

QSCC Constitution,
Bylaws,
And
Safer Space Policies

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Constitution for the Queer Student Cultural Center

Preamble

In order to promote awareness, education, and acceptance for the queer communities within and outside the University; in order to facilitate the cooperation between groups and organizations serving these needs; we hereby ordain this organization as representative of the queer student organizations at the University of Minnesota - Twin Cities.

Article I: General

Section 1: Organizational Title

The official name of this organization shall be “Queer Student Cultural Center” and shall be abbreviated and forthwith referred to as “QSCC.”

Section 2: “Queer” as a Working Term

Queer is an umbrella term that includes, but to which is not limited, individuals who self-identify in a gender or sexually diverse way, as well as those allied with the queer community.

Section 3: Mission Statement

To celebrate the diversity and culture of the queer community; educate the University of Minnesota community on issues pertinent to the lives of queer students; advocate for inclusion and equality of all individuals regardless of gender identity and sexual/romantic orientation; provide a safe space for queer students to meet and form a sense of community; and empower queer individuals, groups, and organizations.

Section 4: Statement of Non-Profit Status

The QSCC is an official 501(c)(3) not for profit organization as defined in Article IX of this Constitution and shall operate as such.

Section 5: Relationship to the University of Minnesota

The QSCC shall abide by the rules and policies of the University of Minnesota pertaining to student organizations. The QSCC will adhere to local, state, and federal law.

Section 6: Non-Discrimination Policy

The QSCC shall not discriminate against any person on the basis of gender identification; sexual orientation; affectional preference; sex; race and ethnicity; color; age; disability; socioeconomic status or background; religious or spiritual beliefs or lack thereof; political affiliation; public assistance status; veteran status; marital or familial status; national origin; residential status; or openness of any of the aforementioned.

Section 7: Statement of Confidentiality

The QSCC shall operate in a manner that is respectful of the privacy and confidentiality of all its members; including members of its member groups. However, discretion shall be used in instances where the safety or the welfare of any individual or group of individuals is potentially compromised.

Article II: Membership

Section 1: Definition of Membership

Membership is open to everyone, including University of Minnesota - Twin Cities undergraduate and graduate students, faculty, staff, and general community members. No governing body shall consist of less than two-thirds University of Minnesota - Twin Cities students.

Section 2: Member Groups of the QSCC

A member group of the QSCC is a semi autonomous organization that falls under the jurisdiction of the Bylaws for the QSCC, the Board of Governors for the QSCC, and the Executive Board for the QSCC.

Section 3: Affiliate Groups

An affiliate group of the QSCC is a fully autonomous organization that works in partnership with the QSCC toward common goals.

Article III: Officers

Section 1: Officers of the QSCC

The officers of the QSCC are responsible for upholding the organizational structure of the QSCC and must strive to fulfill the mission objective of the QSCC. Every officer shall be considered a member of the QSCC's Board of Governors. All officers must be in good standing with the University and free of sanctions as defined in the Student Conduct Code.

Section 2: Duties of the Officers

The duties of the officers are stated below:

A. Executive Officers: Executive Officers of the QSCC are responsible for overseeing all operations and programming necessary to fulfill the mission statement of the QSCC. They are responsible for presiding over the Board of Governors and are responsible for ensuring the success of all other QSCC Officers. Executive Officers for the QSCC include the Finance Manager, Administrative Manager, Project Manager, Outreach Manager, and Executive Assistant, whose responsibilities are as follows:

a. The Executive Officers shall jointly facilitate at Board of Governors meetings; act as official spokespersons and representatives of the QSCC; uphold the QSCC Constitution and any and all approved Bylaws; only hold one QSCC executive position; report all executive decisions to the Board of Governors in a timely manner; supervise paid staff and volunteers of the QSCC; perform duties as assigned by the Board of Governors; and delegate duties as deemed necessary and appropriate.

b. The Finance Manager shall handle financial transactions of the QSCC; maintain accurate records of transactions; oversee the QSCC budget and maintain the ledger; Finance Manager will also file QSCC taxes annually with the state and IRS. Electronic financial records shall be stored by the Finance Manager on the QSCC computer. The Finance Manager will also securely destroy financial documentation ten years after the documentation was created, and provide to BoG an update on the state of the budget periodically. The Finance Manager shall explore and establish new financial avenues; organize events with the primary intention of providing monetary gain for the QSCC; complete grant paperwork for all programs, events and projects for the QSCC; and commit to any and all monetary goals established by the Board of Governors. They will utilize a majority of the five (5) allotted fundraising days per semester, and report on fundraising efforts, the progress of donations, sponsorship seeking, grant writing, and fundraising campaigns to the Board of Governors.

