

# CONSTITUTION

## PREAMBLE

Lesbian, gay, bisexual, and transgender people are placed in an environment where most are unable to express their true identity and/or culture especially under Commonwealth of Virginia law and society's attitudes in general.

We, as an organization, seek to invoke positive change toward a society in which lesbian, gay, bisexual, and transgender people can participate free of negative stereotypes and as equal members of society. We seek to promote awareness of, educate others about, set a positive example for, and provide support to the sexual minority community.

## ARTICLE I

### NAME AND PURPOSE

1.1 Name: The name of this organization shall be the Lesbian, Gay, Bisexual, Transgender (LGBT) Faculty Staff Caucus at Virginia Polytechnic Institute and State University, hereinafter referred to as the LGBT Caucus.

1.2 Guidelines: Recognizing its obligation to advocate for equal opportunity for all sexual orientations, it is the policy of the LGBT Caucus to dispose of all appropriate matters coming before it in accordance with the Virginia Tech Principles of Community.

1.3 Purpose: The LGBT Caucus provides a forum for Virginia Tech faculty, staff, and graduate students with common concerns to serve the University community and to improve the working and learning environment for lesbian, gay, bisexual, and/or transgender students, faculty, and staff, as well as to celebrate the diversity of the LGBT culture at Virginia Tech.

## ARTICLE II

### MEMBERSHIP

2.1 Qualification and Designation: Any individual who is a current faculty, staff, graduate student, or long-term visitor of Virginia Tech (including the Virginia-Maryland Regional College of Veterinary Medicine and the Virginia College of Osteopathic Medicine) shall qualify for membership who is lesbian, gay, bisexual, transgender or an ally. Any individual who does not fall into the above listed categories shall qualify for associate (non-voting) membership.

In order to be designated a member or associate member of the LGBT Caucus an individual must agree to and support our statement of purpose.

2.2 Term of Membership: Each individual shall remain a member as long as he/she remains an employee of Virginia Tech and/or lives in the area and is in good standing with the LGBT Caucus. For the purposes of section 2.2, "good standing" shall be defined as continued agreement and support of our statement of purpose.

2.3 Powers and Rights: In addition to the right to elect officers, as provided in Section 3.1 and such other powers and rights as are vested in them by the Constitution, the members shall vote as an individual and not as a representative of a department, college, and/or other organizations.

2.4 Meetings: Meetings of the members shall be held at a time and place designated by the Executive Committee.

2.4.1 Quorum: At any meeting of the members, at least five (5) members in good standing (excluding proxies) with a minimum of two being officers shall constitute a quorum, except when a larger quorum is required by the Constitution.

2.4.2 Voting: At any meeting of the members, each member shall have one vote. When a quorum is present at any meeting, while striving for a consensus a majority of the votes properly cast by members present, in person or duly represented by proxy, if required, shall decide the question(s) before the LGBT Caucus.

2.4.3 Proxies: Members may vote at any meeting of the members either in person or by written proxy dated not more than ten (10) days before the meeting named therein. Unless otherwise specifically limited by its terms, a proxy shall entitle the holder thereof to vote at the meeting, but the proxy shall terminate after the adjournment of such meeting.

2.5 Voting: In elections for the Executive Committee as described in Section 3.1 and in all other matters each member shall have one vote. A majority of the votes properly cast by members shall decide any question(s), including elections, unless otherwise provided by the Constitution. For the purposes of this section 2.5, a vote shall be properly cast if it is in person or by proxy at the meeting, unless the vote is initiated via e-mail, or if a quorum was not present at the meeting.

## **ARTICLE III**

### **EXECUTIVE COMMITTEE**

3.1 Officers: The organizers shall initially appoint two Co-Chairs (one of each sex preferably), a Secretary/Treasurer, a CEOD Representative, an LGBTA/SafeZone Liaison, a Publicity and Communications Coordinator, and a Social Activity Coordinator as the members of the Executive Committee for a one or two year term. Thereafter, each officer will be elected by vote of the members and vacancies may be filled by vote of the members as set forth in Section 2.5.

