Preamble

We the members of Emory Pride subscribe to the regulations and policies of Emory University, the Emory University Student Government Association, and the College Council, do hereby establish this Constitution to govern the matters within our organization.

Article I. THE ORGANIZATION

1.1 Name

The name of the organization shall be Emory Pride, hereinafter referred to as either “Emory Pride” or “the Organization.”

1.2 Mission Statement

The mission of this organization is to create a safe space and provide opportunities for Emory students to engage in advocacy, education and social interactions to create a stronger and more inclusive lesbian, gay, bisexual*, transgender*, queer (LGBTQ), and ally community.

1.3 Vision Statement

This organization envisions a just and equitable Emory campus for all peoples, where each and every individual feels accepted and respected.

1.4 Values Statement

This organization operates under the following values:

- We value the inclusion and celebration of all individuals regardless of race, color, religion, sex, sexual orientation, gender identity, gender expression, nation of origin, age, disability, veteran’s status, HIV/AIDS status, or relationship status.
- Emory Pride also values an active commitment to creating a socially just and equitable campus environment. To achieve this, we value a community that is engaged in its own education and development.

1.5 Organizational Structure

The organization shall consist of the general membership and officers (the Executive Committee), elected by and from the general membership. The Executive Committee
shall consist of one President, a Vice-President of Internal Affairs, a Vice-President of External Affairs, a Secretary, a Treasurer and a Publicity Representative.

1.6 Status

This Constitution, which shall have become effective on 17 April 2013 with the approval of a majority vote by the general membership, is subject to revision or amendment by the processes enumerated herein.

1.7 Dissolution

The organization may be dissolved either voluntarily or involuntarily in accordance with the rules of Emory University.
Article II. Membership

2.1 Definition of Membership

Any registered student of Emory University may attain membership in Emory Pride. The Emory Pride will not discriminate in membership or programs on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, veteran’s status, HIV/AIDS status, or relationship status and prohibits such discrimination by its members. Membership of these groups should be encouraged.

2.2 Membership Status

Members of Emory Pride are considered active or inactive. All members that attend three or more weekly meetings, or volunteer at Emory Pride events or committees; or do a combination of the two options totaling three participations per semester are considered active members. All other students that attend Emory Pride events or meetings but do not meet the qualifications for active membership will be considered inactive.

2.3 Quorum

Quorum shall be set at 50% of all active members, not including members of the Executive Committee.

2.4 Benefits of Membership

The general membership of Emory Pride shall be entitled to the following benefits:

2.4.1 Participation in Emory Pride sponsored events, subject to provisions in the Emory Pride constitution.

2.4.2 Attendance at all meetings of the general membership and at special meetings as designated by the Executive Committee;

2.4.3 Eligibility for service on standing committees; and

2.4.4 Inclusion on Emory Pride listserv and Community

2.5 Benefits of Active Membership

Active members are entitled to the above general member benefits as well as the following benefits:

2.5.1 One (1) vote on organizational matters, including constitutional changes and elections;

2.5.2 Nomination of candidates from among the active membership for the Executive Committee

2.5.3 Eligibility for nomination to the Executive Committee
2.6 Term of Membership

General membership in Emory Pride shall be valid for as long as the member desires and participates in the organization. Active members must follow the guidelines as presented above.

2.7 Sanctions against Membership

Membership in Emory Pride may be revoked or temporarily suspended, or any member may be censured, for any one or more of the following reasons:

- 2.7.1 Failure to adhere to the organization’s perpetual charter;
- 2.7.2 Failure to adhere to the organization’s constitution;
- 2.7.3 Misappropriation of Emory Pride’s resources;
- 2.7.4 Personal threats against, or assaults on, the integrity of fellow members; or
- 2.7.5 Misrepresenting the organization.

Judgments in such matters shall rest with the special Judicial Committee. The Executive Committee and advisor will create a special Judicial Committee, as outlined in Section 2.8.4 and the By-Laws section 3.2. Suspensions may remain in effect for up to a maximum of one (1) year from the date of suspension; renewal of membership thereby may be delayed. Members on suspension shall be prohibited from participating in any activity with which Emory Pride is affiliated, unless another affiliated organization’s role takes precedence over Emory Pride’s role. Members challenged shall be accorded all due processes with no cruel or unusual procedures.

