Bylaws of the Rainbow Alliance of Northwestern University

Article I: Name

Section 1. Name. The name of this Society shall be Rainbow Alliance.

Article II: Object

Section 1. Object. The object of this Society shall be to create a safe space; to encourage personal development for people of all genders and sexualities; to promote awareness, understanding, and dialogue of issues surrounding gender and sexuality in the Northwestern community; to provide a supportive and fun social environment that creates a sense of community; to fight homophobia and heterosexism; to provide student support and contribution to the LGBTQQA Campus Advisory Network (LGBTQACAN); to collaborate and support other Northwestern LGBT groups and organizations, including, but not limited to OUTLaw, Gay and Lesbian Management Association (GLMA), Gay and Lesbian University Union (GLUU) and Northwestern University Gay and Lesbian Alumni (NUGALA); and to plan specific outreach programming for the ally community.

Article III: Members

Section 1. Membership Eligibility. Any full-time Northwestern University undergraduate student who pays the ASG Activity Fee shall be eligible for membership and full membership rights. Other members of the Northwestern University community shall be eligible for membership, except that they shall not have the right to vote or hold office in the Society.

Section 2. Admission Procedure. Any eligible person shall contact the listserv manager to request addition of hir e-mail address to the official listserv. The listserv manager shall add such address at the earliest opportunity.

Section 3. Initiation Fee and Dues. The Society shall not require any initiation fee or annual dues from its members.

Section 4. Resignation from membership. Any member desiring to resign from the Society shall unsubscribe from the listserv.

Article IV: Governing Structure

Section 1. The Executive Board. The Executive Board shall be the governing body of the society.

Section 2. Board Composition. It shall consist of two Presidents, a Treasurer, an Associated Student Government (hereinafter, ASG) Senator, a Secretary, a four-person Programming Committee, a Publicity Chair, a Technology Chair, a Student Outreach and GPS Chair and Princess(es) of Vibe. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society.
Section 3. Board Duties and Powers. The Executive Board shall have supervision of all affairs of the Society between its business meetings, fix the hour and place of meetings, make recommendations to the Society, and perform such other duties as are specified in these bylaws.

Section 4. Creation of Subcommittees. All officers have the power to create subcommittees composed of general members.

Section 5. Attendance. Officers shall be required to attend all Executive Board meetings, as called by the Presidents. Each officer may have two unexcused absences per quarter. Excuses include, but are not limited to: family, illness, religious reasons, work, Greek obligations, and case-by-case situations evaluated by the Presidents. Should an officer miss a meeting, ze is required to submit a report to the Secretary to be read aloud at the meeting, and also read the minutes of the missed meeting.

Section 6. Removal from Office. An officer may be removed from office if ze is not carrying out the specified duties of hir office, ze takes actions contradictory to the goals and objectives of Rainbow Alliance or knowingly violates the policies and ze knowingly does not act in the best interest of the organization. A movement to impeach must be brought to the Executive Board by at least three general members or by another officer (Board Member). The Executive Board will then hear arguments for each side and vote. A two-thirds majority is needed to remove an officer. If removed, the Executive Board will appoint a replacement to serve until the next election.

Section 7. Resignation from Office. Any officer desiring to resign from the Society shall submit hir resignation in writing to the Secretary, who shall present it to the Executive Board.

Article V: Elected Officers and Appointed Officers

Section 1. Presidents. Two people shall hold the office of the Presidency. The Rainbow Alliance Presidents shall:

1. Call and chair all regular and special meetings and set the agenda for such meetings.
2. Be the official spokesperson for the Northwestern Lesbian, Gay, Bisexual, Transgender, Queer and Allied Community and the Executive Board to the faculty, staff, administration, alumni and community of Northwestern University.
3. Oversee the activity of all officers and the organization as a whole.
4. Maintain the bylaws and ensure that they reflect the activities of the organization as a whole.
5. Co-sign vouchers with the Rainbow Alliance Treasurer.
6. Be responsible, with the Treasurer, for all funding proposals and annual review.
7. Abide by and be knowledgeable about all ASG Student Group Guidelines, ASG Student Appropriations Finance Committee (SAFC) guidelines, Student Organizations and Finance Office Guidelines, the Center for Student Involvement guidelines, and all University policies and procedures.

Section 2. Treasurer. The Rainbow Alliance Treasurer shall:
1. Be ultimately responsible for all Rainbow finances and budgets of the organization and ensure that the Rainbow account is always perceived in 'good standing' by ASG and the community.
2. Co-sign all vouchers with the Rainbow President.
3. Provide a report of the financial status and activity of the organization to the Board at every official Executive Board meeting or by the request of any officer.
4. Be responsible for all communication with the Student Appropriations Finance Committee and the Student Organization Finance Office, and act as the primary contact with the account executive.
5. Attend and present information at group audits and funding petitions.
6. Call and chair all regular and special meetings in absence of the Presidents.
7. Meet on a regular basis with the Presidents to review transactions and the financial situation of Rainbow.
8. Attend every Programming Committee meeting to provide guidance and support for Programming initiatives. (If the Treasurer cannot attend a Programming meeting, a President should attend in zir stead.)
9. Make the ledger book available online to all Exec members.

