**EOU MountainQueers Constitution**

**Article I: NAME OF THE ORGANIZATION**

**Section 1:** The name of this organization shall be the EOU MountainQueers (MTQR).

**Article II: MISSION**

**Section 1:** The purpose of the MTQR is to promote equal opportunities and equitable treatment of all individuals regardless of where they are located on the spectrum of gender. We seek to provide a safe space in which LGBTQ+ students and allies can come to foster important community relationships as well as have access to gender and sexuality resources available in the center. The MTQR seeks to accomplish this through advocacy and education as well as the potential active political participation in initiatives that would help to achieve greater equality and equitable treatment with regards to gender and sexuality.

**ARTICLE III: MEMBERSHIP**

**Section 1:** Membership within the MTQR will be defined in the following ways:

Active Membership: Defined as an active, weekly volunteer, taking part in MTQR events, attends one to two meetings a month.

Passive Membership: Defined as a member who is present in the MTQR, uses MTQR resources, but does not take part in MTQR events or volunteer weekly.

Inactive Membership: Defined as individuals who want to be taken off the e-mail list and do not wish to partake in further events or meetings. If a member does not attend one meeting within the school year then they will not be considered active.

**ARTICLE IV: STATEMENT OF NON-DISCRIMINATION**

**Section 1:** The MTQR does not, and will not tolerate any discrimination on the basis of race, color, ethnicity, sex, sexual orientation, or gender identity.

**ARTICLE V: OFFICERS OF ORGANIZATION**

**1. President:** This position will oversee, audit and manage the center. They will in charge of all the officers and volunteers tending to the center. The president is responsible for deciding when and where club meetings will be held. This should be done after consultation with other officers and making efforts to schedule the meetings at a reasonable time and place so that all, or the majority of executive officers will be able to attend.

**2. Vice President:** The Vice President helps to maintain the physical space of the center and resources and shares in the responsibility of event planning. The Vice President shall also assume any roles of the President in their absence. In the event that the President’s office becomes vacant it is at the Vice President’s discretion to either automatically vacate the role of Vice Presidency and assume the role of President for the remained of the elected term or remain in the office which the Presidency is unfilled or contested as part of a recall proceedings, the Vice President is responsible for the responsibilities of the President’s position until it is filled.

**3. Secretary:** It is the responsibility of the Secretary to communicate with club membership about MTQR meetings. The Secretary shall type up the agenda for club meetings, distribute them to club membership at or prior to meetings as well, as type up the minutes for in progress meetings. It is also the responsibility of the Secretary to send reminders about upcoming club meetings to the clubs members and contact list. It is the responsibility of the MTQR Secretary and MTQR President jointly to decide when and if other club business such as event announcements and reminders or other correspondence are to be delivered by the Secretary.

-In the event that the Secretary is unable to be at a meeting, they should make an effort to communicate this to the MTQR President so that a substitute can be found.

**4. Treasurer:** It is the responsibility of the Treasurer to know the status of the budget of the club, understand the funding relationship to S.A.G.E. and actively maintain the financial responsibilities of the club.

-When there is an event that takes place where money is to be collected it is the responsibility of the Treasurer to retrieve the money box. The Treasurer must count and recount funds with another member present and return and the money box as scheduled to Student Accounts.

-When there is an event that takes place it is the responsibility of the Treasurer to determine the appropriate amount that available for spending, which will then be voted upon or decided by officers and other members during scheduled S.A.G.E. meetings.

-In the event that the Treasurer is unable to be at an event, they should make an effort to communicate this to the MTQR President or Adviser so that other arrangements can be made.

**5. Public Relations Manager:** It is the responsibility of the Public Relations Manager to create press releases and statements for the club, club meetings, and club events through the MTQR Facebook. The Public Relations Manager is also responsible for the design of flyers and other promotional publications for the club.

**ARTICLE VI: COLLECTIVE RESPONSIBILITIES OF EXECUTIVE OFFICES**

**Section 1:** The executive offices of the club shall be known as “President”, “Vice President”, “Secretary”, “Treasurer”, and “Public Relations Manager”. The executive offices shall hold certain responsibilities collectively.

**Section 2:** Office Hours- In years that the club has office space, officers are collectively responsible for being present a minimum of 10 office hours per week during posted office hours times. Office hours are to divided equally unless arrangements between the officers are made to divide them differently.

**Section 3:** It is the collective responsibility of the club officers to create agendas for club meetings. It is at the discretion of the President what form this collaboration will take, but input from all executive officers is to be sought and considered.

**ARTICLE VII: COMMITTEES**

**Section 1:** Committees will be created and destroyed by the officers of the MTQR as needed through majority vote.

**ARTICLE VIII: FINANCIAL PROVISIONS**

**Section 1:** The MTQR funds will be spent for resources specific to the center and will be decided by majority from officers.

**Section 2:** The Treasurer along with one other member is required to access funds for all payments. -In the absence of the Treasurer it will be the duty of the President along with one other member to access the funds for all payments. In the event the Treasurer is unable meet their obligations they should make an effort to communicate with either the President or the Adviser.

**ARTICLE VIIII: ELECTIONS**

**Section 1:** Elections for MTQR Executive Position’s will occur every year at the beginning of Fall Term. Open positions and candidacy will be announced on the club Facebook page one to two weeks ahead of the subsequent meeting where voting will then take place.

**ARTICLE X: SPECIAL ELECTIONS**

**Section 1:** A special election may be called by agreement of club officers or at the discretion of the Adviser for any vacant or newly created officer position at any time during the school year. One weeks public notice of the open officer position(s) is to be given prior to the special election.

**Section 2:** In the event that all previously existing officer positions are not filled at the start of the term, they may be filled by special election at the first official MTQR meeting of the school year, or anytime following until they are filled, without needing to provide one week’s public notice of their vacancy. With the approval of the clubs Adviser, any member participating in the meeting may call for a special election if no officers elected from the previous year are present to call the special election.

**Section 3:** Terms of the executive officer positions shall be an entire year beginning the first day of Fall Term of the school year for which the officer was elected and lasting until the first day of Fall Term the next year. If an executive officer graduates over the summer or is set to graduate and

**Section 4:** In the event members of the group are unsatisfied with an Executive Office member, they should express their concerns to the President or Adviser and conversation will be facilitated privately. The Executive Member will be put on a one month trial. If members feel over the course of the one month trial that conditions have not improved, a Special Election will be held and the Officer will be removed.

**ARTICLE XI: ELECTION RECALL PROCESS**

Any member can verbally petition for the recall of an officer at any MTQR meeting or submit a petition declaring the necessity for a recall to the club President, Vice President, or Adviser. Any petition must be seconded or supported by an officer or additional officer (if recall petition was made by an officer), or the Adviser.

Once a petition has been seconded or supported the Adviser shall be made aware the recall process has been initiated. Because the President, Vice President, Secretary, or Adviser have the authority to announce the recall vote, the Adviser shall consult with the President and officers as to who shall make the announcement. The announcement of the recall vote to the club membership shall be made within 72 hours of the seconding or supporting of the petition over the club Facebook so that everyone can be made aware.

The recall vote will take place at the following meeting. It is the responsibility of the petitioner or approved proxy to explain why a recall is needed. The officer up for recall will then have opportunity to defend their position.

It is the responsibility of the President to preside over the recall vote meeting unless their position is the one being recalled or they are unable to attend in which case it will be up to the Vice President, or the Adviser to determine who will preside over the meeting.