

Haven: The LGBTQ Student Union

Constitution, Bylaws and Vision Statement

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HAVEN: THE LGBTQ STUDENT UNION STATEMENT

Haven: The LGBTQ Student Union seeks to enrich Cornell University by supporting its diverse array of sexual and gender identities and expressions. Through education, outreach, and service, we promote understanding and the development of inclusive communities.

HAVEN: THE LGBTQ STUDENT UNION CONSTITUTION

Article I. Mission

Haven: The LGBTQ Student Union's mission is to enhance the cultural and social climate at Cornell University and to improve and enrich the lives of the Lesbian, Gay, Bisexual, Transgender, Queer, Questioning (LGBTQ) and Same Gender-Loving members of the community. This will be achieved through funding, training, and administrative support for the organizations represented by Haven so they may organize successful educational, social, and cultural programs and serve as effective supportive environments.

Article II. Affiliation

Haven: The LGBTQ Student Union is hereafter referred to as Haven. Haven is affiliated with and supported by the Lesbian, Gay, Bisexual, and Transgender (LGBT) Resource Center, Haven also works collaboratively with the LGBT Resource Center to complement their support services with programming for the whole Cornell community.

Article III. Nondiscrimination

In accordance with Appendix B Section III Clause O. of the Student Assembly Charter, Haven: The LGBTQ Student Union and any organization that receives Student Activity Fee funding indirectly through Haven shall not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, past criminal history, race, religion, sex, sexual orientation, socioeconomic status, veteran status, or any combination of these factors when determining its membership and when determining the equal

rights of all general members and executive board members, respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within the organization.

Article IV. Membership

Section 1. Definition of Member

The terms Haven member, member of Haven, or member used herein and henceforth shall refer exclusively to those individuals that satisfy the requirements for membership set by the constituent Member Organizations of Haven. These requirements include, but are not limited to, regular attendance at and participation in at least one Member Organization's meetings.

Article V. Executive Board

Section 1. Board Membership

The Members of the Executive Board of Haven are the President, Vice President, Treasurer, the Internal Relations Chair, Secretary, the Marketing & Publicity Chair, and the elected Organization Representatives. All members of the Executive Board have an equal vote in all matters before the board. The Advisor(s) and the Director of the LGBT Resource Center serve as ex-officio members of the Executive Board, but are not afforded votes.

Section 2. President

The duties of the President are as follows: (1) Schedule all Executive Board meetings; (2) Preside over all Executive Board meetings; (3) Act as the official liaison between Haven and other student and/or university organizations; (4) Connect the Haven community with the Cornell community at-large by spearheading externally-focused programming and initiatives; (5) Assist in the preparation of the application for Byline Funding in the Fall of odd-numbered years. Any member of a Haven Member Organization who is not representing a Member Organization, and preferably who is not facilitating a Member Organization, is eligible for election to the office of the President.

Section 3. Vice President

The duties of the Vice President are as follows: (1) Fulfill the duties of the President in the absence of the President; (2) Act as the official liaison between Haven and other student and/or university organizations; (3) Assist in the preparation of the application for Byline Funding in the Fall of odd-numbered years; (4) Assist the President in the fulfillment of their duties; (5) Assist in the creation, organization, and execution of externally-focused programming and initiatives. Any member of a Haven Member Organization who is not representing a Member Organization, and preferably who is not facilitating a Member Organization, is eligible for election to the office of the Vice President.

Section 4. Treasurer

The duties of the Treasurer, under the supervision of the Advisor, are as follows: (1) Oversee the accounts of Haven; (2) Collect and file all documentation of expenditures; (3) Assure that all University paperwork regarding the accounts of Haven is properly filed; (4) Prepare and maintain an annual budget report; (5) Provide a full update of the annual budget report once a month at the Executive Board meetings; (6) Prepare the application for Byline Funding in the Fall of odd-numbered years; (7) Assist funding applicants with budget requests. Any member of a Haven Member Organization who is not representing a Member Organization, and preferably who is not facilitating a Member Organization, is eligible for election to the office of the Treasurer.

