

Queer Coalition Constitution

Revised; most recent revisions adopted by vote of the membership in April 2023

ARTICLE I: NAME

The name of the organization will be Queer Coalition. Queer Coalition is an officially-sponsored faculty, staff, and graduate student affinity group of Illinois State University.

ARTICLE II: PURPOSE STATEMENT

It will be the purpose of Queer Coalition to:

1. Promote the diverse cultures of the LGBTQ2IA+ community at ISU and in the local area;
2. Represent the interests, needs, and concerns of LGBTQ2IA+ faculty, staff, and students;
3. Encourage communication, engagement, and support among the LGBTQ2IA+ community;
4. Develop cooperative relationships in the ISU and local communities;
5. Assist ISU with the recruitment and retention of LGBTQ2IA+ faculty, staff, and students;
6. Support LGBTQ2IA+ students at ISU by offering scholarships when funding is available;
7. Foreground the fact that all forms of oppression are interconnected and by so doing support and work toward racial justice.

ARTICLE III: MEMBERSHIP

SECTION A: DEFINITION

All persons who have elected to receive communications from Queer Coalition through the listserv (queer-coalition-l@listserv.ilstu.edu) and/or Microsoft Teams site shall be considered members.

SECTION B: ELIGIBILITY

Membership is open to faculty, staff, graduate students, and retirees of Illinois State University, as well as local community members who are dedicated to the enhancement of the academic, social, and cultural environment of the LGBTQ2IA+ community. Currently employed ISU faculty and staff must make up more than 51% of the membership.

SECTION C: FINANCING

1. The fiscal year of the organization will be from July 1 to June 30 of the following calendar year.
2. Decisions regarding annual dues, contributions, sponsorships, scholarships, endowments, and funding will be made by the Executive Board.
3. Queer Coalition may receive monetary contributions, sponsorships, and/or endowments from individuals, businesses, organizations, and other entities who support the purpose of Queer Coalition.

ARTICLE IV: EXECUTIVE BOARD

Section A: Board Make-up

1. The Executive Board of the Queer Coalition shall be comprised of four officers (two co-presidents, a secretary, and a treasurer) plus 2-6 members-at-large for a total of 6-10 persons.
2. A candidate may appear on the ballot for more than one position at the same election.
 - a. Each person may still only hold one position, however.
 - b. When a second incompatible position is taken, the first is vacated and the runner up will be elected to that position.
 - c. In the case of the terms beginning simultaneously, the candidate is given a choice on which position to forfeit to the runner-up.
3. The Executive Board will strive to equitably represent all employment classifications at Illinois State University, with a special emphasis on developing opportunities for candidates from marginalized backgrounds.

Section B: Eligibility

All officers and members-at-Large must be members of Queer Coalition and currently employed by or enrolled at Illinois State University.

Section C: Terms of Service

1. *Except for the positions of the co-president*, Executive Board members' terms of service will be one year, beginning on July 1 of the election year.
2. The co-presidents will be elected for a term of two years. The first year will be spent as President Elect and the second year as Outgoing President.
3. Executive Board members must commit to attending at least 2/3 of all Board meetings. If a Board member has not attended at least ½ of the regularly-scheduled board meetings in the preceding 6-month period, they will be asked to step down.

4. Executive Board vacancies with less than a 6-month term remaining will be filled by appointment of the co-presidents with input from the person previously serving in said role. Vacancies with more than a 6-month term remaining will be filled by election.
5. Officers will serve in that capacity for no more than two consecutive terms.

Section D: Voting During Board Meetings

1. Voting can be initiated with a quorum.
 - a. A minimum quorum is two thirds of the total strength of board members or 6 board members, whichever is higher.
 - b. A board meeting can take place only if the quorum is present and any decision taken in a Board meeting without the presence of a quorum would be void.
2. Voting will be determined on a simple majority of board members.
 - a. Simple Majority Vote means a vote requiring the approval of at least one more than one-half (1/2) of all of the Board Members (not just of those present for the vote), with the co-presidents voting on the matter.
 - b. In the event of a tie vote, the collaborative decision of the co-presidents shall be determinative.

Section E: Duties of Board Members

Subsection 1: Co-presidents

1. The co-presidents will be the chief executive officers of Queer Coalition.
2. The co-presidents will appoint all committee chairpersons with the consent of the rest of the Executive Board.
3. The co-presidents, with approval of the Executive Board, will direct the budget.
4. The co-presidents, along with the Treasurer, will be the registered custodians and signatories of Queer Coalition's account through its financial institution.
5. The co-presidents will conduct Executive Board meetings as well as quarterly meetings for all Queer Coalition members.

Subsection 2: Secretary

1. The secretary will maintain all official records of Queer Coalition.
2. The secretary will be responsible for recording the minutes of all Executive Board meetings and quarterly meetings.
3. The secretary will maintain a complete and accurate account of meeting attendance and membership.
4. The secretary will serve as the web manager for Queer Coalition. As such, they will oversee the Coalition's webpage and social media presence in order to maintain consistency across all communication channels.
5. The secretary will perform other duties as directed by the Executive Board.

