

## **BYLAWS OF THE VSU CAMPUS PRIDE CONNECTION**

### **SECTION I: PURPOSE AND AUTHORITY**

- A. The purpose and mission of VSU Campus Pride is to raise the voice of Valdosta State University students, staff, and faculty members who identify with the LGBTQ+ community by maintaining a safe space; individuals may discuss concerns and resolutions, provide university programs and services, and empower one another through transformative advocacy and action on and off campus.
- B. VSU Campus Pride (VCP) may consult with and make recommendations to other appropriate units and organizations of the university.
  - 1. VCP will provide a forum for open communication of ideas on LGBTQ+ issues.
  - 2. VCP will develop and maintain a university-wide communications network to provide for efficient transmission of relevant information to all university, faculty, staff, and students.

### **SECTION II: MEMBERSHIP AND VOTING**

- A. Membership: VCP is open to all university faculty, staff, and students.
- B. Voting: All listed members will be able to vote on general committee business. All motions must have a fifty-one percent vote to pass. The chairpersons will settle all ties.
- C. No new item of business shall be voted on until the next regularly scheduled meeting following the meeting at which the item was first discussed by VCP. This rule may be waived by a simple majority vote of the Officers.
- D. In order to establish a quorum, a minimum of eight (8) members is required to be present for passage of all main motions. This number may change based on the average number of members attending general committee meetings.
- E. Voting shall be by a show of hands or electronically through a survey, unless otherwise ordered by VCP.

### **SECTION III: TERMS OF SERVICE**

- A. Terms of Executive Committee Officers begin July 1 of each fiscal year and conclude on June 30.

- B. The term of service for an elected Executive Committee Officers is two (2) years. One exception is the position of Chair Elect, who serves three (3) years—one year as Chair Elect before assuming the position and duties of the Chair in the following fiscal year.

#### **SECTION IV: ELECTIONS**

- A. An election shall be held each year to replace the officers whose terms have expired according to the following procedures:
  - 1. At the April VCP meeting, open Officer positions shall be determined and announced and nominations as well as applications shall be made available immediately after the meeting. Information about the role and expectations of a VCP Officer shall be included in the meeting.
  - 2. Electronic voting shall take place through the May meeting at which winners shall be announced. If an opening occurs for an At-Large position, all eligible VCP members may vote.
  - 3. Newly elected Officers shall be invited to the June meeting as a courtesy and their two (2) year term of office shall begin July 1. One exception is the Chair Elect, who serves for three (3) years—one year as Chair Elect followed by two years as Chair.
- B. Officers shall be elected based on a popular vote of eligible members. In the event of a tie, the Chairs shall cast the tie-breaking vote.
- C. Should an Executive Committee vacancy occur during a term of office, the Executive Committee shall have the option to appoint an Interim Executive Committee Officer or hold elections during the next scheduled VCP meeting.
- D. The Committee may fill a vacancy by appointment until the next general election; however, preference must be given to the second highest vote recipient from the election from which the exiting Officer was elected. When a vacancy is filled by appointment, the Appointee shall serve the remainder of the fiscal year, at which time the position must be filled by election.
- E. VCP members are encouraged to join a committee. Committees that do not have a chair will elect a chair once formed. Ad hoc committees are chaired by the Chair Elect.

#### **SECTION V: MEETINGS**

- A. Regular meetings will be held monthly throughout the year. Items to be reported or discussed shall be sent through email to the VCP membership. Agenda items will be discussed by the Executive Committee before the regularly scheduled VCP meeting.

B. Special meetings may be called by the Executive Committee. This may include social events and serve the purpose of building community among the membership.

C. Absences

1. Elected Officers are expected to attend all VCP meetings. An Officer may have no more than two (2) absences in a fiscal year (July through June). After two (2) absences, the Officer may be removed from their position. Officers on a leave of absence beyond one (1) semester shall be removed from their position.

2. In the event that an Officer cannot attend a meeting, the Officer may appoint a proxy. Officers must notify the Secretary, in writing, the name of the proxy prior to the scheduled meeting. An Officer shall not be counted as absent if the proxy is in attendance at the meeting. No person may represent more than one (1) other Officer at a meeting.

## **SECTION VI: EXECUTIVE COMMITTEE**

A. VCP will be represented by co-chairs representing the three sections of membership: Faculty, Staff, and Students. The VCP Executive Committee will consist of the following elected officers:

1. Faculty Chair
2. Staff Chair
3. Student Chair
4. Chair-Elects
5. Secretary
6. Treasurer
7. Public Relations Officer

B. Executive Committee Officer Responsibilities and Duties

1. All Officers

- i. Hold administrative rights and access to the VCP listserv and BlazeVIEW.
- ii. Update information relevant to their position or subcommittee on BlazeVIEW.
- iii. Report updates to the Secretary one week before the Executive Committee meeting in order to prepare for the meeting agenda.

