

## Sexuality and Gender Equity (S.A.G.E.) Constitution

### Article 1. Club & Club Name

Section 1. The club is a student organization of Eastern Oregon University (E.O.U.) and is responsible for abiding by the rules outlined in the student club handbook published by the Center for Student Involvement (C.S.I.). The club and its members represent E.O.U. as a student club and are accountable to expected codes of conduct of the university, to any rules or restrictions placed upon it by C.S.I., and the guidance of the club's Advisor.

Section 2. The club shall henceforth be referred to as "Sexuality and Gender Equity" or the abbreviated acronym "S.A.G.E."

### Article 2. Mission & Vision of the Club

Section 1. Mission - S.A.G.E. seeks to promote both equal opportunities and equitable treatment of all individuals regardless of where they are located on the spectrum of gender. S.A.G.E. 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.

Section 2. Vision - S.A.G.E. opposes the belief in a gender binary that recognizes male and female as the only valid identities, and the group works to validate all gender identities and expressions as a part of achieving greater gender equality. The club is only concerned with sexuality to the extent that sexuality is often gendered by our society and recognizes a reality where variations of gendered expression may be expressed within and across sexual identity.

We believe in equal opportunities regardless of gender, including equal pay for equal work.

We wish to promote a safe environment for people of all genders and sexual orientations by disrupting transphobia, sexism, and homophobia to the extent that we are able.

We are committed to combating the stigma surrounding sexual assault reporting and work to alleviate the problems of sexual assault and domestic violence in our community and on campus.

S.A.G.E. will work to ensure that student voices are heard regarding campus decisions related to campus safety, diversity and equality, and resource access on issues relating to gender, sexuality, and parenthood.

One of the goals of the club is to recognize the diversity of opinions among those we represent. We realize that equality will look differently to different people in regards to individuality, collaboration, sexuality, marriage and courtship, and parenting.

### Article 3. Relationship to the EOU Gender & Sexuality Resource Center

Section 1. S.A.G.E. will act as an auxiliary to the Gender & Sexuality Resource Center (G.S.R.C.) and will encourage members to be involved with the center's operation or programming whenever volunteers are needed. When possible S.A.G.E. will coordinate their efforts in this regard with those of other interested parties on campus who have a stake in the operations of the center (e.g. The G.S.A., the A.S.E.O.U. Director of Diversity & Equity, etc.).

Section 2. It is expected that, until such time as E.O.U. has an operational center that is institutionally supported or that is fully supported through student fee dollars with its own director, S.A.G.E. will devote some of its networking and fundraising efforts to help with costs associated with operating the center. Such efforts may continue with the authorization of the resource center if it is fully supported institutionally or through student fee dollars should the club's membership desire.

Section 3. S.A.G.E. reserves the right to dictate how funds are raised by the club on behalf of the G.S.R.C. will be spent in support of the center. On an annual basis and at the discretion of the club's executive officers and advisor, a vote may be called to transfer responsibility of how any funds held by S.A.G.E. pertaining to the resource center are managed. A committee chaired by someone who is a club member may be formed, and this committee may include any E.O.U. students S.A.G.E. approves for it regardless of their club membership status. In the event that a committee including non-members is in control of decisions pertaining to the use of funds for the resource center, periodic reports to the club membership are expected.

Section 4. S.A.G.E. may offer use of any office space the club may hold for operations concerning the center. This shall be done in coordination with the S.A.G.E. officers responsible for office hours. Officers doing volunteer work for the G.S.R.C. conducted within S.A.G.E. office space may count that time concurrently as office hours held, provided they are also posted as regularly held office hours.

Section 5. S.A.G.E. is responsible, with the help of C.S.I., in keeping funds raised by the club but belonging to the G.S.R.C. separate from the club's other available funds. Funds

dedicated to the center are not to be used by S.A.G.E. for any purpose other than in support of the center.

