

# **Constitution for ODU Out**

## **PREAMBLE**

We the students of Old Dominion University, in order to form an alliance of students united under the common notion of equality for all regardless of gendered expression or sexual orientation, do hereby ordain and establish this Constitution of ODU Out. ODU Out will provide official channels through which GLBTQ students and their allies' opinions and interests may be promoted and communicated to the administration, faculty, and the community. We will provide programming to educate the University community about issues related to gender and sexuality and their intersections with other aspects of student identities, to promote opportunities for socialization in spaces free from discrimination, and to give back to the community without regard for the volunteers' gendered expression or sexual orientation. We will strive to provide an opportunity for students to further develop character and skills with leadership and diversity.

## **ARTICLE I: NAME**

**Section 1.** The name of this organization will be ODU Out.

## **ARTICLE II: ODU OUT**

**Section 1.** ODU Out will represent students of Old Dominion University who seek equality for all regardless of gendered expression and sexual orientation. These students come from any and all cultural groups without discrimination in regard to race, ethnicity, nation of origin, religion, creed, gender, sexual orientation, age, or physical ability.

**Section 2.** ODU Out will be structured to include an Executive Committee, an External Affairs Committee, a set of Standing Committees, any Ad Hoc Committees, and the general member base.

**Section 3.** ODU Out will have an Advisor who is a faculty or staff member of the University. Preference for this position will be given to the current Advisor so long as they desire to maintain it, and may be changed by a majority vote of the Executive Committee and a majority vote of the general member base.

## **ARTICLE III: MEMBERSHIP**

**Section 1.** Official membership in ODU Out will be determined by active presence on the ODU Out roster hosted by the Office of Student Activities and Leadership.

**Section 2.** Official membership will be required only for voting in the spring election and for serving the organization as an Executive Committee Member or a Committee Chair.

**Section 3.** Official membership will not be required for attendance at meetings, events, or other functions held by ODU Out.

## **ARTICLE IV: THE EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee of ODU Out will consist of the President, the Vice President of Internal Affairs, the Vice President of External Affairs, the Treasurer, and the Secretary. The Executive Committee will:

1. Be authorized to make transactions involving ODU Out's budget,
  1. Budget expenditures will be approved by a majority vote of the Executive Committee and must be approved by both the President and the Treasurer.
  2. Hold regular bimonthly scheduled meetings of the Executive Committee,
  3. Call special meetings when necessary.

**Section 2.** All members of the Executive Committee, as outlined in Article IV Section 1 will:

1. Be enrolled in no less than nine (9) credit hours per semester (undergraduate) or six (6) credit hours per semester (graduate),
2. Maintain a current minimum G.P.A. of 2.0,
  1. Any of the Executive Committee members that do not meet the minimum G.P.A. will be given the option of resigning or being removed from office, unless approved extenuating circumstances apply.
  2. Any Executive Committee member removed from office may appeal the removal.

**Section 3.** Chief Officer

1. The chief officer of ODU Out will be the President. The President will be elected by a majority vote during the spring election process,
2. The President will have been registered at the Norfolk campus of Old Dominion University and have remained in good academic standing for a minimum of two (2) regular semesters prior to his/her election to office.

**Section 4.** The official powers and duties of the President will include but are not limited to the following:

1. Attending as many general and Executive Committee meetings as possible,
2. Representing ODU Out at events and functions,
3. Designating, where appropriate and permissible, a suitable replacement to attend meetings, events, and functions which the President cannot attend,
4. Maintaining and taking appropriate action on official matters pertaining to the operations of the Executive Committee and any Standing or Ad Hoc Committees,
5. Ensuring the proper execution of the duties of the two Vice Presidents,
6. Appointing and/or removing Chairs of the Committees as needed,
7. Approving or vetoing all actions of the Executive Committee, the Standing Committees, and any Ad Hoc Committees,
  1. Any action of these bodies can be vetoed during the Executive Committee meeting in which it is voted on.
    1. A veto of the President can only be overturned by a two-thirds (2/3) vote of the Executive Committee or a three-quarters (3/4) vote of the general member base.
8. Proposing rules and procedures to ensure the proper and efficient functioning of the Executive Committee, the Standing Committees, any Ad Hoc Committees, and the general member base,

9. Calling to order special Executive Committee meetings at his/her discretion,
10. Presiding over meetings of the Executive Committee, including all Chairs of all Committees,
11. Presiding over general meetings,
12. Communicating with the ODU Out Advisor at least once every two (2) weeks to discuss issues concerning the organization,
13. Delegating any task to any ODU Out member, as approved by the Executive Committee, to ensure the success of the organization,
14. Observing a minimum of fifteen (15) scheduled weekly office hours, and
15. Upholding this Constitution and any related policies of ODU Out.

**Section 5.** Vice Presidents

1. There will be two (2) Vice Presidents of ODU Out, the Vice President of Internal Affairs and the Vice President of External Affairs. They will be elected by a majority vote in the spring election process,
2. The Vice President of Internal Affairs and the Vice President of External Affairs will have been registered at the Norfolk campus of Old Dominion University and have remained in good academic standing for a minimum of one (1) full regular semester prior to their election to office.