2.8 Procedures for Sanctions Against Membership

Revocations or suspensions of membership in Emory Pride or censures against members may occur only after procedures adhering to the guidelines outlined below:

- 2.8.1 Any member(s) seeking action against another member shall place before the Executive Committee a written statement of the charges being made. The date of receipt of the complaint will be considered the date of the initial charge. Such a statement would call for an investigation into the reason(s) for seeking action against the challenged member.
- 2.8.2 The Advisor shall provide a copy of this statement to the Secretary. The Secretary would then email, within one week, to the challenged member a copy of the charges against said student with the removal of the name of the member bringing the charges. The Secretary would include a request for the member to respond in writing to the charges within one week.
- 2.8.3 The Executive Committee would initiate a preliminary investigation into the charges in coordination with the organization’s advisor. This preliminary investigation shall commence within one week of the initial charges.
2.8.4 The Executive Committee and the advisor will then appoint a special Judicial Committee to conduct the hearing. The members of this judicial committee must have no personal stake in its decisions, and must be as unbiased as possible. Members of the Executive Committee may be on this judicial committee, but a majority must be general members. There must be three (3) or five (5).

2.8.5 A hearing would be held within four weeks of the initial charges. At that hearing, the initial charges, the challenged member’s written response, and the preliminary investigation’s results would be presented to the entire Judicial Committee and the organization’s advisor. A member of the Executive Committee must be present at this meeting. Any members with information bearing on the charges would be allowed to present such information at this meeting.

2.8.6 At the conclusion of the hearing, the Judicial Committee would reach a majority decision as to the sanctions, if any, to be applied. Discussions of the decision will be held in a closed meeting of the Judicial Committee and advisor only.

2.8.7 The Secretary will email, within one week, a copy of the findings to the challenged member, as well as to the member originally bringing the charges.

2.8.8 Any appeal by the challenged member must be filed in writing with the Judicial Committee within two weeks of the hearing. Appeals may be considered if new information is presented.

2.8.9 Sanctions will remain in force pending any re-hearing resulting from an appeal. Such a re-hearing will be held by the Judicial Committee within two weeks of receiving the written appeal, with all persons who appear at the original hearing given at least one week’s written notice by email or personal delivery of the re-hearing date, time, and place. Any re-hearing must again be an open hearing.

2.8.10 Decisions of the Judicial Committee after a re-hearing cannot be further appealed.

**Article III. EXECUTIVE COMMITTEE**

3.1 Definitions of the Executive Committee

Any active member of Emory Pride is eligible to serve on the Executive Committee.

3.2 Qualifications for the Executive Committee

Each member must satisfy the active membership requirements outlined in Section 2.2 of this document. The Executive Committee positions are the offices of President, Vice President of Operations, Vice President of Coordination, Treasurer, Secretary, and Advertiser/Publicity Manager. To qualify for any of these positions, the member must be willing and able to perform the duties and responsibilities involved in these elected
positions. The Executive Committee should also embody and mirror the values previously mentioned in Sections 1.3 and 1.4.

3.3 Duties and Unique Abilities of the Executive Committee

The Executive Committee acting as a whole is the only body within Emory Pride able to set rules and regulations for any of the organization’s activities. The Executive Committee is responsible for handling any necessary disciplinary actions as outlined in Sections 2.7 and 2.8 of this document. The Executive Committee is charged as a whole with overseeing the activities of its officers to ensure that their actions are proceeding for the benefit of Emory Pride. The Executive Committee, with input from the membership, shall also designate members of standing committees.

3.4 Terms of Office for Executive Committee Members

The President, Vice President of Internal Affairs, Vice President of External Affairs, Secretary, Treasurer, and Publicity Representative upon selection, shall serve for a period of one academic year, unless they are assuming a vacant seat on the Executive Committee, in which case they shall serve only until the end of that academic year. Without re-selection or re-election, no term of service on the Executive Committee may be more than one academic year. All members of the Executive Committee are eligible to be re-election.