Section 6. Ways in which funds are dedicated to the G.S.R.C. might be used include, but are not limited to, programming for activities and events associated with the center, purchase of resources including shared office resources, and any expenses necessary for the center's operation potentially including such things as training or payment for staff members or maintenance of a phone line. Any funds going towards payment of staff will be done through E.O.U. and follow all standard procedures for job postings, hiring, and payment.

#### Article 4. Membership -

##### Section 1. Active Members -

Active members are defined as individuals that attend at least one S.A.G.E. meeting or actively participate in an event sponsored or produced by the club, with that participation including active volunteering and involvement. This can be in the form of participating in club events, helping with planning or execution of event, and regular S.A.G.E meetings.

##### Section 2. Inactive Members

Inactive members include individuals who want to be taken off the email list and do not wish to participate in further events or meetings. If a member does not attend one meeting within the school year then they will not be considered inactive.

Article 6. We do not discriminate on the basis of race, color, ethnicity, sex, sexual orientation, gender identity, religion, age, physical and mental ability.

#### Article 7. Executive Offices & Their Collective Responsibilities

Section 1. The executive offices of the club shall be known as "President," "Vice President," "Secretary," "Treasurer," and "Promotions & Communications 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 hour times. Office hours are to be 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 Secretary what form this collaboration will take, but input from all executive officers is to be sought and considered.

Section 4. Committees - It is the collective responsibility of the officers to suggest any committees that they see fit for operations of the club. Any officer may propose at any time that a specific committee be created. Committees proposed by an officer may be approved in two ways: 1) consensus of the executive officers and the adviser *or* 2) by a majority vote of club membership present at a club meeting. It is also the duty of the officers to entertain suggestions for committees from club members and, if convinced of the committee's merit, propose its approval.

Section 5. Any officer may delegate their assigned responsibilities at any time to another officer or club member able and allowed to complete the task. Once help is consented to, the change in ownership of that responsibility should be clearly communicated to the S.A.G.E. President and the Advisor by both the officer relinquishing their responsibility and the individual accepting the responsibility.

Section 6. It is the joint responsibility of the officers and advisor to be at least temporarily conciliatory and accommodating to challenges another officer or adviser may face in meeting their responsibilities. All reasonable efforts to help one another shoulder the burdens of assigned responsibilities shall be made, and options for initiating the removal of an officer from a position through official recall proceedings shall be reserved for habitual or permanent dereliction of duties, egregious misrepresentation of the club, or other serious acts of misconduct.

#### Article 8. Responsibilities of Adviser & Individual Executive Office Positions

##### Adviser -

Section 1. The Adviser shall consult with the S.A.G.E. President on the direction and activities of the club. The Adviser may also work directly with one or more of the other officers on this as well if the President consents.

Section 2. The Adviser may bring any opportunities or concerns the Adviser may be aware of to the officers or the general membership at any meeting. The Adviser may also share personal perspectives on matters discussed and give general advice to the club or officers.

Section 3. The Adviser shall hear any concerns, complaints, or grievances brought to them by any officer or member. The Adviser has the right to call a meeting with any of the

officers collectively or individually to discuss any of these issues. The Adviser may also elect to call a special meeting of the club to discuss an issue if they deem it necessary and the President refuses to call the meeting.

Section 4. The Adviser shall enact any disciplinary or regulatory measures they see necessary for the club to continue operation within the expected codes of ethics and conduct of the university.

Section 5. Advisers Role in Elections - It is the Adviser's responsibility to tally votes and announce the results of elections.

Section 6. Adviser's Role in Recalls - In the event the S.A.G.E. President is habitually failing to meet the responsibilities of the office or is unresponsive. The Adviser may consult with the officers, or the general membership if the Adviser deems it necessary, to discuss a potential recall of the President. The Adviser may then facilitate a vote as to whether or not the recall process shall be initiated for the office of the President. For the recall of any other office the Adviser will consult with the President following the procedures for recalls.

