

oSTEM Colorado State University Chapter Constitution  
Constitution and Bylaws

Revised February 4, 2015

ARTICLE I –oSTEM Colorado State University

1. This organization shall be known as the Colorado State University chapter of Out in Science, Technology, Engineering, & Mathematics.
2. The name of this organization shall be Out in Science, Technology, Engineering, and Mathematics, or oSTEM@ Colorado State University (heretofore referred to as oSTEM@ Colorado State University)
3. In all advertising efforts, oSTEM@ Colorado State University shall use a logo with the chapter name prominently displayed.

ARTICLE II – PURPOSE

Out in Science, Technology, Engineering, and Mathematics is a national GLBTQ2A-affirming organization that aims to provide services and support for students in science, technology, engineering, and mathematics and to create a dynamic network between students and professionals in industry and academia.

ARTICLE III -MEMBERSHIP

1. Active membership is **open to all CSU students with the right to vote and hold office.**
2. Associate membership is open to faculty, staff and interested people outside the University setting, for example, Fort Collins community; **they may not vote or hold office.**
3. Alumni membership is open to former CSU students who were members of the organization; **they may not vote or hold office.**
4. Active Membership Criteria
  - a. Attend 75% of the meetings for the academic year
  - b. Volunteer for community service project once per semester
  - c. Volunteer for 2 Colorado State University activities with oSTEM per semester or year
  - d. Participate in 2 oSTEM fundraising events per semester or year
5. oSTEM@ Colorado State University shall abide by all federal, state, and local laws and shall be responsible for its own actions, acting legally independent from oSTEM Incorporated.
6. oSTEM@ Colorado State University shall abide by all policies set forth in the Non-Discrimination Policy of Colorado State University
  - a. Colorado State University Does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.
7. All members shall abide by Colorado State University’s Student Conduct Code
  - a. Members are required to maintain confidentiality of group membership

ARTICLE IV -FINANCES

1. Dues may be collected for the Colorado State University chapter, and as required by the national organization.
2. The treasurer must maintain one or more accounts with Colorado State University, in order to accept financial transactions from sponsors.
3. By a majority, the Executive Board of oSTEM@ Colorado State University must approve any expenses for the chapter.

#### ARTICLE V -EXECUTIVE BOARD\*

\*An Interim Board shall be established for the 2014-2015 academic year

##### Section 1 - Positions:

1. The elected officers of oSTEM@ Colorado State University shall be: Chair, Secretary, Treasurer, Director of Education and Outreach, Director of Public Relations and the Director of Events and Activities.
2. The elected officers, by a majority vote, shall appoint non-voting members, as the Engineering College Council Liaison, College of Natural Sciences Liaison, and as membership evolves a liaison from the other STEM colleges, Agricultural, Health and Human Sciences, Natural Resources, to the executive board.

##### Section 2 - Requirements:

1. Must be an active member at the time of elections.

##### Section 3 - Elections:

1. The officers of this organization shall be elected annually at a general meeting of the active membership in the third week in November (right before Thanksgiving break). A majority vote shall be required for elections. If no candidate for an office receives a majority vote by the second round of voting, the candidate receiving the lowest number of votes for that position shall be dropped from each consecutive ballot until one candidate receives a majority of the votes.

##### Section 4 -Term of Office:

1. The newly elected executive board will attend the executive meetings during the spring semester. During these meetings, the executive board shall cross train the newly elected board on the duties for which they will be responsible.
2. Officers shall be elected for one year with their official term beginning May 1<sup>st</sup>.

##### Section 5 -Vacancy in Office:

1. A vacancy in any office, other than that of Chair shall be filled by appointment by the Chair with the consensus approval of the Executive Board.
2. Should the office of Chair become vacant, the Secretary shall automatically become Chair.

##### Section 6 - Duties:

1. Executive Board:
  - a. These officers shall serve on the Executive Committee, perform the duties prescribed in these Bylaws and Constitution, and perform such other duties as are directed by the organization.

