

**CONSTITUTION
of
Spectrum UNL**

Preamble

We, the members of the University of Nebraska-Lincoln's Spectrum, do hereby ordain and establish this constitution to govern the administration of our student organization.

Article 1: Name

The name of this organization shall be Spectrum UNL.

Article 2: Purposes

The Purposes of this organization shall be:

1. Fostering a supportive, comfortable environment for the lesbian, gay, bisexual, transgender, and queer community and their allies, as well as those who may be exploring or questioning their sexual and/or gender identities.
2. Advancing and maintaining the dignity and integrity of the lesbian, gay, bisexual, transgender, queer, and ally community on UNL's campus and throughout Lincoln as a whole.
3. Creating and presenting information about human sexuality, sexual orientation, gender expression, and gender identity for the lesbian, gay, bisexual, transgender, queer, and ally community and UNL as a whole.
4. Providing information, upon request, on the possible impacts, both positive and negative, of certain political candidates and legislative items, on the lesbian, gay, bisexual, transgender, and ally community.
5. Advocating for the advancement of lesbian, gay, bisexual, transgender, and queer peoples by creating events and taking an active stance on issues that may concern the well-being of the community on UNL's campus and beyond.

Since it is our belief that all forms of oppression are related, and because gay, lesbian, bisexual, and transgender people come from all walks of life, Spectrum UNL will cooperate with other organizations which combat racism, sexism, ableism, and other forms of oppression.

Spectrum UNL will not undertake any activities or programs that do not directly relate to its primary functions as listed above. If other LGBTQA organizations or individuals wish to start new activities that are not covered by Spectrum UNL's mission, Spectrum UNL will cooperate whenever possible.

The ways Spectrum UNL will assist other groups include:

1. Posting notices of activities in the student organization office.
2. Allowing new groups to use the student organization office for meetings, subject to Executive Board approval and rules.

3. Offering advice and information about resources available on campus.
4. Referring interested individuals to the other groups affiliated with the combat of oppression.

Article 3: Membership

Section 1: Eligibility

This organization does not discriminate in the selection of its members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of sex, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, gender identity or expression, place of residence, or sexual orientation.

Membership in Spectrum UNL is open to anyone who supports the mission of the student organization.

This student organization shall consist of at least five currently enrolled members. Nonstudents will be allowed to participate in any student organization activity, but will not be a voting member, or an elected or appointed officer of said organization. A non-student is someone who is not currently enrolled at the University of Nebraska-Lincoln for the fall or spring semester.

Section 2. Methods of selecting members.

Membership selection is based solely on an individual's desire to participate in Spectrum UNL.

Section 3. Types of members.

Non-voting membership shall be open to anyone. Voting membership shall be open to any currently registered UNL students that have attended at least one meeting prior to voting.

Section 4. Methods of revoking membership

If any member of Spectrum UNL feels threatened or menaced by another member of Spectrum UNL they may request that the threatening member be expelled from Spectrum UNL. A complaint of threatening or menacing behavior must be presented in writing to the Executive Board. The Executive Board will review the complaint and present it to the general membership at the next general meeting.

A two-thirds majority of the voting members present at that meeting will be required to expel any member from Spectrum UNL.

The Executive Board is empowered to recommend alternative actions to expulsion (i.e. written apologies, etc.) in less extreme cases. Such actions do require the approval of the general membership.

Any person expelled from Spectrum UNL may petition the Executive Board in writing for reinstatement. The Executive Board shall present such a petition before the membership for a vote at the next general meeting. A two-thirds majority of the voting members present at that meeting is required to grant reinstatement.

Article 4: Executive Board

Section 1. Functions of the Executive Board

The members of the Executive Board will be accountable for coordinating the various functions of the organization. This does not mean they are personally responsible for completing all tasks, but are responsible for making sure that all tasks are completed.

Section 2. Number of Members

There shall be no more than five members on the Executive Board. However, this number may be changed by a unanimous vote of the voting membership.

