

UPB Pride Inclusivity Network (P.I.N.)

Constitution

Article I. Purpose

- A. To foster awareness to the challenges confronting gay, lesbian, transgender, bisexual, queer, and heterosexual individuals on the campus and in the surrounding community.
- B. To organize a community for the purpose of supporting, encouraging, and working toward the general welfare, affirmation, and acceptance of all people regardless of sexual orientation, race, ethnicity, disability, sex, gender identity, and gender expression.
- C. To provide university wide education on issues that affect lesbian, gay, bisexual, transgender, and queer community, both on a campus wide and nationwide bases.
- D. To reach out to the University's student and staff population on how to support lesbian, gay, bisexual, transgender, and queer students so they can provide adequate support on emotional, physical, mental, healthcare, and educational levels.
- E. To provide a safe environment for people who are exploring different identities or are questioning their identities to talk with people of similar experiences so they can get advice or resources and to help educate people who wish to learn about different identities that are part of the community.
- F. To provide education for people who are part of the lesbian, gay, bisexual, transgender, and queer community about various aspects of the community including safety in healthcare (transitioning, safe sex, and what healthcare they are entitled to), current politics, how to get support (emotional, mental, etc.), legal processes (legal name changes, adoption, marriage), and healthy relationships.
- G. To put together educational events, community outreach, and social events where students can learn about different aspects of the community, work with the surrounding community and give support to queer students in the high school, and meet new people on campus who are allies or part of the lesbian, gay, bisexual, transgender, and queer community.

- H. To work with other clubs or organizations to address intersectional issues that may affect the lesbian, gay, bisexual, transgender, and queer community on campus or in the surrounding community so that we can collaborate in bringing awareness and helping to fix those issues to foster a safer and more accepting environment for everyone.
- I. UPB Pride Inclusivity Network will not discriminate on the basis of sexual orientation, gender identity, sex, race, age, national origin, disability, religion, ethnicity, veteran status, or political affiliation.

Article II. Membership

A. General Membership

- a. General membership will consist of all students interested in furthering the purposes of UPB Pride Inclusivity Network.
- b. General members may not hold office, preside, officiate, or solicit funds on behalf of UPB Pride Inclusivity Network.
- c. Any member of UPB Pride Inclusivity Network, whether general member or officer is eligible to represent UPB Pride Inclusivity Network during SGA General Assembly.

B. General Member Voting Eligibility

- a. Voting eligibility will be considered as any general members who have attended at least one meeting a month for two consecutive months or general members who have attended three consecutive meetings prior to the election.

Article III. Officers

A. To be eligible to hold office, a member must meet the following criteria:

- a. Hold at least a 2.0 GPA.
- b. Attend at least two meetings a month and one event throughout the prior semester.

B. The Executive Board shall consist of a President, a Vice-president, a Treasurer, a Secretary, a Social Media Manager, and the Advisor(s).

C. General Officer Information:

- a. Officers shall attend all UPB Pride Inclusivity Network’s general meetings, executive meetings, social gatherings, and events unless extenuating circumstances arise. In such cases, another officer must be notified in advance (excluding last-minute emergencies or illness of any type) and another officer will assume the absent officer’s duties for the missed meeting or event.
- b. Officers are responsible for all specified duties contained within this constitution.
- c. Neglect of any or all duties may result in impeachment. Three strike rule is in play:
 - a. First warning—Failure to complete assigned tasks or attend meetings/events without adequate notice to other officers will result in a verbal, informal warning.
 - b. Second warning—Failure to complete multiple assigned tasks or the missing over half of the meetings in a month without adequate notice to other officers (continuation of prior actions after first warning), and failure to participate or engage in activities to serve the goals of UPB Pride Inclusivity Network in both executive and general meetings results in a formal warning with the executive board and advisors as well as a potential suspension/probation period.
 - c. Third warning-- Failure to improve post formal warning and suspension/probation period will result in a meeting with the entire executive board and advisors to discuss impeachment.
 - i. The process of impeachment is as followed:
 1. Any executive board member may initiate impeachment proceedings.
 2. All other officers must be present during the impeachment proceedings.
 3. An officer will be impeached by the majority vote of standing officers and advisors. If there is a tie, the vote will be moved to a general meeting and general members will be allowed to vote.

4. An impeached officer will be subject to removal from office at the first general meeting following his/her/their impeachment.

D. Elected officers and their duties are as followed:

a. President:

- i. Overseeing of social aspects of UPB Pride Inclusivity Network, other aspects (educational or political) are split with Vice-president.
- ii. Plan and execute general meetings and putting together executive board meetings.
- iii. Acting as spokesperson for UPB Pride Inclusivity Network to the media, administration, and other organizations on campus and in the surrounding community.
- iv. Work through the logistics of events with other executive board members and put events into Experience Pitt.
- v. Clearly delegate tasks for upcoming events or meetings to the other Executive Board members during executive meetings and keep a clear line of communication with other officers.
- vi. Attend all general meetings, executive meetings, events, and social gatherings.

b. Vice President:

- i. Assists in overseeing of social aspects of UPB Pride Inclusivity Network, other aspects (educational or political) are split with President.
- ii. Assisting in planning and executing general meetings as well as overseeing and sending out reminders of executive board meetings.
- iii. Overseeing and ensuring that all secretarial and financial responsibilities are attended to.
- iv. Assist in working through logistics of events and create promotional flyers for events in Experience Pitt.
- v. Keep a clear line of communication with other officers.
- vi. Attend all general meetings, executive meetings, events, and social gatherings.

