



Constitution

(as of 15 January 08)

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Preamble

This Loyola University Chicago affiliated organization shall be named Advocate. It has been set up to serve the Loyola Community by creating a safe and comfortable environment for gay, lesbian, bisexual, transgender, queer, and straight students, faculty, administration and staff. The organization will work to educate the Loyola community and beyond on issues pertaining to GLBTQ peoples and acts for the rights and equalities of all. As the official LGBTQ organization, Advocate n is a resource to the University and all of its parts and strives to fulfill the call for cura personalis directed under the Ignatian charism.

The purpose of this organization shall be:

- To create a safe and comfortable environment for gay, lesbian, bisexual, transgender, straight and queer students and for those who support them.
- To educate the Loyola community and beyond on issues pertaining to the gay, lesbian, bisexual, transgender and queer peoples.
- To act for the rights and equalities of all people.

Article I: Membership

Section 1 – Definition of Membership

Membership in this organization shall be open to all students, faculty, administration and staff of Loyola University Chicago.

Section 2 - Dues

There shall be no dues for membership unless the majority of members decide to implement such a program. If dues are implemented, a member will not be completely restricted from membership should they not have financial ability to pay them.

Section 3 - Members

A member is defined as a Loyolan who adheres to the Mission Statement of Advocate. A member in good standing with the organization should attend a minimum of 25% of the meetings, as determined by the Secretary's official records.

Section 4 – Meeting Restriction

The Executive Board, as defined in Article II, reserves the right to restrict and/or ban any individual from Advocate meetings and events who acts contrary to the Mission Statement or University Policy, or when deemed necessary and appropriate. An individual will be restricted and/or banned following the approval by the President at the request of an Executive Board member.

Article II: The Executive Board

Section 1 – Definition and Purpose

The Executive Board consists of the President, Vice President, Secretary, Treasurer, and the Chair of Special Events. The Executive Board is the governing body for Advocate and will make all decisions to further the Mission Statement of the Organization and ethos of the University. Only these

five members are the official Officers of the Organization and are the only members who will have a vote in official matters of the Organization. All necessary steps must be taken in order for any and all solicitation of advice from the Advisory Board, in official Organization matters.

Per University policy, Officers are required to be in good academic and judicial standing, and enrolled for at least six credit hours each semester during their terms of office. A student is considered to be in good academic standing as defined by the policy of their school or college. Judicial standing is determined by the Office of Judicial Affairs, Division of Student Life. No officer can be on Academic or University probation.

Section 2 – The President

The President of the organization will also be the Chairperson of the Executive Board and will direct all meetings of the board and the organization. The President can make any meeting of the Executive Board closed, but must do so at the Executive Board meeting prior. The President will have general supervision over the business, officers, and activities of the Organization. There must be a President elected in order for there to be an organization. The President will ensure the organization does not disobey any University policies or Local, State, or Federal Laws.

The President is also in charge of all official paperwork for the organization and keeping track of any official documents. All forms submitted for any budget, special events, etc will also have a copy submitted to the President and Secretary, who will keep track of them. The President is responsible for creating and maintaining a binder of the Organization which can be presented at meetings or events, which displays everything going on in the club. They will regularly check the on-campus mailbox provided by the university.

It is the responsibility of the President to make sure Advocate is utilizing all appropriate campus resources. The President will be the liaison to University administration, faculty, and staff and should be present at all relevant meetings regarding Advocate. They will approve of any sponsorship for special events between Advocate and other organizations and arrange for other organizations to sponsor Advocate events. The President shall make sure to update the Advocate Calendar and inform the Webmaster of updates that need to be made.

The President has the right to issue an Executive Order, as long as the Order does not violate University policy or rules and regulations and/or any related governmental law, rule or regulation. This Order is a directive to allow for the proper operation of the Organization and to further uphold the Mission Statement. A copy of the Order must be provided in writing to the Secretary to be in effect.

Section 3 - Vice President

In the absence of the President, or in the event of a vacancy in the office of President, the Vice President will take on the duties of the office of the President. They will have all of the powers of and be subject to all the Constitutional powers and responsibilities outlined in Article I, Section 2. The Vice President will have such powers and perform whatever duties may be set by the board or by the President. The Vice-President is the only Officer that can take over the position of the President without a vote.

The Vice President shall help to acquire space for the general meetings and support group meetings within Advocate in accordance with the Loyola University Chicago Room Reservation Policy.