c. The Administrative Manager shall oversee the daily office administration of the QSCC, providing the Board of Governors, Executive Officers and members with responsibilities and tasks to delegate the responsibility of maintaining the space of the QSCC. They will handle the in-house expenses of the QSCC and maintain the physical space of the QSCC by ordering necessary supplies for operations, scheduling cleaning and maintenance, and general organization of the QSCC space. The Administrative Manager is responsible for creating BoG, group, and facilitator schedules, as well as leading the qualtrics review process. They will assist in leading and preparing for our weekly Board of Governors meetings. The Administrative Manager will also be the project lead during the SUA Lease Renewal Process, and manage card access. In addition, they will be responsible for contact with the trettor library and for any donations to the library and requests to look at the materials. The admin manager will also oversee the space monitors, and facilitators including training and expectations. The Admin Manager will update the facilitator website, and any additions as needed. The admin manager will be responsible for maintaining internal communications between the members and the admin board through announcements, and outside communication through email within the admin's relevant areas. The admin manager is responsible for upkeep of documents during the year, and organizing the QSCC drive as seen fit, and archiving the documents (physical and digital). The admin is also responsible for enforcing the attendance and daily log policy of all officers. Documentation is also part of the admin manager's position, this includes the overall structure of the organization, as well as the documentation of

work done by the board members, or BOG members. They will serve at least 5 office hours per week, with an additional 5 hours of work completed outside of those times.

d. The Project Manager shall oversee the development of all events meant to appeal to the greater University of Minnesota community and to fulfill the Mission Objective of the QSCC; encourage QSCC members and officers to become involved in the development of special events; document all events executed by the QSCC during their tenure; and commit to any and all budgetary regulations established by the Board of Governors with respect to Special Events. The Project Manager shall also provide the Finance Manager with event budget projections and actual totals for special events coordinated by officers of the QSCC.

e. The Outreach Manager shall be responsible for maintaining the relationship of the QSCC with external organizations, serving as representative on committees and advisory boards the QSCC holds a seat on when possible, and organizing a representative from the Board of Governors when not available, see 2.D. The Outreach Manager shall work with other Cultural Centers and the Program Manager to organize collaborative events; draft and submit all official press releases for QSCC programs and projects and events to the Executive Board for approval; provide correspondence to all media outlets as deemed necessary; and compose written statements expressing official stances and initiatives of the QSCC. The Outreach Manager will be the main point of contact for any outside organizations, including Multicultural Student Engagement, Boynton Health Services, and the Gender and Sexuality Center. The Outreach Manager is responsible for serving as public outreach for the Executive Board. They will reply to emails and take the lead on any outside collaborations with other organizations and people including other Cultural Centers, and report all pertinent outside information to the Board of Governors. The Outreach Manager is responsible for maintaining the social media presence of the QSCC with the assistance of the Executive Assistant and facilitators. They will serve at least 5 office hours a week, with an additional 5 hours of work completed outside of those times.

f. Executive Assistant: The Executive Assistant shall learn from both the Program Manager and the Finance Manager in order to eventually service in one of those positions. They will also serve to assist the Program Manager and Finance Manager, as well as working to maintain the QSCC's space by serving 7-10 office hours a week. Their main duties will be to assist in SSF proposals, event planning, and coordinating members. This officer must not be a graduating senior, as they will be asked to return for another term at the QSCC. They will

serve at least 7-10 office hours per week, with an additional 5 hours of work completed outside of those times.

B. Space Monitors: Space monitors are volunteers who are responsible for keeping the QSCC open and monitoring for Safer Space Concerns during the QSCC's standard office hours. After a schedule has been created for a semester, the Executive Board will post unfilled office hours that Space Monitors can apply for. They will be appointed by the Board of Governors after filling out an application. This is an unpaid position. Space Monitors do not have voting power at QSCC Board meetings

C. Representatives: Representatives are Officers who work with the QSCC on a volunteer basis. They are often chosen from an existing board of governors. Each Representative is expected to collaborate with their respective organization and to provide concerns, input and feedback on behalf of the QSCC as a collective group. Available positions for Representatives to the QSCC and their respective duties are as follows:

a. Cultural Center Committee Representative: A Cultural Center Committee Representative is responsible for conveying on a periodic basis to the Cultural Center Committee all activities and events being undertaken by the QSCC; relay to the QSCC all notable activities and events being undertaken by other University of Minnesota – Twin Cities Cultural Centers; and relaying concerns expressed from either party as necessary.

b. Minnesota Student Association Representative: A Minnesota Student Association Representative is responsible for conveying on a periodic basis to the Minnesota Student Association all pertinent concerns, input, and feedback on behalf of the QSCC; relay to the QSCC all updates, concerns and feedback from the Minnesota Student Association; and vote on issues in a way that represents the consensus of the QSCC as a whole.

c. Student Health Advisory Committee Representative: A Student Health Advisory Committee Representative is responsible for conveying on a periodic basis to the Student Health Advisory Committee all pertinent concerns, input, and feedback on behalf of the QSCC; relay to the QSCC all updates, concerns and feedback from the Student Health Advisory Committee; and vote on issues in a way that represents the consensus of the QSCC as a whole.

D. At-Large Representative: A position as an At-Large Representative is reserved generally for the QSCC Member whom the Board of Governors discerns is familiar enough with the operations of the QSCC to act as a representative to the organization. The At-Large representative acts as public relations for the QSCC and is the point of first contact for any problems which occur in the QSCC which cannot be handled by people in the space. The At-Large Representative also mediates meetings between the SAA Manager and Staff. The At-Large representative also mediates meetings when Executive Board members are in conflict with one another. Finally, the At-Large representative

answers questions about the queer community and questions regarding what is allowable according to the Safe Space Policy.

