timely manner (a minimum of 2 weeks' notice), as the standing executive board will need sufficient time to establish candidates for replacements.

Replacement positions as Treasurer and Secretary are to be appointed by the Co-Presidents. If the resigning member currently holds a Co-President position, the second Co-President holds the right and responsibility to appoint a replacement as they see fit. In the event that both Co-President positions are vacant during the school year the Secretary and Treasurer will assume the two Co-President positions along with all rights and responsibilities to selecting Secretary and Treasurer replacements.

Any notifications of subsidiary positions can be made at anytime throughout the academic school year along with recommendation of a possible replacement which will be examined by the standing executive board. The Co-Presidents hold the right and responsibility of determining replacements as they see fit.

Article VI – Advisor(s) or Advisory Board: Qualification Criteria.

The advisor must be a member of the university faculty or administrative & professional staff. The advisor shall assist the group in their execution of roles and responsibilities. The advisor shall provide feedback to the organization regarding its operations and functioning. The advisor shall serve as a resource. The advisor should provide advice upon request and also should share knowledge, expertise, and experience with the group. The advisor will be a non-voting member of the organization.

Article VII – Meetings of the Organization: Required meetings and their frequency.

Meetings will occur on once a week on a **weekly basis**, which consists of all **fifteen** weeks of an academic **semester**. Meetings specified for executive board members are allowed, if necessary.

Article VII – Method of Amending Constitution: Proposals, notice, and voting requirements.

Proposed amendments should be in writing, will not be acted upon but read in the general meeting in which they are proposed, **and read again in the following general meeting in which the votes will be taken**. Approval will require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members).

By-Laws

Article I – Parliamentary Authority

Based on the premise that “though the minority shall be heard and absentees protected, the majority will decide,” the rules contained in [Robert’s Rule of Order] shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization. Procedures to introduce and decide on under parliamentary procedure are service projects and programs.

Article II- Confidentiality

Due to the overall focus of the organization, all members **will be verbally briefed** concerning the **confidentiality of** topics and ideas discussed in general body meetings, **as well as confidentiality of** given members **due to the possibility of outing closeted members**. **Disciplinary actions will be taken by the executive board member if members violate this Article.**

Article III- Election / Appointment of Government Leadership

As previously stated in the constitution, the immediate Executive Board will consist of and must maintain the following four positions: Co-President I, Co-President II, Treasurer and Secretary.

Formation of the Executive Board will take place the fifth week of the academic spring **semester** and the Primary President or Co-Presidents will stand as the only elected position.

Presidential nominations can be made during the third week and up until 3 days prior to the Election Day as long as the current Secretary is notified with enough time to inform the standing general body. Nominations are to be recorded by the Secretary and repeated/forwarded to the general body of nominations made. Presidential candidates must be nominated by at least one active member (those who have attended more than **three general body meeting during a given academic semester** and this can include the nominees themselves.) On Election Day, Presidential candidates are to present a plan and vision for the following academic year, prior to the collection of ballots.

Voting will proceed through secret paper ballot, with the two highest vote recipients earning the Co-President positions. If there is only one nominee present or only one nominee to receive votes, then they will be entitled with the right to appoint the member to serve as the second Co-President.

Upon conclusion of election, the presidency holds the right and responsibility to appoint the required positions of Secretary and Treasurer. Appointments should be established prior to the following general body meeting. President and Treasurer training sessions are to be completed **at least two weeks before the training deadline for that semester**.

Any subsidiary organization operation chairs and/or committees (such as Historian, Webmaster, Public Relations, Community Service, etc.) are to be appointed by the presidency as well. Appointments for subsidiary positions can be established anytime throughout the academic school year.

Article IV- Executive Board

Executive Board members shall be held responsible for attending all general body meetings and arrive on time. If this duty cannot be accomplished in total, then the member must notify either co-president a day in advance of the meeting.

Article V - Advisor/Advisory Board Responsibilities

Faculty/Staff Advisors are to be present at one general body meeting a quarter, minimum. Advisor will serve as the second signer on any organization checks and mediator of any executive board or general body disputes (if conflicts arise). In addition, in the event that the executive board comes to a stalemate in a decision, the Advisor will stand as the deciding vote.

Article VI - Meeting Requirements

At least four voting members must be present in order for an official meeting to ensue. Members of the executive board are to attend all general body meetings unless notified otherwise. Decisions on group activities and programs are voted upon by **Executive board** members present, and with final decision in the hands of the Co-Presidents in the case of a stalemate. In order for voting to take place for any amendment of the constitution or by-laws, over half of voting members are required to be present.

Article VII - Method of Amending By-Laws

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

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