Section 5. Internal Relations Chair

The duties of the Internal Relations Chair are as follows: (1) Act as the official liaison between Haven and its Member Organizations; (2) Empower Haven's Member Organizations through providing organizational, communicative, and facilitative support; (3) Spearhead internally-focused initiatives; (4) Locate and catalyze potential opportunities for shared programming and initiatives between Haven's Member Organizations. (5) Assist in the preparation of the application for Byline Funding in the Fall of odd-numbered years. Any member of a Haven Member Organization who is not representing a Member Organization, and preferably who is not facilitating a Member Organization, is eligible for election to the office of the Internal Relations Chair.

Section 6. Secretary

The duties of the Secretary are as follows: (1) Record and archive minutes of all physical and electronic Executive Board Meetings; (2) Assure that the leadership of all Member Organizations has registered with the Student Activities Office; (3) Assure that the leadership of all Member Organizations has reserved meeting space and are active; (4) Assist in the preparation of the application for Byline Funding in the Fall of odd-numbered years. Any member of a Haven Member Organization who is not representing a Member Organization, and preferably who is not facilitating a Member Organization, is eligible for election to the office of the Secretary.

Section 7. Marketing & Publicity Chair

The duties of the Marketing & Publicity Chair are as follows: (1) Assist and supervise the Member Organizations in the planning and execution of marketing and publicity campaigns; (2) Maintain and update the website and social media presences (i.e., Facebook, Twitter) of Haven on a consistent basis for community outreach and publicity purposes; (3) Ensure all publicity associated with events sponsored by Haven has the appropriate information, before sending it to the Executive Board for approval. (4) Maintain archives of publicity materials; (5) Assist in the preparation of the application for Byline Funding in the Fall of odd-numbered years. Any member of a Haven Member Organization who is not representing a Member Organization, and preferably who is not facilitating a Member Organization, is eligible for election to the office of the Marketing & Publicity Chair.

Any program, project, or event receiving funding from Haven must list Haven as a contributing sponsor. Additionally, all advertisements and promotional materials for the program, project, or event must include the line: "Funded in part by the Student Assembly." If the event is funded by Haven through a Member Organization the Member Organization should be listed as a sponsor and the following line included in all advertisements and promotional materials: "<Name of Member Organization> is part of Haven: The LGBTQ Student Union, funded by the Student Assembly."

Section 8. Organization Representatives

Every Member Organization is required to send a representative to the Haven Executive Board. Organization Representatives shall attend all Executive Board meetings. Only members of the respective Member Organization are eligible to represent that Member Organization on the Executive Board.

Section 9. Elections

Elections for the offices of President, Vice President, Treasurer, Internal Relations Chair, Secretary, and Marketing & Publicity Chair shall be held during the first week of March of each academic year during a special elections meeting of the Executive Board. The outgoing officers will oversee the election process. However, in the event that a current officer is nominated to serve again, the Advisor must step in to oversee the process. All officers shall serve a term of one year commencing with the close of the academic year. All nominations will be taken from the floor at the special elections meeting. Any member of a Haven Member Organization in attendance is eligible to vote for the officers of Haven. The victors shall be decided by a simple majority. The officers-elect will work with the current officers for the remainder of the academic year to gain experience in the position.

Elections of Organization Representatives shall be held during the first full month of the academic year at the first meeting of each of the Member Organizations. This election must be conducted in a democratic fashion and shall be decided by a simple majority.

Section 10. Affiliated Organizations

Haven-affiliated organizations are student groups that focus on LGBT interests and needs not addressed by Haven Member Organizations, but that are not afforded a vote on the Executive Board. The affiliation status does not enhance this organization's ability to receive any funding from Haven. Representatives of these organizations are encouraged to provide input or points of view on issues facing the Cornell LGBT community, when being discussed during Executive Board meetings.

Section 11. Voting

All matters before the Executive Board shall be decided by a simple majority vote unless otherwise specified.

Section 12. Removal of a Member of the Executive Board

If a member of the executive board fails to carry out their duty, neglects their position's responsibilities, or is counter productive to Haven's mission, as stated in Article I, any member of the executive board, the Haven advisor, or the director of the LGBT resource center may propose the removal of that board member from the executive board. In the event that this occurs, the board member in question, as well as the individual who proposed the removal of the board member in question will have an opportunity to present their cases within two weeks notice, if they so choose. Following both presentations, the executive board and general body will vote on the removal of the board member in question. A $\frac{2}{3}$ vote is required for the motion to pass. In this event, the involvement of the board member in question with Haven's executive board will be terminated, and an election will be held according to Haven's standard voting procedures. The removed board member will not be permitted to run in the election to fill their own position.