E. Member Group Facilitators: Facilitators for member groups, as described in section 2.1 in the Bylaws for the QSCC, shall be considered Officers of the QSCC.

F. Affiliate Group Representatives: Representatives for Affiliate Groups, as described in section 3.1 in the Bylaws for the QSCC, shall be considered Officers of the QSCC.

G. Probationary Member Group Facilitators: Facilitators for Probationary Member groups, as described in section 2.2.1 in the Bylaws for the QSCC, shall be considered Officers of the QSCC. Facilitators for a Probationary Member Group will no longer be considered Officers in the event that the Group is dissolved by the Board of Governors.

Section 3: Requirements for Becoming an Officer

In compliance with the regulations set forth by the Student Unions and Activities Office of the University of Minnesota - Twin Cities, Officers should be currently enrolled students at the University of Minnesota - Twin Cities campus; be registered for at least six undergraduate credits or the graduate level equivalent; and pay the Student Service Fee for their enrolled academic terms. Community members who do not meet the aforementioned requirements may be declared officers of the QSCC at the discretion of the Board of Governors, but shall not be officially recognized by the Student Unions and Activities Office of the University of Minnesota - Twin Cities as Officers for the QSCC.

Article IV: Boards

The QSCC shall consist of the Executive Board, and the Board of Governors.

A. The Executive Board shall consist of the Executive Officers of the QSCC, and is responsible for the QSCC's continuing operation. The Executive Board shall select the time and place of QSCC meetings, make recommendations to the Board of Governors and perform other such duties as described in this Constitution.

B. The Board of Governors shall consist of all Officers for the QSCC, as defined by Article III of this Constitution. The Board of Governors serves as the ultimate authority over the QSCC.

Article V: Committees and Special Appointments

A. The Board of Governors, and any individual Officer, may create, and designate the duties and powers of special appointments, and standing or special committees as needed.

B. Committees may be dissolved at the discretion of the committee membership or at the behest of the Board of Governors.

Article VI: Finances

Section 1: Personal Use of Funds

The QSCC shall not provide monetary gain to its officers, membership, or staff except as payment for services rendered in the form of wages, salaries, incentives, or stipends.

Section 2: Use of Financial Assets

A. The financial assets of the QSCC shall be used for the work of the QSCC, the work of member groups, or activities co-sponsored by the QSCC or member groups as designated by the Board of Governors or the Executive Board.

B. The Executive Board may not spend more than \$250 for a single purpose without the approval of the Board of Governors.

Section 3: Disbursement of Assets Resulting From Dissolution of the QSCC

Unless otherwise specified by the Board of Governors at the time of dissolution of the organization, residual assets shall be distributed according to the following rules:

A. Financial assets shall be used to settle any outstanding debts the QSCC may have.

B. All financial records shall be given to the Student Unions and Activities Office of the University of Minnesota – Twin Cities upon completion of the dissolution process.

C. Any remaining assets shall be divided among pre-existing, registered organizations affiliated with the QSCC or, at the discretion of the Board of Governors, may be given to any organization that most consistently shares the mission objective of the QSCC.

D. Unclaimed assets shall be offered to the Gender and Sexuality Center for Queer and Trans Life of the University of Minnesota and the University of Minnesota's Jean-Nicklaus Tretter Collection.

Section 4: Access and Security to Financial Resources

A. Checks, cash, and other money should be kept locked in the QSCC office.

B. All members of the Executive Board shall be given access to the QSCC account, and the ability to sign checks and use check cards to make payments on behalf of the QSCC. Any Executive Board member may elect not to have access to these responsibilities. However, it is recommended a majority of the Executive Board have access to the account.

C. The QSCC will not use cash unless a vendor employed by the QSCC requires a cash payment.

Section 5: QSCC Fiscal Year

The fiscal year of the QSCC is from July 1st of each year to June 30th of the following year.

Article VII: Rules of Order

A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the QSCC in all cases to which they are applicable and in which they are not inconsistent with this constitution, the bylaws, and any special rules of order the Board of Governors may adopt.

B. *Robert's Rules of Order Newly Revised* provides a framework for conducting QSCC business. As such, it provides for constructive and democratic meetings to help the QSCC. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

Article VIII: Amending This Constitution

Any member shall propose amendments to this Constitution in writing during a Board of Governors meeting. The written proposal shall be posted and presented to the membership for reading at the next QSCC Board of Governors meeting. This Constitution may be amended by a three-fourths majority of the Board of Governors present.

Article IX: Statement of 501(c)(3) Tax-Exempt Status

A. The organization is organized exclusively for charitable, religious, educational and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.

B. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose (mission) clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization 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. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal revenue Code, or corresponding section of any future federal tax code.

C. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

(Article IX: Agreement to Amend signed with the Internal Revenue Service 21 July 2000, amended into this document 21 September 2000.)

Article X: Bylaws

Powers, procedures, and policies not construed in the Constitution shall be delegated in the Bylaws. Bylaws shall be created at any regular Board of Governors meeting by a two-thirds majority of those present with one week's notice, provided the Bylaws were submitted in writing at the previous regular meeting.