**Section 6.** The official powers and duties of the Vice President of Internal Affairs will include the following:

1. Attending as many general and Executive Committee meetings as possible,
2. Determining the regular bimonthly Executive Committee meetings with the approval of the President,
3. Seeing to the prompt and proper execution of Executive Committee actions,
4. Seeing to the prompt and proper functioning of the Standing and Ad Hoc Committees,
5. Observing a minimum of ten (10) scheduled weekly office hours,
6. Performing other duties as assigned by the President, and
7. Upholding this Constitution and any related policies of ODU Out.

**Section 7.** The official powers and duties of the Vice President of External Affairs will include the following:

1. Attending as many general and Executive Committee meetings as possible,
2. Determining the regular External Affairs Committee meetings with the approval of the President,
3. Seeing to the prompt and proper execution of actions of the External Affairs Committee,
4. Serving as the official liaison to outside organizations connected with ODU Out,
5. Observing a minimum of ten (10) scheduled weekly office hours,
6. Performing other duties as assigned by the President, and
7. Upholding this Constitution and any related policies of ODU Out.

**Section 8.** The official powers and duties of the Treasurer will include the following:

1. Attending as many general and Executive Committee meetings as possible,

2. Approving all financial expenditures,
3. Providing and maintaining a detailed record of ODU Out's budget,
4. Preparing all requests for use of the budget and, along with the President, signing them,
5. Maintaining the Points and Standards,
6. Preparing and submitting an annual Budget Request, with the assistance of the President,
7. Observing a minimum of six (6) scheduled weekly office hours,
8. Performing other duties as assigned by the President, and
9. Upholding this Constitution and any related policies of ODU Out.

**Section 9.** The official powers and duties of the Secretary will include the following:

1. Attending as many general and Executive committee meetings as possible,
2. Providing and maintaining detailed meeting minutes of general and Executive Committee meetings,
  1. Minutes will be released within seven (7) calendar days of the meeting.
3. Providing and maintaining a detailed calendar of ODU Out's events and meetings,
4. Making all necessary room and media requests unless extenuating circumstances prohibit it,
5. Procuring some print confirmation of all room and media requests,
6. Observing a minimum of six (6) scheduled weekly office hours,
7. Performing other duties as assigned by the President, and
8. Upholding this Constitution and any related policies of ODU Out.

## **ARTICLE V: COMMITTEES**

**Section 1.** Committees will include the External Affairs Committee, the Standing Committees, and Ad Hoc Committees.

**Section 2.** Committees will be responsible for generating ideas, plans, and decisions relating to various aspects of the organization.

**Section 3.** The External Affairs Committee will:

1. Be authorized to engage ODU Out in activities involving organizations outside the University, in accordance with University guidelines,
2. Plan social and community service events in the outside community,
3. Report directly to the Vice President of External Affairs,
4. Hold regular scheduled meetings of the External Affairs Committee, and
5. Call special meetings when necessary.

**Section 4.** Standing Committees

1. The Standing Committees will include the following:
  1. Marketing,
  2. Finance, and
  3. Member Needs.
2. The term of office for Standing Committee Chairs will be from the day of appointment

- until the day of the following spring commencement,
3. Each Standing Committee will be assigned to the supervision of the Vice President of Internal Affairs, in which:
    1. The Vice President of Internal Affairs will be a non-voting member of the Committee, and
    2. The Vice President of Internal Affairs will attend meetings as often as possible.
      1. Attendance requirements for Standing Committee meetings will not apply to the Vice President of Internal Affairs.

**Section 5.** The official powers and duties of the Marketing Committee Chair will include the following:

1. Attending as many general and Executive Committee meetings as possible,
2. Determining regular meeting times for the Marketing Committee,
3. Ensuring that all ODU Out events are properly advertised at least two weeks in advance,
4. Preparing promotional materials for ODU Out,
5. Observing a minimum of two (2) scheduled weekly office hours,
6. Performing other duties as assigned by the President or the Vice President of Internal Affairs, and
7. Upholding this Constitution and any related policies of ODU Out.

**Section 6.** The official powers and duties of the Finance Committee Chair will include the following:

1. Attending as many general and Executive Committee meetings as possible,
2. Determining regular meeting times for the Finance Committee,
3. Planning fundraising activities for ODU Out,
4. Working with the External Affairs Committee to plan charitable fundraising activities,
5. Informing the Treasurer of all intended actions of the Finance Committee,
6. Observing a minimum of two (2) scheduled weekly office hours,
7. Performing other duties as assigned by the President, the Treasurer, or the Vice President of Internal Affairs, and
8. Upholding this Constitution and any related policies of ODU Out.

**Section 7.** The official powers and duties of the Member Needs Committee Chair will include the following:

1. Attending as many general and Executive Committee meetings as possible,
2. Determining the regular meeting times for the Member Needs Committee,
3. Acting as the bridge between the Executive Committee and the general member base,
4. Devising methods of promoting diversity and fulfillment within ODU Out,
5. Observing a minimum of two (2) scheduled weekly office hours,
6. Performing other duties as assigned by the President or the Vice President of Internal Affairs, and
7. Upholding this Constitution and any related policies of ODU Out.