3.5 Removal from the Executive Committee

Memberships on the Executive Committee may be revoked or temporarily suspended, or any member may be censured, for any one or more of the reasons enumerated in Section 2.7 of this document, or for any one or more of the following reasons:

3.5.1 Failure to adhere to the organization’s perpetual charter;
3.5.2 Manifesting no desire or interest to serve the goals of the organization;
3.5.3 Failing to perform assigned duties or functions;
3.5.4 Proving to be incapable of action or responsibility;
3.5.5 Performing financial misconduct;
3.5.6 Misrepresenting the organization; or
3.5.7 Failing to attend three (3) consecutive regularly-called meetings of the Executive Committee.

Judgments in such matters shall rest with the special Judicial Committee, appointed in similar ways outlined in Section 2.8.4 with the exception of the executive member challenged, and advisor. Sanctions shall be chosen so as to be as appropriate and reasonable as possible. All due processes will be accorded.

3.6 Procedures for Removals from the Executive Committee
Removals or suspensions from the Executive Committee of Emory Pride or censures against its members may occur only after procedures adhering to those in Section 2.7 of this document have been followed with the following changes, if necessary:

3.6.1 If the President is removed or temporarily suspended, the Vice President of Internal Affairs shall assume those duties until the return of the charged president or until an interim or general election occurs.

3.6.2 If the Secretary, Treasurer, or Publicity Representative is removed or temporarily suspended the presidents shall assume those duties until the return of the charged member or until an interim or general election occurs.

3.6.3 Whenever an executive position becomes vacant, active members should be encouraged to support the Executive Committee and participate in fulfilling the duties of the vacant executive position.

3.7 Other Vacancies of the Executive Committee

3.7.1 Resignation

In order to resign, any Executive Committee member shall give a written notice of such intention so that the matter may be addressed at the next Executive Committee meeting. Unless the member is resigning in whole from Emory Pride, membership in the organization is not affected. The position is considered vacant.

3.7.2 Temporary Leave of Absence

A Temporary Leave of Absence may be granted to an executive member if the member experiences a personal emergency that would prevent them from attending more than two consecutive executive and general body meetings.

3.7.3 For filling of vacant positions, see sections 3.6.1 to 3.

Article IV. MEMBERS OF THE EXECUTIVE COMMITTEE

4.1 President

The President shall be responsible for the overall operation and long-term vision of Emory Pride and monitoring, ensuring, and advancing Emory Pride's overall accomplishment of its mission with the following minimum duties:

4.1.1 Presiding and facilitating at all meetings of Emory Pride and its Executive Committee;
4.1.2 Preparing the agendas for the Executive Committee meetings;
4.1.3 Presenting matters to the membership and the Executive Committee;
4.1.4 Regulating the Executive Committee meeting times and locations;
4.1.5 Coordinating communications among Executive Committee members;
4.1.6 Working with Vice President of External Affairs to connect with campus organizations as well as external organizations for possible dialogues and/or collaborations;
4.1.7 Supervising the work of the other officers;
4.1.8 Supporting other officers and maintaining good Executive relations
4.1.9 Representing the organization to campus and outside agencies, groups, and individuals;
4.1.10 Attending the Leadership Round Table meetings.;
4.1.11 Acting as a liaison between Pride and University Administration;
4.1.12 Acting as an ex-officio on all Special Committees;
4.1.13 Supervising the work of the other officers.
4.1.14 Hold office hours for at least three hours a week in an accessible and consistent location (hours to be publicized to general body)
4.1.15 Voting at all Executive Committee meetings on issues discussed at those meetings;

4.2 Vice President of Internal Affairs

The Vice President of Internal Affairs shall be responsible for membership development and management of general body meetings of Emory Pride with the following minimum duties:

4.2.1 Planning of general body meetings;
4.2.2 Handling all room and location reservations as it pertains to the meetings;
4.2.3 Overseeing the execution of regular general meetings;
4.2.4 Filling in for the President when he/she/ze cannot perform his/her/zir duties;
4.2.5 Working with Vice President of External Affairs to negotiate and schedule performers or speakers for general body meetings;
4.2.6 Monitoring and anticipating members' sentiments, opinions, and needs so as to better inform Emory Pride's organizational plans and direction;
4.2.7 Monitoring and working on ensuring continual member engagement and retention;
4.2.8 Engaging inactive members for the work of Emory Pride;
4.2.9 Working with Publicity Representative to ensure that Executive Committee communicates regularly and consistently with members;
4.2.10 Holding office hours for at least 2 hours a week in an accessible and consistent location with hours publicized to the general body;
4.2.11 Coordinating work between all other officers;
4.2.12 Voting at all Executive Committee meetings on issues discussed at those meetings.
4.3 Vice President of External Affairs