Section 3. Programming Committee. The Programming Committee shall be composed of four independently elected individuals. The Rainbow Alliance Programming Committee shall:

1. Coordinate at least eight events each quarter. These events shall work to create a dynamic social community, a socially conscious activist community, a strong community amongst the Northwestern student groups, and an active Northwestern presence in the Chicagoland community. These events should include general meetings and fundraising, social, educational, activism, service and educational events. In addition, Programming should plan one Exec bonding event per quarter.
2. Hold an open, weekly meeting to plan and brainstorm programming. This meeting shall be publicized to the General Membership.
3. Stay up-to-date about and inform the Executive Board about social events on campus and in the community that may pertain to the interests of Rainbow.
4. Stay up-to-date about and inform the Executive Board about specific campus issues and events that may pertain to the interests of Rainbow.
5. Research and provide information on volunteering opportunities pertinent to Rainbow Alliance members both on and off campus.
6. Stay informed of the activities of national and local LGBTQ activist and political organizations including, but not limited to, the Human Rights Campaign and the National Gay and Lesbian Task Force.
7. Provide updates to the Executive Board about pertinent political issues and events.
8. Reach out to other Northwestern University student groups, including graduate student groups, departments and programs as needed.
9. Reach out to other college and university student groups.
10. Work with the LGBT Resource Center and the LGBTQA Campus Advisory Network as needed on pertinent programming and issues.
11. Be knowledgeable of on-campus LGBTQ resources.
12. In concert with the rest of the Board, plan Rainbow Week.

Section 4. ASG Senator. The Rainbow Alliance ASG Senator shall:

1. Represent Rainbow at all ASG Senate and committee meetings. In case of an absence, the Board shall appoint an alternate.
2. Provide frequent reports on actions of ASG to the Executive Board and general members.
3. Inform the Executive Board of specific ASG legislation and meetings that may pertain to the interest of Rainbow.

Section 5. Secretary. The Rainbow Alliance Secretary shall:

1. Faithfully record the minutes of all Rainbow General and Executive Board meetings and as deemed necessary by the Presidents. In the event of an absence the Secretary will contact another Executive Board member or substitute ahead of time to take the minutes for hir.
2. Disburse a typewritten version of the minutes to all necessary recipients within forty-eight hours of the meeting.
3. Work with officers to maintain files of all pertinent paperwork and publicity in the Rainbow office in order to maintain the historical record of the organization.
4. Collect and sort the mail from Rainbow's Norris mailbox.
5. Be responsible for office hour sign-up and updating the office key list.
6. Reserve rooms as necessary for meetings and events.
7. Maintain and organize the Office.
8. Write a yearly newsletter to send to NUGALA.
9. Archive Rainbow literature and photographs.
10. Create and/or update the Exec Digest with information relevant to Exec positions, ASG, etc.

Section 6. Publicity Chair. The Rainbow Alliance Publicity Chair shall:

1. Create all necessary publicity and organize its distribution.
2. Disseminate information about Rainbow programming and activities through the listserv.
3. Create and chair a Publicity Committee, by zir discretion.
4. Understand and ensure compliance with all University policies and guidelines for student group publicity.

Section 7. Technology Chair. The Technology Chair shall:

1. Maintain and update the organization's website.
2. Understand and ensure compliance with all ASG and University regulations relating to the use of technology for university student groups.
3. Maintain the listserv and respect the confidentiality of those on it.
4. Maintain the Office computer.
Section 8. Student Outreach and Guidance and Peer Solutions (GPS) Chair. The Student Outreach and GPS Chair shall:

1. Coordinate the Wildcat Welcome Week events for new students.
2. Work to create a warm, open atmosphere for the LGBTQ community at Northwestern.
3. Oversee the GPS program.
4. Train the next Student Outreach and GPS Chair when a new Board is elected.

Section 9. The Princess of Vibe. The Rainbow Alliance Princess of Vibe may be held by up to two individuals. If no individual runs for this position, it shall remain vacant. The Princess(es) of Vibe shall:

1. Be a former member of the Rainbow Alliance Executive Board.
2. Serve as an advisor to the Executive Board for at least the first quarter of the new Board's term to ensure smooth Board transition.
3. Coordinate Board bonding activities during the first quarter of the new Board's term.

Section 10. Appointed Officers, Programming Moderator and Drag Show Director.

1. The board shall appoint one member of the Programming Committee as Programming Moderator. It is the duty of the Moderator to chair programming meetings by:
   a. Coordinating a time and place for meetings
   b. Taking attendance at meetings
   c. Recording minutes
   d. Promoting diverse programming.
2. The board shall appoint one Drag Show Producer. The Producer may be a general member or officer. This position may be held simultaneously with another position on the board. It is the duty of the Producer to organize the Drag Show.