Any matters not explicitly outlined and/or detailed in the Constitution are to be interpreted by the Vice President by request of any Advocate member.

The Vice President shall ensure receipt of Officer Reports whenever necessary. They will give one copy to the Secretary and one copy to the President. They will also insure the Secretary is informed and updated on upcoming events for official meeting minutes.

The Vice President will help facilitate general meetings with the President. They shall run the general and Executive Board meetings in the absence of the President. The Vice President will help to create a meeting agenda for each general meeting.

Section 4 - Secretary

The Secretary is responsible for preparing, recording and keeping the official minutes of the meetings of the Executive Board and of the Organization. They must make sure to keep an official roster of all members, including meeting attendance. The Secretary is responsible for making sure that all notices are given by the University or by any related governmental law, rule or regulation.

The Secretary will be custodian of the records of the organization. The Secretary will have all the powers and perform all the duties of the office of the Secretary and such other duties as may, from time to time, be set by the Executive Board or the President, such as sending out the meeting minutes on the ListServ and notifying members of special events/situations. All forms submitted for any budget, special events, etc will also have a copy submitted to the President and Secretary, who will keep track of them.

Section 5 - Treasurer

The Treasurer will have general charge of the financial affairs of the organization, along with the President, and will have, in general, all the powers and perform all the duties of the office of Treasurer and such other duties as may, from the time to time be set by the Executive Board or the President.

The Treasurer will be responsible for keeping proper financial records of the Organization; receive money due and payable to the Organization; deposit all money in the name of Advocate in such bank accounts as selected by the Executive Board; and ensure proper use of funds authorized to be paid by the Organization.

It is the responsibility of the Treasurer to insure attendance at any budgetary meetings or workshops held by the University and perform all actions in accordance with Loyola University Chicago policies and regulations. The Treasurer will ensure the appropriate number of delegates required to attend such meetings are selected and attend.

All forms submitted for any budget, special events, etc will also have a copy submitted to the President and Secretary, who will keep track of them.

Section 6 – Chair of Special Events

The Chair of Special Events is responsible for coordinating any special or social events for Advocate. They will complete all paperwork and steps in order to ensure event success. They will submit suggestions to the President and Vice President at least six weeks in advance for special events and two weeks in advance for social events. They will submit an updated copy of the calendar with in 72 hours of any changes that are made.

The Chair of Special Events will work with all Advisory Board members necessary in the planning and execution processes of their events. All forms submitted for any budget, special events, etc will also have a copy submitted to the President and Secretary, who will keep track of them.

Article III: The Advisory Board

Section 1 – Definition and Purpose

The Advisory Board consists of the Co-Chairs of Support Group, Co-Chairs of Safe Space, Chair of Public Relations, and the Webmaster. The members of the Advisory Board chair specific functional areas of the Organization for specialized focus on critical areas for the Organization's advancement of the Advocate Mission Statement. The Advisory Board does not have a vote in Executive Board matters, but are encouraged to enter input into important matters, pertinent to the betterment of the Organization, especially where their functional areas are concerned. The Advisory Board reports to the Executive Board, but these Board positions, in general, are considered autonomous of the Executive Board, unless otherwise stated in the following Sections.

Per University policy, Officers are required to be in good academic and judicial standing, and enrolled for at least six credit hours each semester during their terms of office. A student is considered to be in good academic standing as defined by the policy of their school or college. Judicial standing is determined by the Office of Judicial Affairs, Division of Student Life. No officer can be on Academic or University probation.

The Advisory Board is encouraged to attend open Executive Board meetings, but is not required to, unless upon request by the President of the Organization.

Section 2 - Co-Chairs of Support Group

The Chairs of Support Group are responsible for setting up support group meetings by choosing a time and working with the Vice President to reserve a room. They will provide the Chair of Public Relations and the Webmaster with contact information for the group.

It is the responsibility of the Chairs to maintain contact and training with the Wellness Center to provide adequate care for persons seeking support. They will attend workshops suggested by the Wellness Center. Even with training, the chairs must recognize when they a situation's impact goes beyond the scope of their training and contact the appropriate people. Only matters of child abuse (when under the age of 18), homicidal tendencies, or suicidal tendencies can and should be reported by name.

The Chairs will keep in contact with the President of the organization at least once every two weeks about concerns, questions or comments. No personally identifiable information can be discussed. They will maintain a log to pass on to future Chairs.

