THE CONSTITUTION OF OUTSPOKEN

This document represents the operating constitution for OUTspoken as amended and approved by a majority of the current executive board on [today].

ARTICLE I – NAME

The name of this Representative Student Organization (RSO) shall be called OUTspoken, a LGBTQIA-related organization of Rochester Institute of Technology (RIT).

ARTICLE II – PURPOSE

The purpose of this organization is to be an advocate and raise awareness for the rights of gay, lesbian, bisexual, and transgender, queer, intersex, and asexual LGBTQIA students through:

   a.) Creating an environment within the RIT community that is inclusive to all sexual orientations and gender identities/expressions.
   b.) Identifying and addressing heterosexism, homophobia, and transphobia primarily within the RIT community with the long-term goal of eradicating these issues.
   c.) Encouraging personal growth of all LGBTQIA persons by providing educational, social and supportive programming and services.
   d.) Representing the interests and concerns of the LGBTQIA community to the Student Government of RIT and administration.
   e.) Partnering with other clubs/organizations to provide programs and services for all students represented by the LGBTQIA community.
   f.) Providing adequate resources such as online or through a drop box for students to open a line of communication between OUTspoken and the queer population.

ARTICLE III – DERIVATION OF AUTHORITY

OUTspoken shall recognize that it receives its right to function as an RSO from the Student Government of RIT.

ARTICLE IV – PROGRAMS AND SERVICES

OUTspoken shall implement programs and services in relation to the purpose of the Major Student Organization.

ARTICLE V – MEMBERSHIP

Section 1: A member of our organization is defined as any matriculated or part-time RIT student on our mailing list. Any student can request to be added to the mailing list by contacting the Representative at Large.

Section 2: Members of OUTspoken will have the opportunity to:
a.) Receive e-mail notifications regarding programs and services that are offered.
b.) Vote and run for executive board positions.
c.) Participate in random polls and surveys.
d.) Propose amendments to the constitution.

ARTICLE VI – EXECUTIVE BOARD

Section 1: The executive board shall consist of the following offices:
   a.) President
   b.) Vice President
   c.) Financial Director
   d.) Programming Director
   e.) Publicity Director
   f.) Representative at Large

Section 2: The President:
   The President shall serve and uphold the mission and vision of the constituency of OUTspoken and the Queer community by maintaining the following responsibilities and authorities:
   a.) Serving as the chief officer of the organization.
   b.) Regularly convening the executive board for the purpose of communication, constituent service, and project/program management
   c.) Identifying, fostering, and maintaining appropriate contact and communication with key constituent stakeholders, including, but not limited to:
      a. Weekly representation at Q Senate meetings.
      b. Attendance at the MSO President’s Roundtable meetings for Student Government
      c. A minimum of monthly meetings with the Q Center Director
      d. Regular semester meetings with the Director for The Center for Women and Gender
      e. Regular semester meetings with the Vice President for Student Affairs
      f. Regular semester meetings with the Vice President for Diversity and Inclusion
   d.) Ensuring that there is an authorized representative for OUTspoken at all Student Government Senate meetings.
   e.) Reviewing and approving any request by a member of OUTspoken’s Executive Board for absences from meetings impacting their primary responsibilities
   f.) Appointing and charging special committees as determined by the president, proposed by a majority vote of the OUTspoken Executive Board, or motioned by the Q Senate.
   g.) Voting on business only in the case of an equal division of voters.
   h.) Exercising the right to appoint and remove all special committees, but can be overruled by a majority vote of the executive board.
   i.) Accepts that an unexcused absence from a meeting shall be ground for dismissal.
   j.) Serving the constituency by providing a minimum of 4 office hours per week.