Article VI: Elections

Section 1. Time of Elections. The Presidents shall call for nominations two weeks prior to the election meeting, which shall occur during the last general meeting of Winter Quarter.

Section 2. Nomination Procedure. Nominations shall be received through e-mail and will be collected by the Presidents. Before the time of elections, candidates will be required to attend at least one executive board meeting or programming meeting. Candidates shall declare which positions they are running for in advance of election day. An individual may declare candidacy for a maximum of three positions.

Section 3. Election Procedure. The Executive Board shall appoint an impartial Election Commissioner to run elections. The Election Commissioner cannot be a candidate for any position on the Board and may be either a member of the Exec Board or the general membership.
The Presidents shall create a ballot containing all of the candidates names and which positions they are running for before the election meeting. Ballots shall be distributed before speeches commence. Each candidate will speak for no more than two minutes per position, except for the presidential candidates who are entitled to three minutes. Opposing candidates will leave the room while others are giving speeches. The Election Commissioner shall determine which comments and questions are appropriate (within reason). The Commissioner also shall be permitted to extend time for questions and comments if it is deemed necessary. A candidate may offer a speech for each position for which ze is nominated. After all speeches are given, the electorate shall vote for all positions at once. A candidate must win with a majority. If a candidate wins the election for more than one position, ze may choose which position ze prefers. The remaining candidates will compete in a runoff until all positions are filled. Candidates are permitted to run in absentia, provided that they write a speech to be read on their behalf. Absentee candidates are still required to attend one previous executive board meeting to be considered for candidacy.

Section 4. Ballot Election and Term of Office. The officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin with Spring Quarter. All officers are eligible for re-election. All members shall have one vote by secret ballot, with the Presidents voting only in the event of a tie. Any member may nominate himself or another member.

Section 5. Guidelines for Voting in Election (to be read aloud to the constituency at the beginning of the election meeting). "The membership of Rainbow Alliance is strictly confidential. Anyone who attends the election meeting is permitted to vote. However, it is the expectation of the writers of these bylaws that those who vote in Rainbow elections shall have attended one Rainbow Alliance event during hir tenure as an undergraduate. While this is not enforceable, we expect adherence to the honor system."

Section 6. Office-Holding Limitations. No member shall hold more than one office at a time.

Section 7. Co-Chairs. Only the position of President may be held by two people. During elections, each candidate will run individually. The two candidates with the highest number of votes will be elected as Co-Presidents.

Section 8. Vacancies. In the event of a vacancy, the Executive Board shall appoint a replacement until the next elections. In the event of study abroad or any other quarterly absence, an interim will be appointed.

Article VII: Legislative Procedure

Section 1. Board meetings. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held weekly while undergraduate classes are being held at Northwestern University. Emergency meetings of the Board may be called by the Presidents; all other additional meetings may be called by Board members. The day and time of the weekly meetings shall be set by resolution during the first week of each academic quarter.
Section 2: Structure of meetings. The Presidents shall officiate over these meetings. In their absence, the Treasurer shall serve in this capacity. If neither a President nor the Treasurer is in attendance, an absence of quorum shall be declared. An Executive Board Member chosen by the Presidents may run the meeting. In this state, however, no legislation can be considered, except the removal of President(s).

Section 3: Voting members. The Presidents, Treasurer, Secretary, ASG Senator, each member of the Programming Committee, Publicity Chair, Student Outreach and GPS Chair and Technology Chair are voting members, with the Co-Presidents only voting in the case of a tie.

Section 4: Ties. In the event of a tie, the Presidents shall break the tie. Both Presidents must agree on how to break the tie or the motion shall fail.

Section 5: Motions. Any motion presented to the Executive Board must be presented by a member of the Executive Board itself. Motions presented by general members may be heard, but only after submitting it in writing to the Presidents before the meeting begins or being sponsored by an Executive Board member during the meeting. Unless specified elsewhere in this document, legislation requires a simple majority vote of approval by the quorum. Legislation meeting these requirements is considered passed. If a motion is to be reintroduced, it must be presented by a member who initially voted in opposition.

Section 6: Quorum. Half of the voting Executive Board plus one must be present to constitute a quorum. This quorum must include a President or the Treasurer. No legislation may be passed without quorum.

Section 7: Approval of Expenditures. All expenditures above $60 must be approved by a vote from the Executive Board before the expenditure is made. In extraordinary circumstances expenditures may be approved by the Presidents and Treasurer so long as they are addressed at the following board meeting.

Article VIII: Amendments

Section 1: Approval of Amendments. The Executive Board may amend the Bylaws of the Rainbow Alliance of Northwestern University ("Bylaws") by a majority vote of approval. Amendments must be ratified by a 2/3 vote of the general membership present in a General Meeting.

Section 2: Sponsorship. A member of Rainbow Alliance who is not a part of the Executive Board may petition to amend the Bylaws. In this case, ze must petition for sponsorship from a current Exec Member. A vote on the amendment will continue in the aforementioned manner.