c. Treasurer:

- i. Keeping and maintaining all current financial records.
- ii. Recording all financial transactions.
- iii. Organizing and planning fundraising events with the other executive board members, presenting fundraising events to the general members, and executing the fundraising event with volunteers.
- iv. Must submit all event related budget requests more than two weeks prior to events.
- v. Keep a clear line of communication with other officers.
- vi. Attend all general meetings, executive meetings, events, and social gatherings.
- vii. Be ready to report a financial report (including current club allocations, information on orders/budgeting requests, and information on fundraisers) during the executive meeting.

d. Secretary:

- i. Assisting the President and Vice President with overseeing and coordinating publicity and large-scale events for UPB Pride Inclusivity Network.
- ii. Obtaining rooms and other venues for UPB Pride Inclusivity Network's activities.
- iii. Maintaining records of membership status/attendance.
- iv. Keeping and maintaining all official records, excluding financial records.
- v. Recording and filing the minutes of all executive board and general meetings.
- vi. Accessing and reviewing the minutes of the previous meeting if necessary.
- vii. Distributing announcements to members via email.

e. Social Media Manager:

- i. Advertising and maintaining our social media accounts and website.
- ii. Putting in requests for posters/flyers to be distributed/hung.

- iii. Engaging club members both in person and at home via social media campaigns and programming.

- f. The term of office for all elected officials of UPB Pride Inclusivity Network will be one (1) year beginning the week after the election is conducted.
- g. There shall be no limits to re-running for an executive board position; however, all elected officials must be reelected each year.
- h. Officer elections shall follow the procedure outlined in Article IX.
- i. In the event of vacancy of office, the procedure outlined in Article IX for nominations and elections will be followed. Until the position is filled, the remaining officers will take over duties of the vacant office. When the new officer is elected, they will serve out the term of the office.

Article IV. Advisor(s)

- A. The advisor(s) must be a faculty or staff member of the University of Pittsburgh at Bradford. An alumni advisor is also acceptable in cohesion with the faculty/staff advisors.
- B. The advisor(s) shall be chosen by the current student executive board after taking suggestions from general members and put to vote at a general meeting.
- C. Voting Procedure:
 - a. The current student executive board shall vote on the new advisor(s).
 - b. After a simple majority vote by the current student executive board at an executive board meeting, voting shall move to a general meeting where a simple majority vote (51%) of the voting members must be met to approve the new advisor(s).
 - c. The voting procedures will only be followed if there is a vacancy or need for an advisor or if members want to add another advisor; if members want to add another advisor, the current advisors will be notified and included in the voting process.
- D. Removal of an advisor

- a. Advisors may be removed from the executive board by a simple majority vote by the current student executive board and a simple majority vote (51%) of the voting members present at a general meeting.
- E. If either general or executive members want to add or remove an advisor, they must present a case on their reasons why, where the other members may ask questions, add to the case, or give rebuttals.
- F. There are no term limits on advisor(s), they can only be removed by aforementioned means.

Article VII. Meetings

A. General Meetings:

- a. At least seven (7) meetings must be held each semester.
- b. General meetings may include discussions, debriefs, educational seminars, and/or general event planning.
- c. Meetings will be held weekly.
- d. Meetings can be cancelled exclusively by the executive board no less than 12 hours before the meeting and an email must be sent out notifying all members.

B. Executive Board Meetings

- a. There must be the same number of executive board meetings as there are general meetings in the semester.
- b. All officers of the executive board should be present for executive board meetings unless otherwise excused or stated (excluding last-minute emergencies or illness of any type).
- c. The advisors do not necessarily need to be present; however, an officer can request their presence at the meeting (though this may change meeting times to accommodate the advisors).

Article VIII. Voting and General Business

- A. A general vote is defined as any that deals with routine business.
- B. A simple majority (51%) of the voting members who are present at the meeting will be necessary to pass any motion.

Article IX. Elections

- A. Nominations of officers for the following year will be held during the last meeting in March.
- B. In the event of a vacancy in an office position during the year, nominations will be held the week following the announcement of the vacant position in the general meeting.
- C. Elections will be held at the same general meeting directly following nominations.
- D. Election Codes:
 - a. A simple majority of the members eligible to vote will be necessary to elect, even if there is only one nominee for an office position.
 - b. The president may not nominate individuals and shall only vote in a tie-breaking situation.
 - c. Any member may nominate an eligible member for any office.
 - d. The voting members shall cast secret, written ballots for the candidate of their choice.
 - e. Each voting member is only eligible to vote once per election.
 - f. An advisor or elected member chosen by majority vote prior to the election is the only person who may count the vote and cannot vote themselves.
 - g. An executive board member may be re-elected into their position for unlimited terms.

Article X. Finances

- A. All funds are deposited and handled through the Student Government Association.
- B. Dues are not a consideration for membership.
- C. Yearly allocations will be made during meetings with general member input.
- D. The treasurer must submit all event related budget requests more than two weeks prior to events.

Article XI. Amendments

- A. Any general member may propose an amendment to the constitution.

- B. A quorum of 50% of the general membership must be present to vote on the amendment.
- C. A 60% majority of the voting members present will be required for the passage of an amendment.

Article XII. Copies of this Constitution

- A. Copies of this Constitution shall be made available to anyone upon request.
- B. Copies will be given at the first general meeting at the beginning of each semester.