Section 3: The Vice President:
The Vice President shall serve and uphold the mission and vision of the constituency of OUTspoken and the Queer community by maintaining the following responsibilities and authorities:

a.) Shall assist the President in the conduct of the organization.
b.) Shall distribute the minutes and assign weekly action-items to specific e-board officers for each regular e-board meeting.
c.) Shall take over duties in temporary absence of the President.
d.) In case of permanent absence of the Vice President, Q Senate shall elect a new Vice President.
e.) Shall be a voting member of executive board meetings.
f.) Shall oversee tasks, committees, and day-to-day executive board functionality and report them to the President.
g.) In case of permanent absence of the President, the Vice President shall become President.
h.) Shall be responsible for the operations of elections and polling.
i.) Shall report to the President weekly.
j.) Shall review and approve any and all requests for another board member’s absence from a meeting.
k.) Serving the constituency by providing a minimum of 4 office hours per week.

Section 4: The Financial Director:
The Financial Director shall serve and uphold the mission and vision of the constituency of OUTspoken and the Queer community by maintaining the following responsibilities and authorities:

a.) Must be Financially Certified as outlined by RIT’s rules and guidelines.
b.) Must ensure that there is an authorized representative for OUTspoken at all Student Government Finance meetings.
c.) Shall manage and report on all finances from OUTspoken to the executive board on a monthly basis.
d.) Shall authenticate, by signature, all financial orders and procedures.
e.) Shall be responsible, along with the rest of the executive board, for preparing the budget for OUTspoken.
f.) Must have a knowledge and/or willingness to learn the RIT financial system and policies.
g.) Shall coordinate the usage of the procurement card and review of the monthly budget statements with the advisor.
h.) Shall provide training for financial directors of associated clubs and organizations within 30 days of the start of the academic year.
i.) Shall be a resource to associated clubs & organizations for the preparation of budget proposals or requests for additional funds.
j.) Shall report to the Vice President regarding projects and committees.
k.) Shall have weekly one-on-one meetings with the President.
l.) Shall take over duties in the event that the President and Vice President are temporarily unavailable.
m.) In case of permanent absence of the Financial Director, the President and Vice President shall hire a new Financial Director.
Section 5: The Programming Director:
The Programming Director shall serve and uphold the mission and vision of the constituency of OUTspoken and the Queer community by maintaining the following responsibilities and authorities:

a.) Shall coordinate events that are consistent with OUTspoken’s goals and purposes.
b.) Shall reserve appropriate rooms for each of OUTspoken’s events.
c.) Shall register and request appropriate services for each of OUTspoken’s events.
d.) Shall coordinate and lead all of OUTspoken’s community service efforts.
e.) Shall have weekly one-on-one meetings with the President.
f.) In case of permanent absence of the Programming Director, the President and Vice President shall hire a new Programming Director.
g.) Shall monitor and coordinate all services provided by OUTspoken board for the constituency.
h.) Shall be responsible for outreach initiatives for the OUTspoken board and the constituency.
i.) Serving the constituency by providing a minimum of 4 office hours per week.

Section 6: The Publicity Director:
The Publicity Director shall serve and uphold the mission and vision of the constituency of OUTspoken and the Queer community by maintaining the following responsibilities and authorities:

a.) Shall be responsible for all on and off campus advertising for OUTspoken.
b.) Shall be responsible for the creation, maintenance and general upkeep of the OUTspoken website, including: OUTspoken’s current e-mail, events, weekly meeting time, and executive board members.
c.) Shall be responsible for advertising all of the current quarter’s events on the OUTspoken site, through e-mail, and with Facebook events.
d.) Shall maintain and update OUTspoken’s Facebook Page.
e.) Shall maintain the mailing list and provide members with regular updates via email.
f.) Shall report to the Vice President.
g.) Accepts that an unexcused absence from a meeting shall be ground for dismissal.
h.) Supervises the staff artist for all for all appropriate duties listed above.
i.) Shall have weekly one-on-one meetings with the Vice President.
j.) In case of permanent absence of the Publicity Director, the President and Vice President shall hire a new Publicity Director.
k.) Serving the constituency by providing a minimum of 4 office hours per week.
l.) All artwork shall be approved by the President before publishing.
m.) In the case of an absent Staff Artist, the board may elect to use outside/freelance work.