#### President -

Section 1. The President is responsible for deciding when and where club meetings will be held. This should be done after consultation with the other club officers and making efforts to schedule the meetings at a reasonable time & place so that all, or the majority of, executive officers will be able to attend. The president also has the authority to call special officer meetings that are closed to the general membership for the purposes of planning, conducting internal business, or addressing any club issues that may need to be discussed privately by the club's executive leadership. All executive officers and the Adviser are to be invited to any closed meetings called by the President.

Section 2. The President is responsible for conducting club meetings. It is at the President's discretion what rules, if any, will be followed during meeting procedure.

Section 3. Working closely with the club's advisor, the President shall provide general club leadership and direction. The President may make any special announcements the President deems necessary to the general membership or the officers.

Section 4. The President is to oversee that responsibilities of the other officer positions are being met. In the event that they are not being met, the President shall make reasonable

attempts to remedy the situation with the officer derelict in duties. If the problem is otherwise unresolvable or persists, the President has the right to redistribute or change job duties for any position in consultation with, and approval of, the Adviser. Any such changes should be clearly stated to the officer(s) affected and specified as to whether they are temporary or for the remainder of the elected term.

Section 5. If the President becomes unable to meet the office's responsibilities and no one else can be found to shoulder those responsibilities, the President shall inform the Adviser and consult with the Adviser on how best to proceed.

### Vice President -

Section 1. The Vice President shall 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 Vice Presidency and assume that role of President for the remainder of the elected term or remain in the office of Vice President and open the Presidency up for a special election to be filled by another. At any point in which the Presidency is unfilled or contested as part of recall proceedings, the Vice President is responsible for the responsibilities of the President's position until it is filled.

Section 2. The Vice President shall oversee recruitment efforts for the club including recruitment of E.O.U.'s online student population. The Vice President shall work closely with the S.A.G.E. Promotions & Communications Manager concerning how to best market the club to prospective members. As part of the oversight of recruitment the Vice President may initiate tabling or other methods of increasing the club's visibility. Some duties associated with these efforts may be delegated to the Promotions and Communications Manager. The Vice President shall also be involved with decisions made as to how to best include online students, and if a committee has been formed to address this, the Vice President shall be a member of the committee.

Section 3. The Vice President shall also be concerned with member retention and shall make sure that members experiences with S.A.G.E. are being periodically evaluated. It is at the Vice President's discretion as to how this shall be achieved. The Vice President shall promote inclusivity of all members so long as those members actions and viewpoints are in line with the mission and vision of the club. The Vice President shall seek ways that the membership may be educated about marginalization and invalidation. With the approval of the President, the Vice President has the authority to institute any internal best practices of the club deemed necessary by the Vice President to help retain membership.

Section 4. If this officer realizes an inability to meet any of the responsibilities particular to this office and they are unable to find someone else to shoulder those responsibilities, they shall inform the S.A.G.E. President and consult with the President on how best to proceed.

#### Secretary -

Section 1. It is the responsibility of the Secretary to communicate with club membership about S.A.G.E. meetings. The Secretary shall type up the agenda for club meetings and distribute them to club membership at, or prior to, meetings. It is also the responsibility to send reminders about upcoming club meetings to the club's list of member contacts. It is the responsibility of the S.A.G.E. President and S.A.G.E. Secretary to decide jointly if and when other club business such as event announcements and reminders or other correspondence are to be delivered by the Secretary.

Section 2. The Secretary shall take minutes during meetings or find a replacement to take minutes in the event that the Secretary is unable to be at a meeting. This delegation of another to fulfill the role of notetaker shall be communicated to the S.A.G.E. President prior to the meeting. In the event that the Secretary is not present at a meeting but no designation of substitute notetaker has been made, it is at the President's discretion as to who to select to record minutes at the beginning of the meeting.

Section 3. The Secretary is to maintain the organization of agendas and minutes in a way that is easily accessible to all members, non-members, and officers.

Section 4. If this officer realizes an inability to meet any of the responsibilities particular to this office and they are unable to find someone else to shoulder those responsibilities, they shall inform the S.A.G.E. President and consult with the President on how best to proceed.