The Vice President of External Affairs shall be responsible for creating and coordinating educational and social opportunities for general student body to engage with Emory Pride with the following minimum duties:

4.3.1 Developing and executing initiatives that help to create engagement opportunities between the general student body and Emory Pride, that would help with the advancement of Emory Pride’s mission and vision;
4.3.2 Planning and executing special events and meetings for the organization, including but not limited to Wonderful Wednesday, BBQ, Drag show, and the spring dance;
4.3.3 Handling all room and location reservations as it pertains to these events and meetings;
4.3.4 Filling in for the President when he/she/ze cannot perform his/her/zir duties;
4.3.5 Working with the Vice President of Operations to negotiate and schedule performers or speakers for regular meetings;
4.3.6 Holding office hours for at least 2 hours a week in an accessible and consistent location with hours publicized to the general body;
4.3.7 Voting at all Executive Committee meetings on issues discussed at those meetings.

4.4 Treasurer

The Treasurer shall maintain all financial records for the organization, with the following minimum duties:

4.4.1 Maintaining control of all financial instruments for Emory Pride including actual funds, moneys, checks, ledgers, and purchase orders;
4.4.2 Presenting regular financial statements to the Executive Committee;
4.4.3 Keeping an updated financial report at all times;
4.4.4 Depositing funds into the treasury and reimbursing appropriate people;
4.4.5 Completing paper work for reimbursements and deposits within one (1) week;
4.4.6 Developing and enforcing the annual allocated and self-generated budgets;
4.4.7 Writing bills requesting funds in coordination with the Co-Presidents;
4.4.8 Attending all mandatory treasurer trainings;
4.4.9 Assisting in the budgeting of all events;
4.4.10 Working with incoming treasurer on the budget for the next academic year;
4.4.11 Holding office hours for at least 2 hours a week in an accessible and consistent location with hours publicized to the general body;
4.4.12 Voting at all Executive Committee meetings on issues discussed at those meetings.
4.5 Secretary

The Secretary shall maintain all informational records for the organization, with the following minimum duties:

4.5.1 Maintaining and preserving records of all Emory Pride Membership and Executive Committee meetings (i.e. recording and preserving the minutes and sign-in sheets);
4.5.2 Maintaining the Constitutions of Emory Pride, along with any amendments, additions, and changes;
4.5.4 Maintaining information regarding the Membership including an updated list of active membership;
4.5.5 Keeping record of meeting attendance and updating active membership status;
4.5.6 Adding new members to the listserv within one (1) week;
4.5.7 Maintaining Community and Shared Documents, such as Google Drive;
4.5.8 Submitting semester reports;
4.5.8 Moderate elections with the help from another active member selected by the Executive Committee to be called the election moderator;
4.5.8 Holding office hours for at least 2 hours a week in an accessible and consistent location with hours publicized to the general body;
4.5.9 Voting at all Executive Committee meetings on issues discussed at those meetings.

4.6 Publicity Representative

The Publicity Representative shall assist with the operation of the organization with the following minimum duties:

4.6.1 Producing and distributing flyers for events and meetings in a timely manner;
4.6.2 Developing and disseminating weekly newsletters to the general body members;
4.6.3 Advertising for events and meetings through, including but not limited to: Community, Office of LGBT Life listservs, chalking, banners, flyers, etc;
4.6.4 Coordinating a calendar for the organization;
4.6.5 Maintaining all social media and other online sites (i.e., Community) of the organization, such as Facebook;
4.6.6 Working with both Vice Presidents to ensure Emory Pride’s continual visibility for both members and the general student body;
4.6.7 Holding office hours for at least 2 hours a week in an accessible and consistent location with hours publicized to the general body;
4.6.8 Voting at all Executive Committee meetings on issues discussed at those meetings.
4.7 Other Appointed Positions

The Executive Committee may create Ad-Hoc positions such as committee chairs and appoint an Emory Pride member to this position as is deemed necessary. This position will terminate at the end of the current semester unless it is renewed. Both actions require a majority vote by the Executive Committee. See the By-Laws for proper procedures in appointing Ad-Hoc positions.