Article XI: Ratifying this Constitution

New Constitution Ratified 11/15/2020

Board Signatures:

Abigail Canero, Administrative Manager

Ethan Laska, Executive Assistant

Kierney Gray, Finance Manager

Ria Muehleis, Outreach Manager

admin_____

Luis Mendoza, Projects Manager

Bylaws for the Queer Student Cultural Center

1. Board of Governors

1.1. Voting Membership

1.1.1. All Officers to the QSCC, as defined in Article III in the Constitution of the QSCC, shall be allowed a single vote as elaborated in this section:

1.1.1.1. Each Executive Officer meeting shall be allowed one vote.

1.1.1.2. Each representative shall be allowed one vote.

1.1.1.3. Each member group shall be allowed a number of votes equal to the number of facilitators up to two for that group.

1.1.1.4. Each affiliate group shall be allowed one vote, which is to be granted to the group's respective officer.

1.1.1.5. Each probationary member group shall be allowed a number of votes equal to the number of facilitators for that group up to two. Voting rights shall be revoked in the event that the Board of Governors chooses to dissolve the group

1.1.1.6. Each at-large representative shall be allowed one vote.

1.1.2. No single person shall be allowed more than one vote.

1.1.3. Any group facilitator may send a member of their group to act as a proxy for their group during regular Board of Governors meetings. The group member must have attended at least one meeting of the group for which they are acting as a proxy. A group member may not proxy vote for more than one member group at a Board of Governors meeting. A group member may not proxy vote if they are the at-large representative, or an Executive Board member, or are already voting as the facilitator of a member group at the Board of Governors meeting at which they intend to proxy vote.

1.2. At-Large Representative

1.2.1. The At-large representative shall be elected by a majority of the Board of Governors members present during regular elections.

1.2.2. Attendance and Reporting Policy

1.2.2.1. At-large representatives are required to submit a report to all Board of Governors meetings and are expected to attend all Board of Governors meetings.

1.2.2.2. Failure to report to two consecutive meetings, or 75% of the total meetings of the semester, may be considered by the Board of Governors to be a voluntary resignation.

1.2.3. At-large representatives shall be removed by a majority of the Board of Governors. The At-large representative shall be notified one week prior to the vote, and allowed to speak on one's own behalf.

1.3. Representatives

1.3.1. Representatives shall include those to: Minnesota Student Association, Cultural Center Committee, and Student Health Advisory Committee. These positions are often fulfilled by the Outreach Manager, but can be delegated to a different board member or general member.

1.3.2. Attendance and Reporting Policy

1.3.2.1. Representatives are required to submit a report to all Board of Governors meetings and are expected to attend all Board of Governors Meetings.

1.3.2.2. Failure to report to two consecutive meetings, or 75% of the total meetings of the semester, may be considered for removal or voluntary resignation by the Board of Governors.

1.3.3. Additional representatives shall be approved by the Board of Governors.

1.3.4. Representatives shall be removed by a majority of the Board of Governors. The representative shall be notified one week prior to the vote, and allowed to speak on one's own behalf.

1.4. General Policies

1.4.1. The Board of Governors shall meet at least every full week of the fall and spring academic terms.

1.4.1.1. The Board of Governors meetings may be cancelled at the discretion of the majority of the Executive Board. Excluding extenuating circumstances, at least 72 hours' notice of cancellation should be given to Board of Governors members.

1.4.2. Quorum

1.4.2.1. Quorum shall be equal to a majority of the voting members of the Board of Governors.

1.4.2.2. Lacking a quorum, a meeting may be called to order but any business transacted therein is null and void.

1.4.2.3. Should failure to achieve quorum at Board of Governors meetings restrict the ability to vote on an issue for two or more weeks, a decision on said issue may be made at the discretion of the Executive Board.

1.4.2.3.1. The Executive Board is required to submit a written rationale to the Board of Governors for having chosen to make a decision under these circumstances.

1.4.2.3.2. A vote that would determine the election of a new officer is exempt from the rules outlined in section 1.5.2.3. and must be determined either at a Board of Governors meeting, or via Email voting as outlined in section 1.4.3

1.4.2.3.3. A vote that would determine the impeachment or removal of an officer is exempt from the rules outlined in section 1.5.2.3. and must be determined only at a Board of Governors meeting.

1.4.3. *Email voting*

1.4.3.1. Email voting shall be allowed at the discretion of the Executive Board. Email voting consists of emailing a voting form to all voting members.

1.4.3.2. If applicable, the voting member must use one's University of Minnesota email account.

1.4.3.3. Motions enacted by email voting shall require a majority of the entire membership of the Board of Governors.

1.4.3.4. Notice of the results shall be given within 24 hours of the end of voting.

1.4.3.5. A motion to reconsider must be made within 7 days of notice of the results.

1.4.3.6. The voting body must be given at least a 24 hour period in which to submit an online vote.

1.4.4. All financial transactions conducted at the discretion of the Executive Board shall be reported by the Finance Manager at the next Board of Governors meeting.

