

Constitution of OUTreach of the University of Alberta

Strategic Intent

OUTreach and its executives will work with campus organizations and the larger Edmonton community to promote safe spaces, social events, discussion, and education on University of Alberta Campuses.

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ARTICLE I: Name and Purpose

I.I Name

The name of the student group shall be OUTreach or outreach.

I.II Compliance

OUTreach operates at the University of Alberta under the Students' Union, and is subject to University of Alberta policies and procedures, as well as Students' Union bylaws and procedures. This group will also comply with all local, provincial, and federal laws and procedures.

I.III Objectives and Goals

The group shall operate for the purpose of:

- A. Providing a queer positive atmosphere and meeting place at the University of Alberta for all regardless of their sexual orientation and gender identity, with an emphasis placed on but not limited to lesbian, gay, bisexual, trans*, and queer identifying persons (hereafter referred to as LGBTQ*).
- B. Providing a voice for issues concerning LGBTQ* persons at the University of Alberta and throughout Canada.
- C. Educating other members of the University of Alberta and community members on issues pertaining to sexuality, sexual orientation, and gender identity.
- D. Recognizing and supporting queer lifestyles, however those may be defined.
- E. Cooperating with other organizations both on and off campus with similar goals and interests.
- F. Providing assistance when possible to LGBTQ* persons on campus as well as LGBTQ* youth.
- G. Working towards ending discrimination on the basis of sexual orientation and gender identity.

ARTICLE II: Membership and Eligibility

II.I Membership and Eligibility

A. Membership in OUTreach shall be open to all sexual and gender minorities (LGBTQ*) and queer positive students, faculty, and staff of the University of Alberta as well as community members interested in supporting OUTreach.

B. An “*Active Member*” is any member who has contributed by way of executive position or attendance of events or meetings during the current academic year or previous academic year. In any case where a member’s ‘active’ status may not reliably be determined it shall be assumed in favour of the member.

C. A membership list may be constituted by any Voter Registry or contact list established or maintained during the current academic year for the purposes of elections, this constitution, and the re-registering of this student group. Any membership list shall be held in the strictest confidence. Voter Registration forms will be held for a period of one year, at which point they will be destroyed.

D. OUTreach will not charge for membership status.

II.II Types of Members

A. *General Member*: Freely attends meetings, events, trips, functions, and other social initiatives. May volunteer their time, opinions, and resources to the executive at their discretion. General members are subject to this constitution by being a part of OUTreach.

B. *Executive Member*: An executive member is one of up to nine individuals elected by majority vote or non-voting chair to facilitate the operation of OUTreach in an Executive Board. They are also General Members. Executive members are subject to this constitution by being a part of OUTreach. In being elected, executive members agree to follow and understand the articles of this constitution.

II.III Standing

A. A “*Member in Good Standing*” is any member who upholds the objectives and goals of OUTreach and fulfils the role of their membership.

B. A “*Member in Bad Standing*” is any member who consistently fails to uphold the objectives and goals of OUTreach, consistently fails to fulfil the role of their membership, or significantly reduces cohesion in general meetings, executive meetings, events, trips, functions, or other social initiatives.

II.IV Member in Bad Standing Policy

A. Any member may call another member’s standing into question by going to the executive with their complaint(s). These complaints will be anonymous and confidential.

B. If after discussion a member is found to be in bad standing by a vote of two thirds (2/3) of the executive where quorum is present, their status shall be changed from Member in Good Standing to Member in Bad Standing.

C. If the complaint concerns an illegal action, the Edmonton Police Service should be contacted with the consent of the complainant.

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D. A Member in Bad Standing is subject to expulsion or restrictions from meetings, events, trips, functions, forums, or other social initiatives at the discretion of the executive. A bad standing status shall be in effect for the current academic year unless their actions warrant a longer period. Repercussions must be reflective of the reason for the bad standing status and their approval is subject to a vote of two thirds (2/3) of the executive.

E. A dated report entitled 'Member in Bad Standing Report' from the secretary or co-chair will be stored that contains the name of the Member in question, the type of member, the tally of votes, and the deliberation of the executive. After the academic year the report will be stored physically for a period of five (5) years.

F. For the Executive Member Impeachment protocol please see **Article IV.V**.

ARTICLE III: Eligibility and Election of Executive Board

III.I Eligibility

In order to be eligible to run and hold office, the following requirements must be met:

1. Must be an Active Member.
2. An executive member may only be an executive member for two (2) academic years in any specific position and three (3) academic years total except in the case where a position will not otherwise be filled in an election.
3. Points one (1) and two (2) of these election eligibility requirements may be waived with a vote of 80% of a general meeting where quorum is present.