Section 3 - Co-Chairs of Safe Space

The Chairs of Safe Space are responsible for setting up and administering the training sessions for the Safe Space Program as many times a year as needed. They must discuss with the President and Vice President when training sessions are to be held and with whom. They will submit a written report of activities, tentative activities, and suggested activities for Safe Space to the President and Secretary.

They will also coordinate with the Public Relations chair to advertise Safe Space workshop events. The Chair will stay in contact with Residence Life to make sure all RAs, RMs and possibly students are trained and with members of the Division of Student Life to ensure appropriate and/or necessary faculty and staff members are trained.

Section 4 – Chair of Public Relations

The duties of the Chair of Public Relations will provide the Loyola University Chicago community with information on upcoming events, programming, and organizational information from Advocate in accordance with the posting policies of the University. They are responsible for any outside advertising.

The Chair of Public Relations shall make advertisements for Advocate events with the following information: Event name, location, cost (if any), time, and short description. They are responsible for distributing these among University departments, Residence Life, and posting where necessary targeted population frequents.

The Chair of Public Relations is the Chairperson for any meetings of the Advisory Board. They will make regular reports to the President and update the general membership during each general meeting following an Advisory Board meeting (or yield to other Advisory Board members).

Section 5 - Webmaster

The Webmaster shall create, maintain, and update web space provided for the organization. The following should be displayed on the website: Executive Board members and contact information, upcoming events, information on Safe Space and Support group, and also any other relevant information to Advocate.

Article IV: Organization Advisor

Section 1 - Advisor

The organization will have one official advisor who is a faculty, staff, or administration member of the school and who will be appointed and approved unanimously by the Executive Board.

Section 2 - Duties

The specific responsibilities of the advisor are to:

1. Oversee all activities of the organization in terms of the policies and regulations established by the University.
2. Attend meetings of the group when possible.
3. Take an active part in forming policies and programs.
4. Attend organizational events.
5. Counsel and advise the officers and group members as needed.

The organization-advisor relationship is not a one-way street; the organization has some definite responsibilities to its advisor. Advocate and its advisor will:

1. Discuss and review the expectations of the advisor's role with the adviser - from the beginning and regularly throughout.
2. Establish a line of communication to keep the flow of information moving smoothly.
3. Communicate information about all meetings, events, critical issues.
4. Meet regularly to discuss organizational matters and to relay and update information.
5. Discuss before any changes in the structure or policies of the organization or committee are made, and before major projects are undertaken.
6. Remember that the advisor has no vote, but he/she has speaking privileges at any and all meetings, including that of closed Executive Board meetings.

Article V: Codes of Conduct, Executive and Advisory Boards

Section 1 - Definition

Unless otherwise stated in the bylaws, all Advocate activities will be carried out by or under the authority of the Executive Board. The board members will always act as a governing body and may adopt such rules as they see fit; but these bylaws must not conflict with the rules and regulations of the Loyola University Chicago University Policy and the laws for Cook County, the State of Illinois, and the United States.

Section 2 - Tenure

All positions must be filled by students except for Faculty Advisor and Diversity Representative, which will be filled only by faculty, administration, or staff of Loyola University Chicago. Only currently enrolled Loyola University Chicago undergraduate students may hold an elected office. During tenure, Executive Board and Advisory Board members are also considered part of the general membership and may vote in matters put before the entire Organization, unless it directly pertains to them or they are the explicit reason for the vote (including, but not limited to: removal of officers, new officer election, special event requests, etc).

Section 3 - Election

The election of officers shall occur annually at the end of the Fall Semester at least two weeks before school is released, and/or at the discretion of the Executive Board. The Executive Board shall be filled by those individuals nominated by the members of the Organization. Only members who meet all qualifications outlined and detailed herein are eligible to be nominated for an Executive Board and/or Advisory Board position. It is up to the Executive Board to decide if a member is one of good standing in the organization. The individuals nominated will have one week from nomination to prepare a platform and they will present that platform at the next general meeting.

Voting will be through the form of anonymous ballots. The Secretary will count the ballots unless they are running for a position in which case a member in good standing, elected by the Executive Board, will count the ballots. If no member is available, then an Executive Board member who is graduating or the faculty advisor may count the ballots.