Section 7: The Representative at Large
The Representative at Large shall serve and uphold the mission and vision of the constituency of OUTspoken and the Queer community by maintaining the following responsibilities and authorities:
a.) Shall be elected by the Q Senate.
b.) Shall coordinate and set the agenda for weekly Q Senate meetings.
c.) Shall be responsible for hosting and running any and all open forums by OUTspoken.
d.) Shall sit on Student Government’s Senate meetings.
e.) Shall have weekly one-on-one meetings with the President.
f.) In case of permanent absence of the Rep at Large, Q Senate shall elect a new Rep at Large.
g.) Shall keep minutes for executive board meetings and send them to the Vice President for distribution.
h.) Shall maintain communication via the OUTspoken email account.
i.) Serving the constituency by providing a minimum of 4 office hours per week.

Section 8: Administrative Advisor

a.) The administrative advisor to OUTspoken shall be the appointment of the Senior Director of Campus Life, and will be a regular administrative staff member with appropriate administrative and financial support to allow for oversight and management of budget and internal controls consistent with University expectations.
b.) Shall follow the responsibilities of the Administrative Advisor as indicated by the Center for Campus Life in accordance with RIT and Student Government guidelines.
c.) Shall be a non-voting member of the OUTspoken Executive Board, and expected to attend all Executive Board meetings.
d.) Shall meet weekly with the President and Vice President for OUTspoken.
e.) Shall advise and meet as necessary with all OUTspoken Executive Board members.
f.) Shall conduct all Executive Board conduct and GPA checks at time of elections, and at the conclusion of each semester during any individual’s term.
g.) Shall be supportive of the mission and principles of OUTspoken.
h.) Shall have the responsibility and accountability to authorize all OUTspoken financial transactions in accordance with RIT financial and expenditure guidelines.
i.) Shall have final review and approval of all OUTspoken promotions, marketing, and digital/social media prior to public release.
j.) Shall not have the authority to interfere with OUTspoken’s executive decisions unless in conflict with University policy, guidelines, and/or internal controls practices.

Section 9: Permanent Vacancies of Executive Board Members:

a.) Formal resignations of executive board members shall be documented, and acknowledged by the rest of the executive board, through email.
b.) In the event of the President’s resignation, the Vice President shall immediately replace the President, and the Publicity Director shall announce the application process to the current members. The submitted applications will be reviewed by the current executive board, and a vote by the executive board will determine the Vice President for the remainder of the academic year. Members will be informed of the selection via email.
c.) In the event of the Vice President’s resignation, the Publicity Director shall announce the application process to the current members. The submitted applications will be reviewed by the current executive board, and a vote by the executive board will
determine the Vice President for the remainder of the academic year. Members will
be informed of the selection via email.
d.) In the event of a resignation by any other member of the executive board, the
President and Vice President will present candidates for hire, pending a majority vote
of the executive board.

ARTICLE VII – ELECTIONS

Section 1: Eligibility of Officers:

   a.) Must be a current member of OUTspoken
   b.) Must be an on-campus member of RIT for at least one semester.
   c.) Must have an understanding of OUTspoken’s purpose, and a desire to assist in
      programming related to the education and advocacy of the Queer community.
   d.) Must have and maintain at least a 2.3 cumulative GPA.
   e.) Must not be an active executive board member of any other organization in the
      OUTspoken constituency.
   f.) Good conduct standing as defined by the Code of Conduct for RIT.

Section 2: Election Process:

   a.) Members will have the opportunity to vote for President and Vice President, as a
ticket, in a central ballot.
   b.) Voting will be held on the Student Government election calendar.
   c.) The candidate with greatest number of votes will be voted into office.
   d.) The President-Elect and Vice President-Elect will publicize and accept applications
      for the remaining e-board positions.
   e.) The President-Elect and Vice President-Elect will interview and hire the remaining e-
      board members based on their qualifications with the exception of the Representative
      at Large.
   f.) The President-Elect and Vice President-Elect will introduce their other executive
      board members for the next academic year to the Q Senate at the first Q Senate
      meeting of the next academic year.

ARTICLE VIII – Q SENATE

Section 1: Purpose of Q Senate

   The purpose of the Q Senate (QS) shall be to serve as an open forum for empowering
   community representatives to engage in actions and discussions that impact the
   community and to create a shared and structured accountability between the community
   at large and OUTspoken.