III.II Election Procedures

A. The Executive Board will be selected by *plurality voting* (also known as *first-past-the-post* and *simple majority*) where *quorum is present* for each of the executive positions on the *2nd Tuesday of April* except in the case where that day falls after the end of classes. In this case the *1st Tuesday of April* shall be used instead. The old executive board will vote on one member of the board who is not running for re-election in the next election, who will monitor the new election process to ensure an unbiased election. This position shall be called that of the Deputy Returning Officer, or DRO. If all members of the board are running for re-election, then the board is constitutionally obligated to elect a member in good standing from the group in order to become the DRO.

B. To allow for campaigning the election campaign period will begin *two Tuesdays prior* to the election at a general meeting. The executive should make an announcement about the election and the election campaign period in the week prior to the election campaign period.

C. Any active member is able to nominate themselves for any of the executive positions once the election has been called. This may be done at a general meeting or on a public forum.

D. Time shall be allotted to allow all nominees to speak on their platforms at all meetings between the election announcement and the election day and space shall be allotted on the OUTreach web page for nominee platforms to be listed.

E. Voters will fill out two distinct and separate forms sequentially in casting their ballot:

1. A Voter Registration Form that collects name and student status (University of Alberta Student OR University of Alberta Alumnus OR University of Alberta Grad Student OR Non-University of Alberta Person).
2. A *Secret Ballot* wherein executive positions are listed according to **Article IV.I** and nominees are listed alphabetically.

F. In the event of a tie the votes must be recounted. If the tie persists, the nominees will briefly speak about their candidacy before another vote is conducted. If the subsequent vote does not alter the tie the secretary or a co-chair will decide by coin toss or drawing lots.

G. The results of the election can be articulated into a separate document entitled '**Election Results**' by the secretary or co-chairs which will be kept indefinitely. By running in the election you consent to be on this report.

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H. Executive members will hold office for one calendar year from April 15 to April 15. The period from April 15 to June 15 shall be a transition period in which the current and new executive members work together and the roles and responsibilities of the Executive Board and OUTreach's documentation are handed on and explained to the new executive members.

ARTICLE IV: Executive Board

IV.I Executive Board

The Executive Board will be composed of the following voting members:

- A. President**
- B. Two Co Chairs**
- C. VP Finance**
- D. VP External**
- E. VP Internal**
- F. VP Support**
- G. VP Marketing**
- H. Secretary**

IV.II Duties of Executive Board Members

In addition to the responsibilities listed below, executive members may freely and fluidly assign responsibilities at their discretion according to their respective strengths and attributes. This may include the design of promotional materials, grant applications, announcement of upcoming OUTreach initiatives, and the attendance of information sessions.

A. the President

1. Work to ensure the Executive Board operates efficiently and to promote cohesion among the executive members.
2. Work to strengthen the relationships between OUTreach and on campus and off campus organizations and persons.
3. The President has authority over the email. Other executive members may use the email for the purpose of reading emails and in the operation of committees.
4. Chair's executive meetings and distributes event portfolios
5. Media Representative
6. Has cheque signing authority.

B. the Co-Chair(s)

1. To be responsible for the weekly/general meetings
2. Supports general meeting hosts and help to facilitate the discussion
3. Collect feedback and data on meetings
4. Book the meeting spaces
5. Manage the executive calendar

C. VP Finance

1. Manages the bank Ledger
2. Manages the cash logs
3. Writes the budget
4. Has cheque signing authority.

D. VP External

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1. Build Collaborative relationships with other student groups, organizations in the community, and university services
2. Media representative

E. VP Internal

1. Responsible for volunteer management and assignment
2. The director liaison and manage the directorships
3. Work to ensure that the general members are content with the governance and programming of the group
4. Manage the group surveys and contests

F. VP Support

1. Represents the general membership on issues of interest or concern.
2. Sits on committees alongside the other executive members to further the strategic intent of OUTreach and ensure meetings, events, trips, functions, forums, other social initiatives and services are adequately applied.
3. Listens to and solicits feedback from the general membership and communicates their issues, needs and interests to the executive.

G. VP Marketing

1. Responsible for correspondence between the executives and the general membership
2. Responsible for advertisement and newsletters
3. Manages the social networking sites of the group (ie. Twitter, facebook, instagram)

H. Secretary

1. Takes minutes for executive board meetings
2. Maintains the digital documentation and physical documentation of the executive

IV.III Other Executive Members

A. Additional non-voting chairs may be added to the Executive Board with a majority vote of the executive where quorum is present.