The entire membership in good standing shall be eligible to vote in person at the general meeting or via a method determined by the Executive Board. Exceptions can be made for absentee voting but that is decided on a case-by-case basis by the member counting votes.

The elected individuals will be notified of their election no later than 24 hours of the ballot counting. The Secretary, via the ListServ, will notify the general members within 48 hours.

Newly elected Officers will undergo one semester of training and be sworn into their elected positions at the end of the Spring semester. They will work side-by-side with outgoing Officers. Newly elected Officers do not fully assume their roles and positions until sworn in. At the end of the training sessions, the officers-elect will be sworn in at a general meeting.

Whenever there is an open board position, it can only be filled by nomination of the remaining elected Executive Board members. General members are encouraged to solicit an Executive Board member for nomination of other members. The nominated individual(s) shall then be presented to the general membership for a two-thirds (2/3) vote. If the vote does not pass, the position remains open. A board member elected to fill such an opening will hold

office for the rest of the previous board member's term. In any instance, a board member in good standing may elect to assimilate the open position with their own until the new elections or until a new individual is found. The only positions not available for assimilation are President and Vice-President.

Section 4 – Removal from Office

Any general member in good standing can request the removal of an Executive Board or Advisory Board member in writing to the President. Grounds for removal must be stated and outlined in writing. Case for removal must pertain to the Board member's violation of this Constitution and/or University Policy, rules and regulations and/or Federal, State, or Local laws. The Vice President will validate claims and bring to the general members for a discussion and vote during the next regularly held Organizational meeting, when presented to the President 36 hours prior. If it is brought less than 36 hours prior, it will be brought to a discussion and vote at the following meeting, unless the President decides otherwise. If the removal of the President is to be requested, the case for removal must be presented to the Vice President. If the removal of the Vice President is requested, the President will validate claims for removal.

A board member may resign at any time by notifying the President and Secretary of the Organization in writing. Unless otherwise stated in the notice, the resignation will take effect as soon as it is received; acceptance by the Executive Board is not necessary for a resignation.

Section 5 - Regular Board Meetings

The Executive Board will meet at least every other week and will hold one annual meeting after elections to begin the transitioning process. The President can call a meeting of the Executive Board at any time. The President can make any meeting of the Executive Board closed, but must do so at the Executive Board meeting prior; otherwise, all meetings of the Executive Board are considered open to any member of the Organization in good standing.

The Advisory Board will meet when deemed necessary by a two-thirds (2/3) of the Board members, or upon request by the President of the Organization.

Section 6 – Quorum

A quorum for any regular or special meeting of the Executive Board will consist of at least one-half (1/2) of the elected and qualified Executive Board members. If less than a quorum is present at a regular or special meeting, then a majority of the board present may adjourn the meeting.

Article VI: Fiscal Policies

All funds received as gifts (whether designated or undesignated), such as contributions or grants from individuals, private or public corporations or foundations, will be deposited in appropriate banking accounts maintained by the organization and used according to the policies and procedures determined by the board and according to these bylaws the rules and regulations of the school and all related governmental laws, rules and regulations, including Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code").

The fiscal year of the organization will be determined by the fiscal year of Student Activities. All checks, drafts and other orders for the payment of invoices or bills sent in the name of the organization will be signed by President or designated agents of the organization according to official policies and procedures.

Article VII: Amending

The Executive Board has the power to change, amend or cancel the Constitution, or take up new bylaws by a two-thirds (2/3) vote of general membership, provided that the amendments at no time conflict with the rules and regulations of the University and/or any governmental law, rule or regulation. General members can submit amendments in writing to the President and Secretary. The President will present any proposed amendments to the Executive Board at the following Executive Board meeting and must be approved for a general member vote by at least one Board member. Following this approval, the President will present it to the general members at the next general meeting for a full discussion. The amendment can then be brought for a vote of the general members at the subsequent general meeting. A new Constitution must be presented by the President and Secretary to the Loyola University Chicago Student Activities Office and posted to the Advocate website, both within three business days. The new amendment will take effect immediately upon a successful vote of the general membership.

Article VIII: Non-Discrimination Statement

This organization shall follow the nondiscrimination statement set forth in the Human Rights Ordinance adopted by the City Council of the City of Chicago on December 21, 1998.

This organization will admit members without regard to race, creed, religion, gender, gender identity, sexual orientation, handicap, national or ethnic origin, or other provision set forth by the above ordinance.