1.4.5. The Executive Board has the authority to make decisions absent the Board of Governors if an issue needs to be decided before the next Board of Governors meeting, or outside the spring and fall instructional periods. All such decisions must be reported at the next Board of Governors meeting.

1.5. Elections

1.5.1. *Regular Election Dates*

1.5.1.1. Regular election dates for the following academic year's Executive Officers shall occur before the last day of March.

1.5.1.2. Regular elections for the following academic year's representatives, and at-large representatives shall occur after the first day of April, but before the last day of the spring semester.

1.5.2. *Officer-Elects*

1.5.2.1. Members elected to officer positions during regular officer elections shall serve as officer-elects for the remainder of the semester.

1.5.2.2. Officer-elects shall be granted voting power upon election.

1.5.2.3. The term of all officers shall begin the day after the Spring Final Exam period ends and continues until the last day of the next Spring Final Exam period.

1.5.2.4. Prior to term, all officers shall have their duties explicitly explained to them by their respective preceding officer, including but not limited to the operation of a 501(c)(3) organization, the QSCC Constitution, Bylaws, and Rules of order as established in article VII of the QSCC Constitution. In the event that a preceding officer is unable to commit to these duties, the Executive Board will be responsible for relaying responsibilities.

1.5.3. All positions still vacant after the general election process, or otherwise rendered vacant, shall be filled by special elections as requested by an Executive Officer within thirty days of the first day of the following Academic year.

1.5.4. *Nominations*

1.6.4.1. During a meeting in which elections will take place, the Executive Board will announce their list of nominations for the elected offices. Afterward, other nominations from the floor will be accepted.

1.5.5. Election to an office shall require a majority vote. Contested elections shall be conducted by secret ballot. Contested elections with more than two applications shall be conducted by ranked choice secret ballot, and counted by at least two people.

1.5.6. Efforts shall be made to create a diverse Board of Governors.

1.5.7. In the event that any Executive Officer is unable to perform their duties, the Executive Board may appoint an interim officer to serve for no more than three consecutive Board of Governors meetings.

1.6. *Stipends*

1.6.1. Stipends shall be given to the Executive Officers.

1.6.2. Facilitator's stipends for an academic year will be determined at the end of the previous academic year, based on funds available. This decision is made at the discretion of the Executive Board.

1.6.3. *Stipend Review Committee*

1.6.3.1. A stipend review committee shall be established by the Board of Governors once a semester at least one week before the final Board of Governors

meeting in both the fall and spring semester.

1.6.3.2. The committee shall follow the processes laid out in sections 1.6.3.3.1. through 1.6.3.3.5.

1.6.3.3. Upon establishment, the committee shall review the rules governing the stipend review process in the bylaw sections 1.6.3.3.1 through 1.6.3.3.5.

1.6.3.3.1. The stipend review committee shall collect the performance reviews from all QSCC officers, including a self-review from the stipended individual.

1.6.3.3.2. Each individual being reviewed shall have an opportunity to respond to the stipend review committee's report before the Board of Governors. The Board of Governors may ask questions of the individual, and the individual shall have the right to answer or to abstain from answering any of the questions.

1.6.3.3.3. The Board of Governors shall determine the amount of money to stipend the individual, with the individual present. The individual may then have the opportunity to respond to the recommendation before the Board of Governors.

1.6.3.3.4. Only after the aforementioned processes have taken place, the individual being reviewed shall leave the room out of earshot. The recommended amount will then be discussed and voted on by public vote. If either the stipend recipient or any Board of Governors member objects to a public vote, a secret ballot shall be used. The recommended amount may not be changed while the person in review is out of the room.

1.6.3.3.5. The individual being reviewed shall be allowed to reenter the room. If the recommended amount has been approved, the individual shall be informed of the amount they are receiving. If the recommended amount has failed, the process shall go back to 1.6.3.3.3.

1.6.4. No member up for stipend review shall serve on the stipend review committee, or vote for their stipend.

1.6.5. Any money allocated to a stipend but not given shall return to the general QSCC coffers.

1.7. Officer Removal

1.7.1. Officers shall be removed through course of resignation, disciplinary action, or default of eligibility to the Board of Governors.

1.7.2. An officer may be removed for gross misconduct, gross misrepresentation, or failure to perform duties as delegated by the Constitution and Bylaws.

1.7.3. An officer may be removed through the process described in 1.7.3.1-1.7.3.5.

1.7.3.1 An officer may be nominated for removal by majority vote at a board of governors meeting. If the officer is present at the Board of Governors meeting in which they have been nominated for removal, the removal process shall proceed to section 1.7.3.2. If the officer nominated for removal is not present at the board

of governor's meeting, an attempt will be made to contact them to inform them they have been nominated for removal. At the following Board of Governors meeting, the removal process shall proceed to section 1.7.3.2, regardless of the presence of the officer nominated for removal.

1.7.3.2 The Officer nominated for removal shall have an opportunity to respond to their nomination for removal before the Board of Governors. The Board of Governors may ask questions of the individual, and the individual shall have the right to answer or to abstain from answering any of the questions.