B. The purpose of these non-voting chairs is to encourage coordination and communication between OUTreach and its partner organizations, or to enable a general member to aid the executive with the operation of OUTreach.

C. A non-voting chair from a partner organization will be filled by the partner organization as determined by their membership and their processes and will be completely external to OUTreach.

D. It is the option of the executive to close the chair for any period not exceeding their terms as executive with a majority vote of the executive where quorum is present. This motion may be rescinded by the same.

IV.IV Impeachment Policy

A. An executive member may call another executive member's standing into question by announcing in the executive forum:

"Motion to call [Name of Member] into Bad Standing"

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Reason: Justification for motion here."

B. If after discussion an executive member is found to be in bad standing by a vote of two thirds (2/3) of the *entire executive* where quorum is present their status shall be changed from Member in Good Standing to Member in Bad Standing.

C. An executive Member in Bad Standing is subject to expulsion or restrictions from meetings, events, trips, functions, forums, other social initiatives, or removal from the Executive Board. A bad standing status shall be in effect for the current academic year. Repercussions must be reflective of the reason for the bad standing status and their approval is subject to a vote of two thirds (2/3) of the remaining executive.

D. A dated report entitled '**Impeachment Report**' from the secretary or co-chair will be stored that contains the name of the Member in Bad Standing, the reasons for the change in standing, evidences, and the tally of votes. This report will be hosted publicly for the remainder of the academic year and should only be viewable by persons with ualberta CCID. After the academic year the report will be stored physically for a period of five (5) years.

E. Non-executive general members may use **Article II.IV** to impeach an executive member.

F. In the event of a vacancy on the Executive Board the remaining executive must decide whether or not a replacement is required. In the case that a replacement is required a by-election will be announced at the next general meeting by the executive to be held two weeks after.

ARTICLE V: Committees

V.I Committees

A. Committees are any subgroup of the Executive Board **or** persons solicited by the Executive Board based on their merit to coordinate an event, trip, function, or other social initiative.

B. For the purposes of committees the following positions have been defined:

1. *Volunteer Coordinator*: Responsible for soliciting and scheduling volunteers to address the needs of an event, function, or trip. May be filled by a person already filling another position.
2. *Treasurer*: Responsible for financials during the operation and planning of an event, function or trip. Will work together with the House Manager to ensure funds are safely secured, processed, and itemized. If the treasurer of OUTreach is unable to attend an event the treasurer may delegate this responsibility to another executive member. After the funds have been processed they must be given to the OUTreach treasurer as the treasurer is responsible for depositing funds collected in the OUTreach bank account.
3. *Stage Manager*: Responsible for managing performers and staff behind the scenes to ensure that events proceed according to schedule.
4. *Host(s)*: Responsible for receiving or entertaining guests in a social and/or official capacity.
5. *Technician(s)*: Responsible for ensuring that lighting and sound operate consistently and effectively for an event or function.
6. *House Manager*: Manages volunteers and coordinates with the Stage Manager, Treasurer, Technicians and clientele to ensure that events proceed according to schedule and that all parties are satisfied.
7. *Liaison*: Responsible for initiating and maintaining contact between parties associated with the operation of a committee on the behalf of OUTreach.

C. All money collected in the scope of a committee must be itemized and counted by at least three individuals to verify accuracy before being deposited by the treasurer.

D. A financial log is recommended for recording money collections, transfers and deposits. It should be comprised of a time stamp, an author, the type of transaction, an amount, and a description.

V.II External Committees

A. OUTreach will on occasion be solicited to sit on University of Alberta steering committees and invited into relationships with external organizations. When this occurs the position should be announced in the executive forum and discussed.

B. Interested executive members may nominate themselves. In the case of multiple nominations the decision must be made by either *drawing lots* or discussing the merit of each nominee and then voting. A nomination based on merit shall require a majority vote of the entire executive.

V.III Documentation

A. Committees should issue a dated report with their analysis and recommendations of the committee's activities.

V.IV Proposals and Reimbursement

In order to pass a motion to take on a new initiative or spend OUTreach funds an executive member must:

1. Declare their proposal clearly in the executive forum.
2. Facilitate discussion in a positive manner.
3. Call the proposal to vote. In order for a proposal to go through and for funding to be released two thirds (2/3) of the executive members must approve of the proposal. The members in favour must include the treasurer if the initiative will involve spending OUTreach funds.
4. In order to be reimbursed for an expense a receipt must be provided to the treasurer. Reimbursement will be in the form of a cheque signed by two of the persons with cheque signing authority. Reimbursement without a receipt will be considered at the discretion of the treasurer and co-chairs.