Article V. ELECTIONS

5.1 Timing of Process

Elections are to be held the second week following spring break in March. The new Executive Committee is to take office during the last general body meeting of the academic year. The time between the election and transfer of power should be used to educate the new officers on their duties and responsibilities.

5.2 Nominations

Nominations for all Executive Committee positions will open the first week of February and close the week prior to elections. Once nominations have closed, the Executive Committee will add no additional names to the ballot. However, voting members can write in the name of an active member if said member has not been nominated. As previously mentioned, active members can only accept nomination for the position.

5.3 Election Procedures

5.3.1 The Secretary and the election moderator will facilitate the elections.
5.3.2 The Secretary will provide the ballot with all nominees to all active members. The ballot will include space for write-in candidates. The Secretary will confirm membership as ballots are being passed out.
5.3.3 The Secretary and/or the election moderator will introduce each position by reading the constitutional responsibilities of each position.
5.3.4 All nominees will be given an opportunity to present their platform (speech, handouts, or otherwise) for a total of five (5) minutes, which includes a two-minute question and answer period. During each nominee’s platform presentation all other candidates for that position should not be present in the room.

5.4 Voting Procedures

5.4.1 All active members will be given the opportunity to finalize their ballots after all nominees have presented their platforms.
5.4.2 Absentee ballots will be made available 72 hours prior to the election on all available listservs and Community. All absentee ballots must be hand delivered or emailed to the advisor or the advisor’s designee by the beginning of the general body meeting in which the election will be held.

5.5 Post-Election Procedures

The counting of ballots is to be handled by the advisor or advisor designee and the election moderator. After all ballots have been counted, the winners of the election will be announced.

5.6 Run-Off Election Procedures

In the case that no nominee wins the majority of votes, the top two candidates will participate in a run-off election the following general body meeting. All elections will follow the above regulations including absentee ballot regulations.

5.7 Remaining Vacancies

If an executive position is still vacant following a general election, vacancy guidelines as mentioned in Section 3.7.3 should be followed. Additionally, a special election will be held the following September.

5.8 Special Elections

Special elections may be held during the fourth general body meeting of the fall semester. All election procedures in sections 5.5 – 5.6 will follow with exception of the nomination process. Nominations for special elections will open after the first general body meeting and close the day after the third meeting has been held.

Article VI. MEETING

6.1 Executive Committee Meetings

Executive Committee meetings should be held on a regular basis. Special meetings may be called by any member of the Executive Committee, allowing at least one week’s notice, unless emergency situations prohibit such a notice.

6.2 General Membership Meetings

General membership meetings shall be held in accordance with the wishes of the general membership, but in no case will there be less than one meeting per month. Meetings shall be conducted in an organized manner, with the Executive Committee maintaining proper order.
Article VII. AMENDMENTS

7.1 Qualifications

The sole power to amend this Constitution of the organization shall be vested in the General Membership.

7.2 Procedures

7.2.1 Proposed amendments may be made by any member of the organization to the Executive Committee. The proposed amendment must be approved for balloting by the Executive Committee abiding by the 2/3 quorum rule. The secretary shall notify the author of the proposal of the Executive Committee’s decision and the timing, if any, of the proposal to the General Membership.

7.2.2 The President may also form a special legislative committee for the purpose of suggesting amendments to this Constitution. Such suggestions shall be proposed at a General Membership meeting.

7.3 Approval

Approval of any proposed amendment to the Constitution shall require a majority vote of members present at a General Membership meeting and absentee ballots received before the meeting and verified by the Secretary.