2. Chairs

- i. Responsible for conducting Executive Committee and VCP monthly meetings.

- ii. Serve as the primary contact and representatives for VCP.
  - iii. Coordinate with the Executive Committee to have meeting agenda prepared and distributed.
  - iv. Oversee issues and concerns related to membership.
  - v. Keep the VCP membership informed on various projects.
  - vi. Appoint chairs to various committees.
  - vii. Prepare annually, or as often as necessary, a report of the activities of VCP.
3. Chair-Elects
- i. Serve as Chair-Elect for one year before assuming the position and duties of the Chair in the following fiscal year.
  - j. Assist the Chair and performs the duties of the Chair in the absence of the Chair.
  - ii. Attend Executive Committee meetings and VCP monthly meetings as a voting Officer.
  - iii. Serve as Chair to Ad Hoc committees.
4. Secretary
- i. Records meeting minutes, attendance, maintain records, and distributes information to committee members.
  - ii. Notifies committee members of all VCP meetings.
  - iii. Assists and performs the duties of the Chairs and the Chair-Elects in their absence.
  - iv. Attends Executive Committee meetings and VCP monthly meetings.
  - v. Communicates any proposed amendments to the Bylaws prior to the next regularly scheduled VCP meeting.
  - vi. Maintains a binder containing written records of VCP activities, including committee minutes and reports, treasurer reports, newsletters, correspondence, etc.
  - vii. Updates the VCP website in collaboration with the Public Relations Officer.
  - viii. Submits all Secretary notes, meeting minutes, and important documents to the University archive.
5. Treasurer
- i. Maintains records and distributes information as it pertains to VCP finances.
  - ii. Attends Executive Committee and VCP monthly meetings.
  - iii. Responsible for receiving and disbursing VCP funds. Verifies funds and signs completed service request forms before submission to printing, warehouse, central supplies, and other entities. Purchases supplies as needed. Makes deposits in Foundation accounts.

- iv. Maintains a binder containing written records of VCP financial activities, including treasurer reports and other financial documents. Implements the audit of the financial records of VCP.
6. Public Relations Officer
- i. Notifies campus-wide University distribution listservs members of all upcoming VCP events.
  - i. Attends Executive Committee meetings and VCP monthly meetings.
  - ii. Updates the VCP website in collaboration with the Secretary.
  - iii. Serves as Chair to the Outreach Committee.

## **SECTION VII: VCP COMMITTEES**

- A. Employee Relations: Chaired by the Faculty Chair and Staff Chair, is responsible for representing and addressing LGBTQ+ issues and concerns relevant to faculty and staff membership.
- B. Student Relations: Chaired by the Student Chair, is responsible for representing and addressing LGBTQ+ issues and concerns relevant to student membership.
- C. Language and Policy: Chaired by a member elected by the committee, is responsible for formulating and recommending policies and procedures relevant to LGBTQ+ issues and concerns, using the University Policy on Policy process. The Language and Policy Committee shall perform maintenance to the Bylaws and shall present recommended changes at regularly scheduled meetings for discussions and make necessary corrections.
- D. Education and Training: Chaired by a member elected by the committee, is responsible for developing, advising, and coordinating training and educational opportunities that further awareness and advocacy of LGBTQ+ issues and concerns.
- E. Outreach and Publicity: Chaired by the Public Relations Officer, is responsible for increasing visibility of VCP both on campus, through the distribution listservs, and via web, notifying University members about all upcoming VCP activities and events, and coordinating collaborations with other appropriate units and organizations of the university. The Outreach and Publicity Committee shall perform maintenance and updates to the VCP website.
- F. Ad Hoc Committees: Chaired by the Chair Elect. Ad Hoc Committees shall be created and disbanded as deemed necessary by the Executive Committee. Ad Hoc Committees shall be created to address short-term needs and shall be dissolved once those needs have been addressed as determined by the Executive Committee. If needs become part of

VCP's long-term mission, the Executive Committee shall vote whether to make the Ad Hoc Committee a standing VCP committee.

#### **SECTION VIII: BYLAWS**

- A. The Language and Policy Committee shall maintain the Bylaws with the assistance and review of the Executive Committee. The bylaws shall be reviewed as needed and no less than once every three (3) years.
- B. Any proposed amendments will be read at the next VCP monthly meeting and voted on by the members at the following VCP monthly meeting. Changes to the Bylaws require a majority vote of the VCP members.