3.2 Term of Office: Except for the initial term, each officer shall hold office from May 1 in the year of the election, until April 30 three years later, at which time his/her term shall expire, or until he/she dies, resigns, is removed, or becomes disqualified.

3.3 Powers: The business and affairs of the LGBT Caucus shall be managed by the Executive Committee. The Executive Committee shall have and may exercise all the powers granted them, except for those reserved for the members by the Constitution. The Executive Committee will schedule and announce meetings, record and distribute minutes, and fully represent the membership to the Virginia Tech community. The Executive Committee may also consider the implementation of membership dues.

3.4 Committees: The Executive Committee may form other committees as may be needed with committee membership being comprised of volunteer members.

3.5 Removal: An officer may be removed from office with cause by the vote of a majority of the Executive Committee then in office. An officer may be removed with cause by the Executive Committee only after reasonable notice and opportunity to be heard before the committee.

3.6 Resignation: An officer may resign by delivering his/her written resignation to a member of the Executive Committee or to a meeting of the members. Such resignation shall be effective upon receipt, unless specified to be effective at some other time, and acceptance thereof shall not be necessary to make it effective unless it so states.

3.7 Vacancies: Any vacancy in the Executive Committee may be filled by vote of the officers for the remainder of the term that has become vacant. The officers shall have and may exercise all their powers notwithstanding the existence of one or more vacancies in their number.

3.8 Regular Meetings: The officers shall meet every other month.

3.9 Special Meetings: Special meetings of the officers may be held at any time and at any place when called by one of the co-chairs or by two or more officers.

3.10 Notice of Meetings:

a. All Meetings: Reasonable notice of the time and place of each meeting of the Executive Committee shall be given to each officer. Such notice may, but is not required, specify the purposes of the meeting.

b. Reasonable Notice: Except as otherwise expressly provided, it shall be reasonable notice to an officer to send notice by campus mail at least five (5) days before the meeting addressed to him/her at his/her usual or last known business address or to give notice to him/her in person, by telephone, by e-mail, or by fax at least seventy-two (72) hours before the meeting.

3.11 Quorum: At any meeting of the Executive Committee, a majority of the officers then in office shall constitute a quorum. Any meeting may be adjourned by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

3.12 Voting: When a quorum is present at any meeting, a majority of the officers present and voting shall decide any question, including the election of officers, unless otherwise provided by the Constitution.

3.13 Ex-Officio Members of the Executive Committee: The officers may designate certain members of the LGBT Caucus or LGBTA as ex-officio members of the Executive Committee. Such persons shall receive notice of meetings, but otherwise serve in an honorary capacity on the Executive Committee and, except as the officers shall otherwise designate, shall in such capacity have no right to vote at any meeting of the Executive Committee, shall not be considered for purposes of establishing a quorum at such meeting, and shall have no rights or responsibilities by virtue of such designation.

## **ARTICLES IV**

### **PRINCIPLES**

4.1 Principles: The LGBT Caucus shall be politically nonpartisan. It shall reach out within the community of Virginia Tech and appropriate educational agencies so to direct itself toward the goals and objectives herewith stated. All general LGBT Caucus meetings are open to students, staff, faculty, University Administration, and locally interested community members. The LGBT Caucus shall work closely with the Lesbian, Gay, Bisexual, Transgender Alliance (LGBTQA). Members of the LGBT Caucus are to welcome, support, and encourage new LGBT employees at Virginia Tech.

## **ARTICLE V**

### **AMENDMENTS**

5.1 Ratification: This Constitution will be ratified by two-thirds (2/3) majority of an electronic vote of the members. Upon ratification, all other constitutions, by-laws, and/or governing documents shall be invalid.

5.2 Voting: This Constitution may be amended by a two-thirds (2/3) majority vote of all the members present. Any member of the LGBT Caucus may propose amendments. Any amendment must be read at two meetings prior to a vote. After the second reading a vote will be taken, if passed the amendment shall become effective immediately.

**Ratified:** September 13, 2005