Amended and accepted this day, 7 December, 2009, by:
Olivia Wise, Co-President; Marina Santiago, Co-President; Michael Shutt, Advisor

Amended and accepted this day, 27 March 2013 by:
Shu Wen Ong, Co-President; Dohyun Ahn, Co-President; Danielle Steele, Advisor
Article I. PURPOSE AND STATUS

1.1 These By-Laws shall regulate the functioning of Emory Pride.
1.2 These By-Laws, which shall have become effective on 1 April 2013 with the approval of a unanimous vote of the Executive Committee, is subject to revision or amendment by the processes enumerated herein.

Article II. AD-HOC OFFICER

2.1 Only active members, as defined in section 2.2 of the Constitution, shall be eligible to become an ad-hoc officer.

2.2 Ad-Hoc officers shall be appointed by the Executive Committee.

2.3 Appointment Procedure

  2.3.1 Once the Executive Committee decides the necessity of the ad-hoc officer, the Executive Committee shall put into writing the specific powers, duties, and responsibilities of the Ad-Hoc officer as appropriate;
  2.3.2 The Executive Committee shall open nominations when and only when the powers, duties, and responsibilities of the position have been publicized to the general body members;
  2.3.3 The Secretary shall receive the nominations;
  2.3.4 Nominations shall close within two (2) weeks after initial opening of nominations;
  2.3.5 The Executive Committee shall review all nominations thoroughly and accord all due processes to every nomination, and decide on one nominee to be the ad-hoc officer;
  2.3.6 The Secretary shall notify the appointee within 48 hours after the Executive Committee’s decision;
  2.3.7 The appointee must accept his/her/zir appointment within 72 hours of notification in order to be considered that Ad-Hoc officer;
  2.3.8 The new Ad-Hoc officer shall be then publicly announced to the general body and assume all powers, duties, and responsibilities.

Article III COMMITTEES

3.1 Committees of any purpose may be created by the Executive Committee at any time as the Executive Committee sees fit. These committees will last until the end of the semester, unless it is dissolved by either the Executive Committee or by the committee itself, as deemed necessary and appropriate. The committee can be renewed in the following semester as the Executive Committee deems necessary and appropriate.
3.2 Membership of committees

3.2.1 Both active and inactive members of the organization, as defined in section 2.2 of the Constitution, are eligible to serve on any committees;
3.2.2 All committees shall be chaired by an Executive Committee member, unless the Executive Committee deems it necessary and appropriate to do otherwise;
3.2.3 No committees shall have fewer than three (3) members, including the chair person.

3.3 Procedures for creating a committee:

3.3.1 The Executive Committee shall determine the necessity of a committee for any purpose;
3.3.2 The charge and structure of the committee, as well as the powers, duties, and responsibility of the committee members shall be put into writing;
3.3.3 Nominations for membership of the committee shall open when and only when these purpose, charge, powers, duties, and responsibilities are made public to the general body members in writing;
3.3.4 The Secretary shall receive the nominations;
3.3.5 Nominations shall close within two (2) weeks after opening, unless the Executive Committee decides to extend the deadline due to a lack of nominations;
3.3.6 The Executive Committee shall review all nominations thoroughly and accord all due processes to every nomination, and decide on the members of the committee;
3.3.7 The Secretary shall notify the appointed members within 48 hours of decision of the Executive Committee
3.3.8 The appointees must accept their appointment within 72 hours of their notification in order to be considered members of the committee
3.3.9 The new committee members will be announced publicly to the general body and the committee shall take their full charge.

Article IV. AMENDMENTS

4.1 Qualifications

The sole power to amend these By-Laws of the organization shall be vested in the Executive Committee.

4.2 Procedures

4.2.1 Proposed amendments may be made by any member of the organization to the Executive Committee. The proposed amendment must be approved for balloting by the Executive Committee abiding by the 2/3 quorum rule.
The secretary shall notify the author of the proposal of the Executive Committee’s decision and the timing, if any, of the proposal to the General Membership.

4.2.2 The President may also form a special legislative committee for the purpose of suggesting amendments to these By-Laws. Such suggestions shall be proposed at an Executive Committee meeting.

4.3 Approval

Approval of any proposed amendment to these By-Laws shall require a unanimous vote of the Executive Committee.

Amended and accepted this day, 1 April 2013 by:
Shu Wen Ong, Co-President; Dohyun Ahn, Co-President; Danielle Steele, Advisor