Subsection 3: Treasurer

1. The treasurer will be the financial officer of the Association.
2. The treasurer, along with the co-presidents, will be the registered custodian and signatory of Queer Coalition's account through its financial institution.
3. The treasurer is the liaison between Queer Coalition and Illinois State University's Provost's Office and will keep records of all financial transactions and reporting in compliance with the Policies, Guidelines, and Procedures of ISU and the State of Illinois.
4. The treasurer will develop financial reports and present them at Executive Board meetings and quarterly meetings.
5. The treasurer will be responsible for the review, verification, and records keeping of all financial matters.
6. The treasurer will perform other duties as directed by the Executive Board.

Subsection 4: Members-at-large

1. The members-at-large will perform duties as directed by the Executive Board.

ARTICLE V: COMMITTEES

Section A: Formation

1. Any member may submit a petition to the Executive Board in order to form a committee. The petition should include the committee's proposed charge and meeting schedule (monthly, quarterly, etc.).
2. If the Executive Board votes to accept the formation of the committee, it is the responsibility of the member(s) who submitted the petition to notify all Queer Coalition members of the committee's creation and solicit volunteers to serve on it.
3. The Executive Board will assign all committees a liaison from among their number to facilitate communication and planning.

Section B: Administration

1. It is the responsibility of the committee membership to appoint a chair to lead the committee.
2. Officers of the Executive Board may not serve as committee chairs.
3. Committees must meet at least once per semester. Any committee which meets fewer than twice per year will be considered defunct.
4. Committees must have at least three members. Any committee with fewer than three members will be considered defunct.

Article VI: Meetings

Section A: Executive Board meetings

The Executive Board will establish a regular meeting schedule on a yearly or semesterly basis at the beginning of its term of service.

Section B: Quarterly meetings

1. The Executive Board will provide opportunities for Queer Coalition to gather as a whole on a quarterly basis.
2. Any member may submit agenda items for discussion at quarterly meetings.
3. Quarterly meetings will be announced at least two weeks in advance.

Section C: Meeting conduct

Participants are asked to engage in conversations mindfully and with empathy aforethought in accordance with the WAIT (Why Am I Talking?) system. According to this system, participants should consider the following questions before contributing their thoughts:

- Does what I want to say need to be said?
- Has what I want to say already been said?
- Am I grandstanding?
- Am I communicating constructively?

ARTICLE VII: ELECTIONS

Section A: Voting

1. Every member may vote once per election.
2. Members may not vote by proxy.
3. It is not necessary for a quorum of all members to be achieved in order to pass a resolution or conduct a successful election of candidates to the Executive Board.

Section B: Elections to the Executive Board

1. Elections for Executive Board vacancies will be held every year in April.
2. Notification will be provided to the full membership at least one month in advance.
 - a. Those members wishing to nominate themselves or others for service on the Executive Board will have at least two weeks in which to do so.
 - b. Candidate statements will be provided to the full membership at least one week

prior to the election.

- c. Elections will not be held if there are not more candidates than vacancies.
3. The election will be conducted electronically and the ballot will be open for at least a week.
4. Election results will be certified by a two-person team. At least one person on the team must be a member of Queer Coalition who is not an election candidate or a current member of the Executive Board.
5. The full membership will be notified of the election results within one week of the close of the election.
6. The candidates receiving the majority vote will be the elected representative(s) to the Executive Board.
7. The newly elected representatives will be invited to sit in on any Executive Board meetings held between the close of the election and the beginning of their terms of service.
8. The successful candidates' terms of service will begin on July 1 of the following fiscal year.
9. Should a position remain vacant following the closure of the nomination period, the incumbent may continue in their current position on an interim basis, even if they have exceeded their term limit.
 - a. If the incumbent does not wish to continue in the position, the position will remain vacant until a special election is called
 - b. A special election to fill the open position(s) will be conducted within the first 6 months of the term
 - i. If no nominations are received during the special election, the incumbent may continue in the position for the remainder of the term.
 - ii. If the position is vacant at the time of the special election (i.e. the incumbent has elected not to remain in the position) and no nominations are received, it will remain vacant for the remainder of the term.
 - iii. The vacant position's duties will be divided up on a volunteer basis to other members of the board to ensure coverage of essential functions

Section C: Amending the Constitution

1. Any member may, with the written support of two other members, propose an amendment to this Constitution.
2. The Executive Board will distribute the proposal to the full membership within 30 days of the submission.
3. An affirmative vote by the majority of voting members is needed to amend the Constitution.

REVISION HISTORY

- January 4, 2023: Constitution adopted by Queer Coalition Executive Board (ver. 1)
- April 2022: Document revised and reformatted; amendments adopted by vote of Queer Coalition membership (ver. 2)
- March 9, 2023: Additional amendments adopted by vote of membership (ver. 2.1)
- May 1, 2023: Additional amendments adopted by vote of membership (ver. 2.2, this document)