#### Treasurer -

Section 1. It is the responsibility of the treasurer to know the status of the budget of the club, understand the funding relationship to the G.S.R.C. and actively maintain the financial responsibilities of the club.

Section 2. When there is an event that takes places where money is to be collected the treasurer is responsible for retrieving the money box and money, count and recount funds with another member present, return the money box and money as scheduled by Student Accounts.

Section 3. When there is an event that requires purchasing items it is the responsibility of the treasurer to determine the appropriate amount that is available for spending, which will then be voted upon or decided by officers and other members during scheduled S.A.G.E. meetings

Section 4. If this officer realizes an inability to meet any of the responsibilities particular to this office and they are unable to find someone else to shoulder those responsibilities, they shall inform the S.A.G.E. President and consult with the President on how best to proceed.

#### Promotions & Communications Manager -

Section 1. It is the responsibility of the promotions and communications manager to create visual media, including but not limited to posters, flyers, brochures, cards, and handouts for advertising the club, club meetings, and club events to be submitted for approval by fellow officers.

Section 2. It is the responsibility of the promotions and communications manager to create press releases and statements for the club, club meetings, and club events.

Section 3. If this officer realizes an inability to meet any of the responsibilities particular to this office and they are unable to find someone else to shoulder those responsibilities, they shall inform the S.A.G.E. President and consult with the President on how best to proceed.

#### Article 9. Elections & Terms of Office -

Section 1. Spring Elections for the Coming Year - Elections for new officers shall take place between the 6th and 9th week of Spring term. At least one week's public notice that S.A.G.E. elections will take place prior to the spring term elections.

Section 2. Special Election - 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 week's public notice of the open officer position(s) is to be given prior to the special election.

Section 3. In the event that all previously existing officer positions are not filled at the start of fall term, they may be filled by special election at the first official S.A.G.E. 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 club's Adviser, any member participating



in the meeting may call for a special election if no officers elected from the previous spring are present to call the special election.

Section 4. 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.

Section 5. For any event or issue occurring over the summer, officers who have been elected during the previous school year may transfer responsibilities to incoming elected officers with their consent. In the event that outgoing or incoming officers are nonresponsive over the summer, it is the prerogative of any existing outgoing club officers and the adviser as to how job duties may be distributed over the summer.

Section 6. The adviser has the responsibility of tallying votes and announcing election results. It is the discretion of current club officers and the Adviser as to the manner the voting shall take place. When possible, efforts that help maintain voter anonymity may be sought.

#### Article 10. Recall Process -

Any member can verbally petition for the recall of an officer at any S.A.G.E. meeting or submit a petition declaring the necessity for a recall to the club president or adviser. Any petition must be seconded or supported by an officer, or an additional officer (if a recall petition was made by an officer), or the adviser.

Once a petition has been seconded or supported, the adviser shall be made aware that the recall process has been initiated. Because the 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.

The recall vote meeting may not occur sooner than one week from the announcement that a recall vote will be had. If the recall petition is seconded or supported after the eighth week of a term, the recall vote meeting may be scheduled for the following term.

At the recall vote meeting the petitioner or approved proxy has the responsibility to explain why a recall is needed. The officer up for recall will then have the opportunity to defend their position.

It is the responsibility of the club 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 adviser and other officers to determine who will preside over the meeting.

All active members, including the officer being recalled, have the right to participate in voting. A simple majority vote will decide the outcome of the recall decision.

Article 11. Procedures for Constitutional Amendment - Proposed at one meeting to be voted upon in the next in order to allow for time for members and officers to fully understand what any changes will impact. When an amendment is proposed, the individual proposing it must explain to the fullest extent as to why the individual feels an amendment is needed. These will be set up as a special meeting or at a S.A.G.E. meeting, whatever is determined to be the best for the given situation. All changes must be decided upon through the consensus of the majority vote.