Section 3. Executive Board Selection Process

1. Candidates must announce candidacy by the general meeting prior to Spring Break to the present general membership.

1A. If a candidate is unable to attend the meeting, they may send an email to the current Executive Board to announce candidacy.

1B. Members that wish to be an officer of the Executive Board must meet the following qualifications:

- (a) demonstrates an ability to complete tasks specific for role(s) one is applying for;
- (b) has attended majority of general and/or executive board meetings of the year; if conflict arises, makes an effort to be up-to-date with Spectrum UNL happenings via the current Executive Board;
- (c) has followed through on commitments to Spectrum UNL;
- (d) demonstrates the ability to engage the membership;
- (e) demonstrates compassion for general members' concerns regardless of personal opinion;
- (f) demonstrates consideration for Spectrum UNL's best interest regardless of personal goals.

2. Executive Board selections will take place at the general meeting directly following Spring Break.
3. Candidates must come to the meeting with a written explanation of their qualifications, Spectrum UNL goals, and past Spectrum UNL involvement. Candidates also must list the positions they are applying for. If the candidates do not wish to be selected for a specific position, they should not include this position in their list. Candidates will not be allowed to impromptu apply for a position unless in the case of step 10.
4. Prior to the beginning of selections, the Executive Board must designate a moderator for selections. The moderator will not have voting power in the process. The moderator will maintain neutrality in the selection process.
 - 4A. Questions of the moderator's neutrality must be addressed during selections, not after the fact

5. The moderator will begin selections with the Presidential candidates.
6. All candidates will be given five minutes each to explain their qualifications and goals. The membership will then have an opportunity to ask questions to all or any candidates applying.
 - 6A. The questions should be relevant to the position for which is currently up for discussion. If the questions are inappropriate, irrelevant, or disrespectful, the moderator will redirect the questioning of that candidate and continue the process.
7. All candidates applying for the position will leave the room together. Membership will vote by ballots to see which candidates they find qualified for that position. Members may vote “qualified” as many candidates as they want. The mediator will then collect the ballots from each individual. The name of the voter should not be written on the ballots.
8. If more than one candidate was deemed qualified for the position, the voting members will vote by ballot on whom they wish to fill the position. The mediator will again collect ballots. The candidate with the most votes will be the one selected.
9. The candidates not chosen for the position may be considered for the other positions they stated on their documentation.
10. According to the University of Nebraska-Lincoln, a Registered Student Organization must have a President and Treasurer. Thus, if a President or Treasurer was not selected from the original candidates, the moderator must ask all announced candidates if they would like to be considered for the void position. If so, repeat steps 6-9. If not, continue to step 11.
11. Repeat steps 6-10 until all positions have been filled. Follow this order: Treasurer, Communications Specialist, Membership Coordinator, and Historian/Secretary.
12. If any positions are unfilled at the end of selections, the Executive Board selected will have to usurp all duties and roles of those positions.

Section 4. Delegation of Executive Board responsibilities

The Executive Board roles and responsibilities are delegated according to the positions in the selection process. If not all of the Executive Board positions are filled, the Executive Board must usurp all roles and responsibilities of those positions. The Executive Board members are not personally responsible for completing all tasks, but are responsible for making sure that all tasks are completed.

President:

Organizes volunteers for events
 Checks physical mail at least once a week
 Files all EPRs
 Responsible for annual review form

Applies for office space
Responsible for bulletin boards
Evaluates past events of what worked and what did not
Ensures constitutional rules are upheld
Keeps meetings on task
Advisor liaison

Treasurer:

Creates budgets for each semester
Reports account totals to Executive Board every week
Applies for grants (with assistance from other Executive Board members)
SOFS liaison
Deposits and withdraws

Outreach Coordinator:

Communicates with other RSOs and organizations
Organizes and plans Executive Board retreat
LGBTQA Resource Center liaison
Organizes fun events for general membership
Submitting information to RSO newsletter

Media Director:

Controls media presence (including Twitter, Facebook, email, and website)
(It is not required that the Media Director creates the website, but must keep information up to date)
Sends out weekly emails (through Spectrum UNL email/List serv)
Writing and distributing press releases

Historian/Secretary:

Keeps record of Spectrum history
Takes photos of meetings and events (or makes sure photos are taken)
Keeps minutes at all Executive Board and general meetings
Keeps a record of all events and those who worked on them
Keeps record of attendance for events and meetings
Keeps track of queer current events

General Executive Board

Allocate advertising responsibilities
Plan kinds of meetings before the semester (educational, social, philanthropic, etc)
Keeps binder of their position for incoming Executive Board members
Individual and group evaluations
Helping other Executive Board members when needed
Decide on who presents announcements (which Executive Board member) at the beginning of the year

Section 5. Procedure to Fill a Vacancy.

Should a vacancy arise, the membership must decide whether or not to fill the vacant position. If the membership chooses to leave the position vacant, the position will remain vacant until the next Executive Board selection process. If the membership chooses to fill the position before the next general Executive Board selection process, they will follow the same procedure for selection as outlined in Article 4 Section 3.

Section 6. Executive Board Member Removal Process

A written petition with the signatures of three voting members other than the person filing the complaint must be presented for review at a meeting of the general membership stating explicit reasons why the Executive Board member should be removed from their position. No changes may be made to the petition once it is signed. It is the responsibility of the Executive Board to validate the signatures on the petition. Copies of the complaint will be given to each Executive Board member. The individual lodging the complaint will keep the original. Copies of the complaint will be circulated amongst the general membership. The Executive Board member against whom the complaint was lodged will have a time to speak in their defense. The individual lodging the complaint will have an equal time for rebuttal.

The voting membership will then be allowed to question both parties and discuss the charges. There is no specific time limit for this discussion. A vote will then be taken by secret ballot. The ballots will be counted by two volunteers not directly involved in the complaint; this includes specifically the individual lodging the complaint, the Executive Board member against whom the complaint was lodged, and the three signatories of the complaint. A two-thirds majority of the general membership at the meeting is required to remove any Executive Board member. After the vote, regardless of the outcome, the original copy of the complaint will be kept on file by an advisor, and will not leave the possession of said advisor. Copies may be requested at any time. Action to remove or discipline a Executive Board member cannot be revived without new evidence and/or complaints.

Section 7. Other committees and duties

Various committees may be established by the President to handle special events or ongoing projects. Committee chairs must be members of Spectrum UNL, and will be selected by the specific committee, subject to Executive Board approval. Committee membership is open to any member of Spectrum UNL. Committee chairs are encouraged to attend, if possible, regularly scheduled Executive Board meetings, and report on their committees' activities. If it is not possible for the Committee chairs to attend Executive Board meetings, another committee member is required to attend as a proxy and report on the activities of the committee. Committee chairs are responsible for keeping minutes of all committee meetings. These minutes shall be kept with all other Spectrum UNL records, and shall be made available to any interested members.

Article 5: Advisors

Section 1. Eligibility

This organization shall have one Primary Advisor, which must be a regular Academic/Administrative or Managerial/Professional faculty/staff member of the University of Nebraska – Lincoln, and may have any number of Secondary Advisors, which may be regular Academic/Administrative, Managerial/Professional, or Office/Service staff members or Graduate Assistants of the University of Nebraska.

Section 2. Method of selection

Spectrum UNL shall have one primary advisor at all times. The primary advisor shall be responsible for all official paperwork relating to the operation of Spectrum UNL. Additional advisors may be selected by the Executive Board if desired. Advisor(s) shall be selected by the Executive Board at least two weeks prior to the last meeting of the spring semester. Final approval of advisor(s) must be given by the voting members at the last meeting of the spring semester.

Section 3. Length of term

Term of office for advisors shall be one academic year, and shall begin on the first Executive Board meeting following their selection. Advisors may serve additional years at the request of the general membership.