- b. The Board will hold bi-weekly (every other week) meetings, which shall be attended by all officers unless acceptable notification is given. All members must arrive on time and be prepared for the meeting.
  - c. The Board must plan and execute bi-monthly (twice per month) general body meetings.
- 2. Chair
  - a. Plan and run bi-weekly executive meetings in accordance with Robert's Rules of Order and chapter bylaws.
  - b. Run general body meetings in accordance with Robert's Rules of Order and chapter bylaws.
  - c. Manage the agenda of executive and general body meetings.
  - d. Attend community GLBTQ2A round-table events and report to the chapter.
  - e. Act as representative of the chapter to the Colorado State and Fort Collins community.
  - f. Seek local and national corporate sponsorships.
  - g. Allocate extraneous tasks to other board members.
  - h. Appoint individuals from the executive board or general membership to ad hoc committees.
  - i. Call an emergency business meeting with the consent of three-fourths of the voting members present. This business meeting must have a specific agenda set and no new items of business may be brought up at this meeting.
- 3. Secretary
  - a. Record and post the minutes of executive and general body meetings.
  - b. In the absence of the Chair, run executive and general body meetings.
  - c. Maintain organization's attendance records.
- 4. Treasurer:
  - a. Attend Financial workshop at the beginning of the semester
  - b. Keep a Ledger of oSTEM's finances
  - c. Submit reimbursement forms for events, food, etc.
  - d. Oversee financial dealings
- 5. Director of Education and Outreach
  - a. Create and oversee chapter social media efforts.
  - b. Coordinate recruitment and community outreach events.
  - c. Seek mentoring and networking opportunities for the chapter.
  - d. Meet with faculty and recruit members for the Faculty Board.
  - e. Collaborate with college liaisons to gain chapter's visibility in conjunction with director of Public Relations
- 6. Director of Public Relations
  - a. Create and oversee chapter social media efforts.
  - b. Collaborate with college liaisons to gain chapter's visibility in conjunction with Director of Education and Outreach
  - c. Responsible for creating flyers and sending out event invitations when an event is planned.
- 7. Director of Events and Activities
  - a. Create social events for the chapter membership.
  - b. Coordinate with the Director of Education and Outreach to create recruitment events.
  - c. Document all events (e.g. photography) for future outreach and social events.

8. College Liaisons
  - a. Attend the college council meeting or other designated college group meeting
  - b. Act as the representative of oSTEM at the meeting
  - c. Report on college council or other designated college group events and opportunities to the executive board and the general body.

#### Section 7 - Misconduct

1. A member of the Executive Board may be removed from their office due to gross dereliction of their duties as outlined in this Constitution. A vote of no confidence by all other members of the Executive Board shall constitute an Executive board member's removal from office.
2. Any member may be expelled by two-thirds (2/3) vote of the eligible membership at a regularly scheduled meeting.
3. To remove a member or officer, adequate written notice (7 days minimum) is required.

### ARTICLE VI – ADVISOR

#### Section 1 -- Qualifications and Duties of the Advisor

The Advisor must be a faculty or staff member or a graduate student (with a consent form from his or her academic advisor) who has an interest in serving as the Advisor. The Advisor shall attend the regular weekly meetings, Executive Board meetings, participate in the planning of activities, and offer help and advice to the Members. However, he or she may neither vote nor hold any office.

#### Section 2 -- Election of the Advisor

The Advisor shall be elected to a term of one year, beginning May 1<sup>st</sup>, at a meeting of the Officers during April. The time and place of the meeting will be announced to all Officers at least two weeks in advance. Nominations for the Advisor are welcomed from the Colorado State University STEM colleges, and any other persons wishing to serve as the Advisor may nominate themselves. All nominations must be submitted to the Chair at least one week before the election. The election of the Advisor shall be by secret ballot, and it shall require a majority vote of the Officers present at the meeting. In the event of the resignation or removal of the Advisor, or if the Advisor ceases to meet the qualifications for the position, a special election shall be held to replace him or her. The procedures for this special election shall be the same as for the regular elections.

#### Section 3 -- Removal of the Advisor

The Advisor may be removed from his or her position for failing to carry out the duties of the position. The decision to remove an officer must be ratified by at least 2/3 of the Officers. The Advisor shall be given written notice of the decision to remove him or her, and he or she will then have ten days to appeal this decision in writing to the President. He or she will also be given the opportunity to speak on his or her behalf at the next regularly scheduled meeting of the local oSTEM chapter

after the written appeal has been submitted. The denial of an appeal must be approved by at least 2/3 of the Officers.

If the Advisor ceases to meet the qualifications for the position, then he or she shall cease to be the Advisor.

## ARTICLE VII -METHOD OF AMENDING BYLAWS

### Section 1: Amendments

Proposed amendments to these bylaws shall be submitted in writing. The proposed amendments shall be submitted for review to the Executive Committee, which will present the proposal along with its recommendation to the general membership. A two-thirds vote of the general membership, as described for the status of a voting member, present shall be necessary for adoption of any bylaw amendment.