Section 2: Legislative Powers

   Voting ability is vested solely to QS representatives.
Section 3: Membership

The membership of the QS will consist of:

a.) A representative from each recognized and active club or organization serving RIT’s Queer community

b.) A facilitator, deemed the Rep At Large from OUTspoken’s Executive Board, and elected annually by the representatives of the QS.

c.) A faculty or staff advisor, selected and reviewed annually by the QS, and not the Administrative Advisor to OUTspoken.

d.) All members of the Executive Board of OUTspoken is required to attend QS meetings, to provide an OUTspoken report to the community, and to observe, give attention to, and understand the dialogues and interests of the community as represented by the QS.

Section 4: Duties of QS Members:

a.) Representatives
   i. Shall represent a club or organization as listed in Student Government’s or Fraternity and Sorority Life’s Recognition lists. Clubs recognized by the Q Center may also hold a voting seat. In addition, representatives from allied departments may hold a non-voting seat at QS.
   ii. Shall communicate business and/or ideas between represented constituency and the QS.
   iii. Shall be required to attend any QS sponsored community forums, town halls or other events.
   iv. Shall have the right to make a motion, second, object, call for a recess, table a motion, suspend a motion, and/or to close debate during the QS meetings.
   v. Shall be a voting member of the QS.
   vi. Shall have the authority to form ad hoc committees upon request by anyone from RIT and impacting the Queer community.
   vii. Shall select and approve chairpersons for any ad hoc committees.
   viii. Shall have the authority to nominate and elect any Representative at Large for OUTspoken.
   ix. Shall not be a member of the OUTspoken Executive Board during the tenure of their representation at QS.
   x. Any recognized club must petition (must include voting/non-voting as identified in the application) the current QS for their seat. Quorum must be met for a passing vote.

b.) Representative At Large
   Shall fulfill all responsibilities as outlined in Article VII, Section 7 of the OUTspoken By-Laws.
   i. Shall make changes to the form to apply for QS every semester as needed.

c.) OUTspoken President
   i. Shall serve as the speaker for OUTspoken.

d.) OUTspoken Vice President
   i. Shall take minutes for all Q Senate meetings.

e.) Faculty/Staff Advisor
   i. Shall be a full time member of RIT’s faculty or staff.
ii. Shall not be the OUTspoken Administrative Advisor.

iii. Shall be present as a non-voting member for all QS meetings.

iv. Shall provide direction and guidance with regard to meeting facilitation, Robert’s Rules of Order, and University policy and expectations for organizational operation and event planning.

v. Shall meet regularly with the Representative At Large to support meeting preparation and follow up.

vi. Shall meet regularly with OUTspoken’s Administrative Advisor to relay information and context for QS decision-making.

vii. Shall be supportive of the mission and principles of the QS.

viii. Shall have final review and approval of all QS promotions, marketing, and digital/social media prior to public release.

ix. Shall not have the authority to interfere with the QS decisions unless in conflict with University policy, guidelines, and/or internal controls practices.

ARTICLE IX – MEETINGS

Section 1: Executive board meetings shall be held weekly during the fifteen (15) academic weeks of each semester.

Section 2: Q Senate meetings will be held weekly on a regular day and time, beginning the second week of each semester. The meeting locations will be public and all members of RIT’s Queer community are invited to attend. Meetings will be closed.

Section 3: Each affiliated club/organization will have a reserved seat at the executive board meetings.

ARTICLE X – CONSTITUTION REVISIONS AND SUSPENSIONS

Section 1: Amendments to the constitution shall be passed upon a majority vote from the executive board.

ARTICLE XI – REVIEW OF THE CONSTITUTION

Section 1: The Executive Board shall review The Constitution each semester.

Section 2: This Constitution is intended to support and guide the principle and manner in which OUTspoken is to operate. If questions or confusion arise to this end, resources to support clarification are to include:

1. RIT’s Student Government
2. RIT’s Center for Campus Life
3. OUTspoken’s Administrative Advisor
4. The Q Senate’s Faculty/Staff Advisor
5. OUTspoken’s Executive Board
6. The Q Senate
7. The Queer Community