**Section 8.** Ad Hoc Committees

1. As the need arises, Ad Hoc Committees will be formed to handle specific, short-term assignments of significant importance. Ad Hoc Committees will be formed:
  1. Upon request of the President, or
  2. Upon the majority vote of the Executive Committee.
2. The Chairs of the Ad Hoc Committees will be appointed by the President within two (2) weeks of the formation of the Committees and with the advisement of the Executive Committee,
  1. If such a Chair is not named within the allotted time, then a Chair can be appointed by the Executive Committee with a two-thirds (2/3) vote.
3. Ad Hoc Committees will be given their assignment in written form, including an expected date of completion, by the President, upon appointment of the Chairs, and
4. No Ad Hoc Committee will remain beyond the date of completion assigned unless an extension is approved by a majority vote of the Executive Committee, the total time not to exceed one (1) year.

**Section 9.** The official powers and duties of the Ad Hoc Committee Chairs will include the following:

1. Attending as many general and Executive Committee meetings as possible,
2. Determining regular meeting times for their respective Committees,
3. Ensuring the prompt, proper, and complete execution of the tasks to which their respective Committees were assigned,
4. Informing the Executive Committee of all intended actions of their respective Committees,
5. Performing other duties as assigned by the President or the Vice President of Internal Affairs, and
6. Upholding this Constitution and any related policies of ODU Out.

## **ARTICLE VI: ELECTION**

**Section 1.** At the second general meeting of March, Executive Committee nominations will open. Nominations may be made in person at a general meeting or on the List-serv or forum and must be seconded to be valid.

**Section 2.** Nominations will close at the end of the first general meeting of April. From that point, nominees may release statements of their qualifications and plans.

**Section 3.** The Executive Committee election will occur on the day of the second general meeting of April. Only members on the ODU Out roster will be considered eligible to vote. Voting may take place in person at the general meeting or online if so chosen by majority vote of the general member base, but it may not extend beyond midnight after the general meeting takes place. Online votes will be counted by the current ODU Out webmaster. If all current Executive Committee members are seeking re-election, in person votes must be counted by the Chairs of the current Standing Committees, else they will be counted by any Executive Committee members not seeking re-election. The results of the election must be announced by the end of the day, or morning the next day in the case of online voting.

**Section 4.** Within two weeks of the Executive Committee election, a transitional lunch must be held for the leaving members of the Executive Committee to impart important information

about their positions to the newly elected members. Newly elected members will take over their offices at this lunch.

## **ARTICLE VII: IMPEACHMENT AND REMOVAL FROM OFFICE**

### **Section 1. The Impeachment Process**

1. Any member of the ODU Out Executive Committee may be impeached for:
  1. Infractions of any provisions of this Constitution,
  2. Infractions of the Student Code of Conduct,
  3. Poor service to the organization, or
  4. Conviction of felonious violation(s) of local ordinances, the statutes of the Commonwealth of Virginia or the United States of America.
2. The impeachment process of any member of the ODU Out Executive Committee may begin:
  1. By the petition of two-thirds (2/3) of the Executive Committee or the general member base.
  2. The petition will:
    1. Specifically cite alleged violations with evidence,
    2. Be given to all members of the Executive Committee and to the ODU Out Advisor.
3. If the accused member of the Executive Committee accepts the petition, they are to submit a letter of resignation to the organization Advisor, the Executive Committee and the general member base.
4. If the accused member of the Executive Committee contests the petition, the Executive Committee will host an impeachment hearing within one (1) week of receipt of a petition for impeachment.
5. The convening body will hear all complaints and defenses at the hearing.
6. A two-thirds (2/3) vote of the general member base will be required for the accused to be removed from office.
7. The results will be announced publicly and a written statement will be submitted to the organizational advisor.
8. If the accused is removed from office, a temporary replacement will be assigned by the Executive Committee until a special election can be held.
9. A special election must be held within two weeks of the vacancy.

### **Section 2. Removal of Appointed Positions**

1. Any appointed position will be removed at the discretion of the Executive Committee.
2. Written notice of removal will be given to the appointee, as well as to the organization Advisor and the general member base.

## **ARTICLE VIII: RESIGNATION**

### **Section 1. Executive Committee**

1. Any member of the Executive Committee may resign from office by submitting a letter of resignation to the Executive Committee President and organization Advisor and delivering a statement of resignation at a general meeting.

2. Following the statement, the position will be declared vacant and open to nomination.
  1. The resigned Executive Committee member will be required to fulfill his/her duties as usual until a replacement can be elected.
  2. If the member refuses, a temporary replacement may be selected by the Executive Committee.
3. Two weeks following the statement, a special election will be held to replace the resigned Executive Committee member.

## **ARTICLE IX: AMENDMENTS**

**Section 1.** Amendments to this Constitution will be brought in written form to the Executive Committee and the organization Advisor. The Executive Committee will:

1. Bring the proposed amendment before the general member base at the next general meeting for debate and voting.
2. Upon a (2/3) vote of the general member base, the proposed amendment will come into effect.
  1. If approved, the proposed amendment will be enacted immediately.