1.7.3.3 Only after the aforementioned processes have taken place, the individual being nominated for removal shall leave the room out of earshot. The decision to remove the officer will then be discussed and voted on by secret ballot. A majority vote is required to remove an officer.

1.7.3.4 The individual being removed shall be allowed to reenter the room. If the individual was voted to be removed, the individual will be informed they were removed as an officer and will be informed of the vote total. If the individual was not voted to be removed, the individual will be informed they were not removed.

1.7.3.5. No officer nominated for removal may vote on their own removal.

2. Member Groups

2.1. Facilitators

2.1.1. A facilitator is responsible for running the meetings of their respective group.

2.1.2. Facilitators are selected by their member groups and confirmed by the Board of Governors.

2.1.3. If member groups are unable to provide a facilitator, the Executive Board shall select a facilitator, who shall be confirmed by the Board of Governors.

2.1.4. Each member group is allowed voting power for a maximum of two facilitators. Member groups are allowed vice-facilitators, who are not allowed innate voting power.

2.1.5. Before the start of the term, facilitators shall have their duties explained to them by a past facilitator and/or the Executive Board.

2.2. Addition

2.2.1. Probationary Status

2.2.1.1. A group is eligible for probationary membership upon naming a facilitator and providing a clearly defined mission statement.

2.2.1.2. The Board of Governors shall determine the probationary member group status of a group upon fulfilling the expectations outlined in section 2.2.1.1.

2.2.1.3. The facilitator shall give weekly reports to the Board of Governors. Failure to do so for two consecutive weeks may be considered the dissolution of the probationary member group.

2.2.2. Member group status shall be granted by the Board of Governors by adopting such a motion.

2.3. Duties

2.3.1. The member groups shall report their activities weekly to the Board of Governors. Failure to do so for two consecutive weeks, or 75% of the total meetings of the semester, may be considered for removal or voluntary resignation of the facilitator.

2.3.2. The member group shall fulfill its own mission statement, and contribute to the QSCC mission statement.

2.3.3. The member group shall meet every other week for the regular academic term.

2.3.3.1 In the event of disrupted campus activities ie. remote operation, member groups have the option to change the group schedule with approval from Board of Governors.

2.4. Removal

2.4.1. Any member group may withdraw voluntarily from the QSCC by providing a written statement to the Board of Governors.

2.4.2. Any member group may be removed by a two-thirds majority vote, given one-week notice.

2.5. Suspension

2.5.1. Any and all privileges granted to a member group as outlined in the Constitution and Bylaws may be suspended by a two-thirds majority vote.

2.5.2. A suspended member group may be reinstated by a two-thirds majority vote.

2.5.3. Voting Board of Governors members of a suspended group may not vote in either the suspension or the reinstatement of the group.

3. Affiliate Groups

3.1. Affiliate Group Representative

3.1.1. An affiliate group representative serves as the representative to the Board of Governors.

3.2. Addition

3.2.1. A group is eligible for affiliate group status upon providing contact information and a mission statement consistent with that of the QSCC.

3.2.2. A potential affiliate group shall be confirmed by the Board of Governors.

3.3. Duties

3.3.1. The affiliate group shall submit weekly reports to the Board of Governors. Failure to do so for two consecutive weeks, or 50% of total Board of Governors meetings of the semester, shall result in the automatic suspension of the affiliate group.

3.3.2. The affiliate group shall continue to work in partnership with the QSCC to fulfill its mission statement and that of the QSCC.

3.4. Removal

3.4.1. Any affiliate group may withdraw voluntarily from the QSCC by providing a written statement to the Board of Governors.

3.4.2. Any affiliate group may be removed by a two-thirds majority vote, given one-week notice.

3.5. Suspension

3.5.1. Any and all privileges granted to an affiliate group as outlined in the Constitution and Bylaws may be suspended by a two-thirds majority vote.

3.5.2. An affiliate member group may be reinstated by a two-thirds majority vote.

3.5.3. Voting Board of Governors members of a suspended group may not vote in either the suspension or the reinstatement of the group.

4. Safe Space

4.1. Definition

4.1.1. The safe space shall consist of the principal QSCC headquarters in its entirety. This also applies to any online spaces created by the QSCC.

4.1.2. The Executive Board shall designate the hours at which the QSCC shall be open, subject to terms of the lease.

4.1.3. The Safe Space Policy must be displayed in the QSCC Headquarters and readily accessible in any online space.

4.2 Scope

4.2.1 All individuals in the QSCC space, or attending an event hosted by the QSCC, or a QSCC member group must abide by the QSCC Safe Space Policy.

4.2.2 These policies will also apply to any online space that the QSCC hosts. This includes online chats and digital events. Additional guidelines may be applied to help facilitate the policy.

4.3 Enforcement

4.3.1 Failure to comply with the Safer Space Policy should be facilitated by any voting member of the Board of Governors present, reported to the Executive Board, and follow the disciplinary procedures outlined in 4.4.

4.3.1.1 In the event that a voting member of the Board of Governors is present for a violation of the Safer Space Policy, but facilitating a conversation with the individual or individuals of concern would cause them to be unsafe or interact with content that is triggering to them, it is permissible to not personally intervene. This voting member must report the Safe Space Concern immediately to the Executive Board.

