Bay State College 2012

PRIZM’S CONSTITUTION
Article I: Name and Purpose

Section I: Name of Organization

The name of this organization shall be “priZm”. priZm aims to serve the lesbian, gay, bisexual, transgender, queer, intersexual and asexual (LGBTQIA) communities.

Section II: Purpose

Allies of LGBTQIA students are also a valuable part of the group, and aid in efforts to educate and spread awareness of LGBTQIA issues. priZm members are dedicated to improving support and awareness in both the Bay State and local communities. priZm is committed to sociopolitical justice along with a better understanding of queer and gender issues. priZm is furthermore a social outlet for LGBTQIA Bay State students and their allies. Community building and support is central to the group.

Article II: Composition of priZm

Section I: Membership

Membership for priZm can include any student who wishes to be a part of the LGBTQIA Community and their allies.

Section II: Executive Board

Members on priZm’s Executive Board must be full-time undergraduate students in good academic and social standing.

Section III: Criteria for voting membership

A voting member is defined as anyone who has met the prerequisites of general membership and who has not missed more than five meetings in a semester.

Section IV: Anti-discrimination statement

Each qualified individual regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, disability, or veteran status, shall have equal opportunity to participate as a member of the group.
Article III: Executive Board Officer Descriptions & Responsibilities

Section I: President

The role of the President is to act as a spokesperson and tend to the many voices of priZm members, as well as the greater Bay State community and the universal LGBTQIA community. The President is assigned with the task of keeping the club in motion, retaining an active club membership, and making sure all members have the resources they need. The President must maintain a GPA of at least 2.5. Some duties assigned to the President position include:

- Plan and chair meetings
- Organize events; this includes, but is not limited to: assigning tasks (publicity, shopping, set up, registration, etc.), communicating with the Office of Student Leadership and Planning, and assuring the completion of tasks
- Investigate ideas for events and discussions
- Hold office hours
- Attend general and Executive Board meetings, as well as most events
- Discusses public relations with other organizations, faculty, and students
- Distribute all committee and event reports
- Oversee all committees and programming

Section II: Vice President

The role of the Vice President is to assist the President with the daily operations of priZm. The Vice President must work closely with the President with all matters concerning priZm. The Vice President position will be determined by election by all general members (this excludes the President). Some of the duties performed by the Vice President include:

- Fill in for an absent President at meetings
- Register events through the Office of Student Activities
- Book spaces for meetings and events
- Help bring about and discuss ideas for events and dialogue
- Help oversee all committees and programming
- Attend general and Executive Board meetings, as well as most events
- Attend most Student Government Associations meetings

Section III: Committee Chairs

The role of the Committee Chair is responsible for all event programming that takes place in any on campus building. This Committee Chair will work directly with all
executive board member and advisor. The Committee Chair will be required to ensure that the student body programming needs are being met. Some of the duties performed by the Committee Chair include:

- Working with Executive Board to determine what types of programs and entertainment are wanted by the student body
- Work with Executive Board in regards to the budget
- Contact, work and deal with agents and managers to attain entertainment and needed information (transportation, setup, etc.)
- Will work closely with all Executive Board members in regards of event programming
- The Chairpersons must meet with the President for at least one hour every two weeks

Section IV: Treasurer

The role of the Treasurer is to maintain the organizations finances. The Treasure must acquire any financial approval needed; they must also get signing rights from the Student Council Treasurer. All General Members elect Treasurer during the election meeting. Some of the duties performed by the Treasurer include:

- Work with the Vice President to create and maintain a budget
- Submit all financial forms in a timely manner
- Be aware of all club spending and repayments
- Hold office hours
- Attend general and Executive Board meetings
- Work with Vice President to create any budget request forms

Section V: Secretary

The Secretary of priZm is meant to record the proceedings of general meetings, and record attendance of all General and Executive meetings. Some of the duties performed by the Secretary include:

- Take notes from weekly meetings for future reference
- Send out weekly e-mails that include meeting minutes and upcoming event reminders
- Facilitate with forms and paperwork when other Executive Board members cannot
- Hold office hours
- Attend all general and Executive Board meetings
- Take attendance for each meeting
- Send reminders of up-coming meetings
Section VII: Removal of the President, Vice President and Chairpersons

President, Vice President and Chairperson positions require a dedicated individual who wants to help the organization to achieve its goals and implement its mission statement. However, if anyone in the organization feels that a person is not meeting the requirements of their position they can be removed by the following procedure:

- A member should submit a written complaint that explains why the person is not doing their job and secure the signatures of three other members and turned in to the President or Vice President.
- It will be brought up at the next Executive board meeting.
- Another Executive Board meeting will be held and vote for removal will be made.
- A special General meeting will be held and everything will be explained.
- The person facing removal will have a chance to defend themselves for resign from the position.
- A vote from General members for removal of accused person will be taken.
- If the person does not resign, a written vote will be taken at the Executive Board meeting and it takes 2/3 votes of the Executive Board to remove the person.

Article IV: Elections

There are three types of elections are necessary for the functions of this organization. They include Primary Elections, Secondary Elections, and Committee Chair Elections.

Section I: Primary Elections

Primary Elections occur at the end of each spring semester. All active members are eligible to nominate themselves and explain their qualifications for the chosen position. Voting is done by active members with voting rights and decided by popular vote.

Section II: Secondary Elections

Secondary Elections occur at the end of each fall semester. These occur if an Executive Board member desires to step down or switch positions, or if there is an active club member who articulates a particular desire to apply for an Executive Board position. If such a need is evident, elections for the relevant positions will follow.

Section III: Committee Chair Elections

Committee Chair elections happen when the demand for such a position is apparent within the organizations functions. Any active member interested will be read the position description and asked to speak about why they qualify for the Chair position. Applicants are then chosen by popular vote.
Article V: MEETINGS

Section II: Meeting Time and Meeting location

priZm meetings are held weekly at a predetermined time and place, which is generally chosen based on the Executive Board member’s schedules and preferences.