

Gay – Straight Alliance at Clayton State University

Constitution & By-Laws

Article I. Organization Name

The name of the organization shall be the Gay-Straight Alliance at Clayton State University.

Article II. Mission / Purpose

Section I:

The mission of the Gay-Straight Alliance is to promote education, tolerance and acceptance, regardless of sexual orientation, on Clayton State Campus.

Section II:

The purpose of the Gay-Straight Alliance shall be:

1. To create a safe haven for all students regardless of sexual orientation.
2. To educate and increase awareness of the University and surrounding community about the LGBT community and the issues facing the LGBT community.
3. To increase awareness and education of the Student Body and surrounding community about STD's and HIV / AIDS.

Article III. Membership & Dues

Section I

Membership in the Gay-Straight Alliance shall be open to all students, faculty, staff and alumni of Clayton State University.

Section II

Membership shall be maintained by the payment of dues which are established by the Executive Cabinet and approved by the Auxiliary Cabinet but shall not exceed the sum of \$30 per annum.

Article IV. Officers

Section I

The officers of the organizations shall consist of two cabinets, the Executive Cabinet and the Auxiliary Cabinet.

The Executive Cabinet shall consist of the President, the Vice President, the Secretary and the Treasurer.

The Auxiliary Cabinet shall consist of the Secretary, Marketing Coordinator and the Social Coordinator.

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Section II

The Duties and Powers of each office / cabinet are as follows:

The Executive Cabinet

The Executive Cabinet shall include the President, Vice President, Secretary and Treasurer. The Executive Cabinet holds the ultimate responsibility to ensure that the organization maintains budgetary alignment and that all initiatives are supportive of the organization's mission and goal. The Executive Cabinet has reserved rights in changing procedural process but may not make any changes that shall be deemed against the Constitution of the Organization by The Auxiliary Cabinet.

The Auxiliary Cabinet

The Auxiliary Cabinet shall consist of The Secretary, The Marketing Coordinator, and The Social Coordinator. The Auxiliary Cabinet is responsible for ensuring that all by laws and Executive Cabinet decisions are within the guidelines of the constitution and support the mission and goal of the organization. In the event of a tie within the Executive Cabinet, the members of the Auxiliary Cabinet shall provide the deciding vote, with the secretary receiving a reserved second vote.

President

The President shall oversee all operations of the organization ensuring that it operates within budgeted guidelines and that all initiatives support the mission and goal of the organization. The President will also be the formal representative of the organization in all formal functions and inter-organizational meetings. He or She shall be responsible for collaborating with other organizations to ensure cooperative initiatives across campus and the community. The President will also preside over most member meetings and shall reserve the right to call special membership, executive cabinet and auxiliary cabinet meetings. The President may also appoint special committees as deemed necessary by the President. The President has reserved rights to veto any constitutional amendment that is not passed with a 2/3 majority vote of official members.

Vice-President

The Vice President shall oversee all planning for any initiatives on or off campus. The Vice President will be responsible for ensuring that each initiative meets set deadlines and is completed within budgetary guidelines. The Vice President shall also ensure that all initiatives support the mission and goal of the organization. Should The President be unable or unavailable to fulfill his or her duty the Vice President shall be called upon to fulfill the duties of The President, this includes but is not limited to being a formal representative of the organization in formal functions and inter-organizational meetings, holding and chairing meetings in The President's absence, and working with other organizations to ensure cooperative initiatives across campus and the community. The Vice President has no reserved rights for veto of any constitutional amendment, however shall have a reserved right to extend an additional vote to any constitutional amendment that is not passed with a 2/3 majority vote of all official members.

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Secretary

The Secretary shall be responsible for recording accurate minutes of all membership and executive meetings and posting them to the SWAN Membership portal within 48 hours of the meeting. The Secretary shall also hold an updated membership listing that will be submitted to the Vice President at the beginning of each semester. The Secretary shall also track all volunteer hours that have been provided by each member for all GSA Sponsored events. He or She will also be responsible for providing a historical record of all GSA activities and work with the University Archivist in the library to maintain accurate information is held on record for future GSA Leaders. In the event that the Vice President is unable or unavailable to fulfill his or her duties The Secretary shall be called upon to fulfill the duties of The Vice President as described above.