4.3.1.2 Failure of a voting member of the Board of Governors to both facilitate a violation of the Safer Space Policy and to report the violation to the Executive Board may result in disciplinary action following the disciplinary procedures outlined in 4.4.

4.4 Disciplinary Procedures

4.4.1 After a Safe Space Concern has been reported to the Executive Board, a confidential investigation will be led by a committee to determine if the concern can be proactively addressed or if further disciplinary action is warranted.

4.4.1.1 This committee does not have power to compel a member to appear in front of it.

4.4.1.2 This committee will consist of the Executive Board of the QSCC and any other voting member of the Board of Governors as decided upon at the discretion of the Executive Board.

4.4.1.3 If the safe space concern can be handled through a private conversation and educating the accused, that conversation will be had and the Executive Board will decide if further investigation or action is necessary.

4.4.1.4 The committee shall prepare a report on the investigation to the Board of Governors. This report will exonerate the member, recommend charges for the accused member, or report the conversation described in 4.4.1.3.

4.4.2 If charges are recommended, the accused is formally notified by the Executive Board. If the concern is considered an immediate threat to the safety of the people in the space or deemed necessary by vote of the committee, the accused shall be suspended from the QSCC space and any events or member groups hosted by the QSCC until after the Board of Governors can meet to vote on the committee's report.

4.4.2.1 If the accused is a voting member of the Board of Governors, they are not permitted to attend any meeting of the Board of Governors until their case is resolved.

4.4.3 The committee shall present their report on the investigation to the Board of Governors and whether or not charges are being recommended in a closed-door session.

4.4.4 The chair opens the floor to the Board of Governors for questions and comments regarding the incident and the accused.

4.4.4.1 If no charges were recommended by the committee, but new information presented during the conversation described in 4.4.4 presents cause to institute charges, the Board of Governors are to table the issue until the committee can investigate the new Safe Space Concerns.

4.4.4.1.1 If the accused person is suspended due to the severity of the concern, they will remain suspended from the QSCC until the Board of Governors can hear and vote on the new report.

4.4.4.2 If charges are recommended by the committee, a $\frac{2}{3}$ majority of the Board of Governors must approve to charge the accused.

4.4.5 If the accused is charged, the Board of Governors will discuss punitive action and warnings to be taken. Any voting member of the Board of Governors can put forward a motion of punitive action, and vote to approve the punitive action. The punitive and warning powers of the Board of Governors are outlined in 4.5.

4.4.6 The Executive Board will notify the accused and the individual(s) who first reported the Safe Space Concern of the result of the Board of Governors meeting within 24 hours.

4.4.7 Confidentiality

4.4.7.1 Unless the guilty individual is deemed to be an immediate threat to general members of the QSCC by the Board of Governors, no information regarding the individual or their case shall be disseminated to general members of the QSCC. This includes, but is not limited to:

- Names
- Pronouns
- Images/Descriptions
- Details of the committee investigation
- Details of any punitive action taken against the individual

4.4.7.2 The guilty individual may be officially decided to be an immediate threat to the QSCC by the Board of Governors, and a motion to disclose pertinent information of the case to specified member groups of the QSCC will be passed with a simple majority vote to approve by the Board of Governors.

4.4.7.3 Any member of the Board of Governors who is discovered to have violated this confidentiality may also face disciplinary action following the disciplinary procedures described in 4.4.

4.5 Punitive Powers of the Board of Governors

4.5.1 The Board of Governors, after the investigative process outlined in 4.4, shall have the power to authorize punitive action against a person or persons deemed to have violated the Safer Space Policy of the QSCC.

4.5.2 The punitive powers of the Board of Governors are outlined below:

4.5.2.1 Warning: the committee initially formed to investigate safe space violations will contact the accused and plan a way to communicate about the violation and a course of action that would be taken if this were to happen again. An accused person will be allowed up to three warnings at the discretion of the committee prior to further consequences.

4.5.2.2 Probation: the Board of Governors shall reserve the power to put any person or persons on probation in the QSCC. Probation may be used standalone or in combination with the General Ban described in 4.5.2.1.2. Probation must be approved by a simple majority vote by the Board of Governors and the duration and terms of the probation must be specified in the motion to vote.

4.5.2.2.1 If an individual under probation violates those terms or is the subject of a new Safe Space Concern report, the Executive Board may elect to suspend them from the QSCC space and any events hosted by the QSCC and begin the disciplinary procedures outlined in 4.4. Any punitive action taken by the Board of Governors must be of greater severity than any previous punitive action taken against the individual.

4.5.2.3 Suspension: the Board of Governors shall reserve the power to suspend any person or persons from the QSCC space or any event hosted by the QSCC. Suspensions must be approved by a simple majority in the Board of Governors, but if a person is deemed to be an immediate threat to the space, the Executive Board reserves the power to suspend an individual for the duration of the committee investigation described in 4.4 and must report this to the Board of Governors immediately.

4.5.2.3.1 Any persons who are under disciplinary investigation described in 4.4 and are recommended for charges by the committee are immediately suspended until the Board of Governors can meet to hear the committee's report and vote on the issue.