ARTICLE VI: Meetings

VI.I General Meetings

- A. OUTreach will have weekly meetings in the evening on campus to discuss various topics. Meetings will be announced through public forum and all OUTreach media.
- B. Topics should be planned by the executive by using statistical evidence and review from past executive members and general membership surveys, including a Fall Term survey and an end of academic year survey.
- C. Meetings may be run by executive members, general members, or guest speakers at the discretion of the Executive Board. Executive members will sit in meetings as facilitators of conversation.
- D. Meeting reviews should be compiled by the executive from executive member perspectives and the end of academic year survey. These reviews should be articulated into a dated report entitled '**General Meetings Review**' to be utilized by future executives.

VI.II Executive Meetings

- A. The Executive Board will meet at least monthly during Fall and Winter Term in order to plan and organize OUTreach's affairs, as well as briefly after general meetings.
- B. Meeting minutes must be kept by the secretary and published on the OUTreach Student Union page and the OUTreach web page. They must summarize discussion but may be brief enough to not reveal sensitive or tentative programming initiatives. Meeting minutes will be kept digitally for a period of five (5) years.
- C. Meetings will operate with the goal of consensus based decision making. In order to operate in this manner the executive members must strive towards: common goals, commitment to reach consensus, trust and openness, fulfilling time constraints, establishing clear process, and actively participating.
- D. After discussion has occurred a majority vote of the voting executive members where quorum is present will pass a motion.
- E. In an executive meeting where the intent is mediation or the remedying of miscommunication, it is advised that evidences of transgressions be readily available, and that the involved executive members be given priority to speak to each other while the remaining executive witness the conversation. A mediator from the University of Alberta Ombudservice is also an option.

VI.III Forums and Media

- A. The Executive Board will facilitate conversation on a public forum to promote social events and provide a medium for conversation outside of general meetings.
- B. The Executive Board will utilize a private forum in order to plan and organize OUTreach's affairs. It is advised that this private forum be capable of archiving posts such that future executives and Student Group Services can hold the Executive Board accountable if any situations arise.

C. The Executive Board will maintain an OUTreach web page to promote social events and provide resource listings for University of Alberta resources, sexual and gender minority information pages, and sexual and gender minority community pages.

VI.IV Quorum

A. Quorum for an executive meeting shall require that two thirds (2/3) of the executive members are present (rounded up to the nearest whole number). In absence of quorum the meeting will take a recess until it is discerned whether quorum is achievable. If it is not the meeting will be rescheduled.

B. Quorum for a general meeting and for election purposes shall require that twenty-five (25) general members are present. In absence of quorum on election day the meeting will take a recess to allow for additional general members to arrive before proceeding.

ARTICLE VII: Amendments to the Constitution

VII.I Amendments

- A. A proposed amendment to this Constitution will be voted upon by the executive in an executive meeting prior to announcement to the general membership.
- B. Notice of intent to amend the constitution must be communicated to all executive members at least 14 days prior to the meeting in which the constitution is to be amended.
- C. The approval of the amendment is subject to a vote of two thirds (2/3) of the entire executive.
- D. The old and new constitution must be released in a public announcement by the executive after they have approved the amendment. A dated report entitled '**Amendment Report**' must be written by the secretary or a co-chair that details the changes.
- E. Within a thirty (30) day period of the amendment announcement, any member may seek to appeal the amendment by announcing their intent in a public forum and by filling out an '**Amendment Appeal**' form with a witness. An appeal is subject to a vote of twenty (20) people at the next general meeting where quorum is present after a discourse on the amendment has taken place.
- F. Amendment documentation will be kept indefinitely.
- G. Amendments to this Constitution will take effect immediately.

ARTICLE VIII: Dissolution

VIII.I Dissolution

The group may be dissolved by an 2/3 majority vote at a Special General Meeting convened for the purpose of which 90 days notice must have been given in writing by listserv to all members. The group is automatically dissolved upon membership dropping below 10 members. Upon dissolution, the Executive Committee is responsible for ensuring that any remaining financial resources are donated to The Pride Centre of Edmonton and the bank account is closed down. Any resources or group assets will be held in trust at the Pride Centre until such time that the group can be reconstituted at the University of Alberta.