Article 6: Rules of Procedure

Section 1. Attendance and absences policy

Any member of the Executive Board or committee chairperson who misses more than three of the regularly-scheduled required meetings, without notifying the Executive Board, may be removed from office following the removal procedures identified in Article 4 Section 5. Any member of the Executive Board or committee chairperson who misses more than 25% of regularly scheduled meetings with notification to the Executive Board may be subject to similar removal.

Section 2. Frequency of meetings

General membership meetings shall be held at least once every month during the fall and spring semesters. Dates, times and locations for general meetings shall be determined by the general membership at the beginning of each semester. Announcements of general meetings must be made at least one week prior to meeting dates.

Executive Board meetings shall be scheduled at the discretion of the Executive Board without the approval of the general membership. Announcements of regularly scheduled Executive Board meetings must be made at least three days in advance. Emergency meetings of the Executive Board may be held without advance notice. Any member may attend Executive Board meetings and participate in discussion without voting privileges. Any member may call for a vote on Executive Board decisions at the next general membership meeting. A two-thirds majority of voting members present is required to override Executive Board decisions.

Section 3. Quorum

There is no set quorum for general meetings. A quorum of the Executive Board shall consist of half of the members of the Executive Board.

Section 4. Minutes

Minutes of general membership meetings shall be kept for all meetings at which the membership will be voting or holding nominations or elections. At those meetings, the Secretary/Historian shall be responsible for keeping the minutes. Minutes of all Executive Board meetings shall be maintained by the Secretary/Historian, and shall be made available to all members.

Article 7: Regulatory Powers

(Not Applicable)

Article 8: Finance

Section 1. Dues, membership fees

No dues or membership fees are required for membership in Spectrum UNL.

Section 2. Alternate funding

All operating funds for Spectrum UNL shall be raised through donations, fundraising activities, and grants from non-profit corporations.

Section 3. Spectrum UNL shall operate according to the rules and guidelines of a non-profit entity.

No part of the net earnings of Spectrum UNL will inure to the benefit of individuals. Spectrum UNL must establish that it will not be organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. Spectrum UNL shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this document.

Spectrum UNL will not, as a substantial part of its activities, attempt to influence legislation (unless it elects to come under the provisions allowing certain lobbying expenditures) or participate to any extent in a political campaign for or against any candidate for public office. Notwithstanding any other provision of this constitution, Spectrum UNL shall not carry on any other activities not permitted to be carried on by an organization exempt Federal Income Tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws). Spectrum UNL monies will be handled by Student Organizational Financial Services, regardless of source.

Article 9: Non-Campus Affiliation

(Not applicable)

Article 10: Amendments

All amendments to this constitution must be ASUN approved. Propositions to alter or amend this document must be submitted in writing at a meeting of the Executive Board. A first presentation shall take place at the next general meeting. Copies will be made available to members upon request.

At the following general meeting, the proposed amendment(s) will be re-presented, discussed, and voted on. A two-thirds majority of voting members present is required to pass any amendment.

Article 11: Effective Date of Constitution

These bylaws are effective March 15, 2012.

Article 12: Legislative or Political Activities

Spectrum UNL shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. However, Spectrum UNL can participate in education pertaining to the mission of the student organization which will or can be affected by particular political candidates or legislative actions.

Article 13: Dissolution Clause

Upon the dissolution of Spectrum UNL, the Executive Board and advisors shall, after paying or making provisions for the payment of all of the liabilities of Spectrum UNL, dispose of all the assets of Spectrum UNL exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization. Under section 501C of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Revenue Law), as the officers and the advisors shall determine. Any such assets not disposed of shall be disposed of by the Office of Vice Chancellor of Student Affairs, exclusively for such purposes to such organization(s), as determined by the Office of Vice Chancellor of Student Affairs.

Executive Approval:

President: Ashley Moffat 4/25/12

Treasurer: Sam Zeitner 4/25/12