4.5.2.3.2 The period of a suspension must not exceed one month and the Board of Governors must meet to vote to approve further punitive action.

4.5.2.4 Ban: the Board of Governors shall reserve the power to ban any person or persons from the QSCC space or any event hosted by the QSCC. Bans must be approved by a $\frac{2}{3}$ majority vote by the Board of Governors and the duration of the ban must be specified in the motion to vote.

4.5.4.1.1 Complete Ban, also known as a “hard ban,” is to be defined as a prohibition from using the QSCC space or any event hosted by the QSCC for a period of time as to be decided at the discretion of the Board of Governors at a minimum of one month.

4.5.2.1.2 General Ban, also known as a “soft ban,” is to be defined as a prohibition from using the QSCC space during general office hours, but permits attendance at meetings of member groups which are more supervised.

4.5.2.5 Rights of Member Group Facilitators: Any member group facilitator has the right to immediately suspend an individual from the member group that they facilitate if that individual violates the QSCC Safer Space Policy or if that individual’s presence is deemed disruptive to the function of the member group.

4.5.2.4.1 If a member group facilitator seeks to suspend an individual from their member group for a duration greater than one session of that member group, a case must be brought to the Executive Board and the Board of Governors to determine what punitive action is appropriate, following the disciplinary procedures outlined in 4.4.

4.5.2.4.2 If a member group facilitator fails to bring a case to the Executive Board and Board of Governors regarding an extended suspension or ban of an individual from a member group, that facilitator may also face disciplinary action following the disciplinary procedures outlined in 4.4.

4.5.2.5 In the event that a voting member of the Board of Governors is the subject of a ban from the Board of Governors, the removal processes outlined in 1.7 is to be overridden and that individual shall be immediately removed from their position in the QSCC.

5. Dates of Bylaws Approval

New Bylaws Approved 11/15/20

Safer Space Policy

INCLUSION

· The QSCC is an open space for anyone who identifies as queer as well as allied individuals. It does not discriminate against any person on the basis of gender identification; sexual orientation; affectional preference; sex; race and ethnicity; color; age; disability; socioeconomic status or background; religious or spiritual beliefs or lack thereof; political affiliation; public assistance status; veteran status; marital or familial status; national origin; residential status; or openness of any of the aforementioned. You do not have to be “out” to be a part of the QSCC, and will not be questioned about this information within the space.

· These rules and the ones that follow are valid in the QSCC or any event sponsored in part or in full by the QSCC.

RESPECT YOURSELF AND OTHERS

· When in the QSCC, you must respect that some patrons are not “out” or would prefer to remain quiet about their queerness outside of the safe space. To ensure that these patrons’ privacy is respected, there will be no pictures or video recordings in the safe space without the consent of every patron in the room. This also goes for member group confidentiality. Always ask if someone is comfortable being contacted outside of the space before doing so. This goes for Facebook wall posts, Twitter feeds, walking between classes, and the like.

· Consent is one of the main values in the QSCC. Many patrons have triggers and sensitivities that are to be respected at all times. Do not touch or shout without knowing the consent of each patron. We have a zero tolerance policy for non consensual touching, which will lead to a permanent ban. If a subject might be triggering for someone, it is best to give a little warning for your subject matter. Remember that although you may not understand someone else’s triggers or sensitivities, it does not mean they are not valid and do not exist.

· There shall be absolutely zero tolerance for those that choose to use derogatory language about other members in the safe space. If someone is using this language towards you or someone else in the space, speak up or alert the space monitor on staff. Those found to be violating this rule will be subject to intervention from an executive board member in a timely fashion and possibly face temporary or permanent eviction from the space.

· If someone enters the space who has a (as decided by BOG) history of violence, harassment, or lack of respect for safe space in the QSCC concerning certain patrons of the QSCC or otherwise, the person in question will be asked to leave, pending BOG approval of return. The QSCC does not take such matters lightly.

- In the QSCC, we are all equals. No one person is more vital to the organization than any other. That being said, if you are going to be in the safe space, you must adhere to the rules of the space, at the discretion of your peers. If someone finds what you're saying or doing violates the safe space, they have the right to kindly and respectfully point it out to you. Please regard this not as a personal attack, but as a way to make the space and friendly and inviting for all its patrons. If someone is not respecting the safe space policy on multiple occasions, let someone know. Whether a group facilitator, space monitor, or an executive board member, we will handle the situation in a timely, respectful and appropriate manner.

- If someone is making you feel unwelcome, unsafe, or uncomfortable while in the safe space, please let us know. We want to ensure your peace of mind while in the QSCC or other affiliated events.

UNDERSTAND AND ACCEPT DIFFERENCES

- The QSCC operates to celebrate the diversity in the queer community. There is no one political party, religion, color, or opinion that you must prescribe to in order to be a part of the QSCC. And although politics, religion, and race discussion may and will happen at some point in the space, all patrons must understand that not everyone is going to share those same opinions, and that is okay. Arguing is not only triggering for some people, but it is unproductive for the general atmosphere. All conversations about these topics must remain respectful to all involved, and all present in the safe space or you will be asked to take your conversation elsewhere.

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