

## Little Gay Bookstore Constitution

### Article I

#### Section 1 – Name:

Little Gay Bookstore + Queer Beans Organization

#### Section 2 - Purpose:

To provide a safe environment for any and all marginalized groups to congregate and discuss queer literature, while giving a platform to promote queer writers and artists.

#### Section 3 – Non-Discrimination Policy:

The Little Gay Bookstore + Queer Beans Organization is committed to creating a space for all people. We do not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment. This is the whole purpose of our organization: inclusion.

#### Section 4 – Sexual Misconduct Policy

As a student organization at The Ohio State University, Little Gay Bookstore + Queer Beans Organization expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:

<https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

### Article II – Membership

II.a. The organization's voting membership is limited to currently enrolled Ohio State students. Others nonstudent members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

There are no requirements to be a member of this organization. There will not be any dues. Membership entails coming to at least three meetings per semester. Benefits include writing member on your resumes and discounts to Queer Beans Coffee Shop.

This organization does allow guests and non-members to attend, however, they hold no voting power. Guests and non-members do not receive benefits of membership.

II.b. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

### **Article III – Methods for Removing Members and Executive Officers**

III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

III.b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

III.c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

### **Article IV – Organization Leadership:**

IV.a. Required leadership positions:

- Primary Leader (President)
- Secondary Leader (Vice President)
- Treasurer
- Vice Treasurer
- Advisor

IV.b. Responsibilities

- Primary Leaders (Presidents) will be elected in the Spring and take their position in the Fall. Their term will last one year, until the following Spring. Their general duties include: Setting goals and vision, accurately representing the organization to the community, setting future leaders up for success, providing support, managing members, running and scheduling meetings with members, leaders, and

advisors, completing annual registration requirements, and acting as liaison to Little Gay Bookstore nonprofit.

-Secondary Leaders (Vice Presidents) will be elected in the Spring and take their position in the Fall. Their term will last one year, until the following Spring. Their general duties include: Attending and running meetings when President is unable, serve as voice of reason to President, and act as liaison to the Little Gay Bookstore Nonprofit. The Vice President will assist the President when their plate is full.

-Treasurers will be elected in the Spring and take their position in the Fall. Their term will last one year, until the following Spring. Their general duties include: Setting financial vision for the organization, keeping accurate records for financial security, demonstrate ethical spending, applying for funding, building and maintaining a budget, and approve or deny spending requests from members and other leaders.

-Vice Treasurers will be appointed in the Spring and take their position in the Fall. They will be appointed by the Treasurer once elected. Their term will last one year, until the following Spring. Their general duties include: Assisting Treasurer in all endeavors, double check bookkeeping, and come up with fundraising ideas.

-Advisors will be appointed by the President, and should they choose to accept, will accept their position in the Spring and take their position in the Fall. Their duties are whatever they are willing to take on.

## **Article V – Election / Selection of Organization Leadership**

To be eligible for office, you must be a student, and at least in junior standing. Students may run as sophomores in the Spring. For example, if a sophomore wants to run for office, they must run in Spring, and take office in Fall, therefore being a being a junior or third-year standing. Officers must be upperclassmen. This includes all positions: President, Vice President, Treasurer, and Vice Treasurer.

Terms last one year, and can be re-elected only one time, giving a maximum reign of 2 years.

Elections will be held in-person, but if a member cannot attend the meeting in which it is held, the vote will be electronically. Everyone will vote electronically, even though it is in-person.

Anyone interested can run for any position, as long as they meet the upperclassmen requirements. They must inform the President so they can create the poll.

Ballot Procedures are as follows: All officers will confirm the electronic poll and winners.

Elections will be held two weeks after Spring Break. Campaign Speeches may be given the week after Spring Break. Vice Treasurers will be appointed any time after election and before the semester ends. Appointed Vice Treasurer MUST be approved UNANIMOUSLY by future President, future Vice President, and Advisor.

If one is impeached, a special election will be held, and winner will take office immediately.

If someone resigns, a special election will be held, and winner will take office immediately.

#### **Article VI - Executive Committee**

I.a. Executive Committee will report general updates via email monthly for members who might miss meetings. The Executive Committee will consist of the President, Vice President, Treasurer, Vice Treasurer, and Advisor.

#### **Article VII - Advisor(s) or Advisory Board**

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. Responsibilities and expectations of advisors should be clearly and adequately described.

#### **Article VIII – Required Meetings**

Three general meetings and attending of one event (depending on how many there are each semester) required for membership each academic term except for summer.

#### **Article IX – Disruptive Behavior**

The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

#### **Article X – Method of Amending Constitution**

Methods for amending the constitution are as follows: Proposal to the board (President, Vice President, Treasurer, Vice Treasurer, and Advisor) and majority vote (at least three out of five) for it to go to a vote to general members.

#### **Article XI — Proposed Amendments**

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a three-quarter majority of voting members. The constitution should not be amended easily or frequently.

## **Article XII – Method of Dissolution of Organization**

Should any organization assets and debts exist, we will fundraise and pay back debts. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.

## **By-Laws**

### **Article 1 – Parliamentary Authority**

The rules contained in this constitution 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.

### **Article II- Membership**

Membership requirements are limited. This organization will hold open membership. There will be no dues. No one will get paid. Termination of membership will follow if they do not meet the requirements of three meeting per semester with the exception of Summer.

### **Article III- Election / Appointment of Government Leadership**

-Primary Leaders (Presidents) will be elected in the Spring and take their position in the Fall. Their term will last one year, until the following Spring. Their general duties include: Setting goals and vision, accurately representing the organization to the community, setting future leaders up for success, providing support, managing members, running and scheduling meetings with members, leaders, and advisors, completing annual registration requirements, and acting as liaison to Little Gay Bookstore nonprofit.

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-Advisors will be appointed by the President, and should they choose to accept, will accept their position in the Spring and take their position in the Fall. Their duties are whatever they are willing to take on.

#### Article IV- Executive Committee

Executive Committee will look at proposed amendments and possible expulsion of members, including impeachment of current leaders. Executive Committee consists of President, Vice President, Treasurer, Vice Treasurer, and Advisor. Executive Committee will send monthly email updates to all members for those that missed meetings.

#### Article V - Advisor/Advisory Board Responsibilities Expectations

Advisor(s) will attend and be as involved as they wish. Leaders will contact them if needed to vote.

#### Article VI - Meeting Requirements

Regular meeting requirements require members to read x amount of pages of a certain piece of queer literature before the meetings. Meetings will occur either weekly or bimonthly, depending on member availability, but no less than two times per month. If a vote occurs, at least 75% of general members must be in attendance in order for a vote to occur.

#### Article VII - Method of Amending By-Laws

By-laws may be amended by proposing in writing to Executive Committee. When the Executive Committee has a majority vote, the proposer may present to general members and read the proposal. The next week we will hold a vote at the next general meeting with a 3/4 majority vote of the membership present.