Treasurer

The Treasurer shall be responsible for maintaining accurate financial records of the organization. This shall include monies owed, monies received and all requests for monies to be paid out of the organizations fund. The Treasurer shall also be responsible for all fundraising initiatives, up to and including the initiation of fundraisers, implementation of fundraisers, and the accurate recording and depositing of funds. The Treasurer shall also ensure that all initiatives are completed within budgetary guidelines and shall prepare the preliminary budgeting for the request of funds from the University each semester.

Marketing Coordinator

The Marketing Coordinator (MC) shall be responsible for the design of all marketing materials, including but not limited to: Flyers, Posters, Handbills, Table Tents, press releases and electronic media. The MC shall also be responsible for maintaining up to date information on the organization website and SWAN Group Page. The MC will ensure that all marketing materials comply with University Guidelines and support the mission and goals of the organization. He or She will also ensure the proper approval and distribution of all marketing materials. All marketing for events shall be prepared and final copies shall be presented to the Vice President for Approval within three weeks of the event date. The MC shall work with the Social Coordinator to promote the organization to the University and Community.

Social Coordinator

The Social Coordinator's responsibility is to ensure accurate and timely communication between the officers of the organization and the organizations members. The Social Coordinator (SC) will also be responsible for the recruitment of new members into the organization and will work with the Marketing Coordinator to ensure a unified message is distributed across campus and that the message shall be in line with the organization's mission and goal. The SC will also be responsible for organizing all social functions for the organization, including but not limited to: organization dinners, movie nights, study groups, and special outings. In addition the SC will be responsible for coordinating all volunteers at fundraising events and all organization initiatives (both exclusive and cooperative).

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Section III

The Election of officers shall be outlined in this section.

The Executive Officers shall be elected at the next to the last regular meeting of the academic year or a Steering Committee should be appointed to provide leadership until officers are elected, or as provided for by each organization.

The Auxiliary Officers shall be appointed by the Executive Officers at the beginning of each academic year by the second meeting of that academic year.

All officers must meet the following requirements:

- a. Currently enrolled Clayton State University Student
- b. Must be enrolled in a minimum of 9 Credit Hours
- c. Must hold a class standing of sophomore or higher
- d. Must be in good academic standing and have no sanctions from Student Affairs
- e. Must maintain a minimum GPA of 2.70 or higher
- f. Have been a member of the GSA in good standing for one semester

The candidates shall be nominated in the following manner:

A nominating committee or general members may request nominations from the floor or a combination of both these.

Voting shall be by ballot either paper or electronic via the SWAN

A majority of 3/4 of all votes cast shall be necessary for election.

Article V. Faculty Advisor

Section I

The Faculty Advisor shall be secured and recognized at the end of each academic year and shall serve for the following academic year.

Section II

The Faculty Advisor shall be recognized in accordance with University Guidelines and shall serve as the Fiscal Agent for student fees received by the University and raised funds as prescribed by the University. This shall not negate the duties of the Treasurer but shall ensure the uses of University Funds are within University Guidelines.

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Article VI. Meetings

Section I

The Gay-Straight Alliance shall hold a general members meeting at least once per month with a minimum of 4 meetings per semester at times decided by the organization.

Article VII. Quorum

Section I

A minimum of 2/3 of the members of record for this organization being present shall constitute a quorum to transact business.

Article VIII. Amendments

Section I

Proposed amendments shall be in writing and read at a regular meeting and shall be acted upon at the following meeting

Section II

This Constitution may be amended by a majority vote of 2/3 of the membership of the organization

Article IX. Ratification

Section I

A 2/3 majority of those present at the first meeting of the newly formed organization will be necessary to ratify this constitution