Article VI. Member Organizations

Section 1. Requirements of Membership

All Member Organizations must be registered as University student organizations with the Student Activities Office. Every organization under Haven is required to elect by a simple majority an Organization Representative.

Section 2. Rights of Active Membership

Active Member Organizations have the right to receive an equal share of the Membership Organization Category of the Haven budget. Member Organizations also have the right to request funds for projects, events, or other expenditures from the Executive Board.

Section 3. List of Membership Organizations

The Member Organizations of Haven are as follows: (1) ACE: The Ace/Asexual Support Group at Cornell; (2) CBA: Cornell Business Alliance; (3) CRUNCH: The Kinky Club at Cornell; (4) Lavender (LBQ); (5) MOSAIC: For Queer and Same-Gender Loving People of Color and Allies; (6): OUTreach: For Gay, Bisexual, Queer, and Questioning Men; (7) Queer & Asian Society; (8) QSA: Queer-Straight Alliance; (9) QPA: LGBTQ+ Pre-Health Association; (10) T.A.N.G.O.: Transgender, Agender, Non-Binary, Genderqueer, Other.

Section 4. Inactive Organizations

A Member Organization may be deemed inactive when it is known that they have not attempted to meet that semester, the organization representative has failed to attend Executive Board

meetings, or the facilitator has failed to attend trainings. Inactive organizations will no longer have representation on the Executive Board and will not be afforded the rights of active Member Organizations. They will, however, continue to be listed as members of Haven as a means of encouraging possible future leadership and activity. Inactive status may be conferred by a three-fourths vote of the Executive Board and lifted by a majority vote of the Executive Board.

Section 5. Addition of Organizations

A new organization may be considered for addition to Haven if it satisfies the needs of a subset of the LGBTQ and Same Gender-Loving community not already met by one of the existing organizations. The addition of a new organization to Haven will be voted on by the entire Executive Board at its next scheduled meeting. The organization will only be granted membership in Haven with a unanimous vote of the Executive Board.

Article VII. Facilitators

Facilitators of Haven Member Organizations are responsible for the daily functioning of their organizations. Facilitators are to undergo training and education in group building, listening and support skills, and LGBTQ and ally community issues. One facilitator from each Member Organization is expected to be the same person as the Organization Representative of said Member Organization. All group facilitators are expected to attend all trainings and workshops to be held at least once a semester.

Article VIII. Advisor(s)

The primary duty of the Advisor(s) is to give recommendations and a historical background to decisions concerning the allocation of funds, planning of events, and special projects. The Advisor(s) will also offer advice as to the appropriateness of the content of programs and events from the perspective of the Office of the Dean of Students. Working in conjunction with the Treasurer, the Advisor(s) will assure that all expenditures are properly filed and do not violate Student Assembly, University or Dean of Students accounting guidelines.

The Advisor(s) will also organize and schedule training and workshops with the President to help develop the group building, listening, and support skills of any member of Haven wishing to take on a facilitation role and any student currently facilitating a Member Organization.

The Advisor(s) will also serve as the primary advisors for all Member Organizations. However, Member Organizations are encouraged, but not required, to seek out secondary content advisors.

Article IX. Meetings

Executive Board meetings should be held at least weekly unless stated otherwise during the academic year. These meetings may be either physical or electronic in order to best accommodate the members of the Executive Board with the exception of the first three meetings and the special elections meeting, which may not be held electronically. The first meeting of the

full Executive Board will include nondiscrimination training and review of the policies and procedures of Haven, including a reading of this constitution.

In the event that a matter must be presented to the board before its next meeting, the President may call an emergency meeting or conduct the business via email. In the event of an email vote, every member of the Executive Board will be afforded precisely two days to respond. A non-response will be counted as an abstention regarding the motion as stated.

Article X. Allocation of Funds

Section 1. Establishment of Categories

The Executive Board shall establish, within the first month of the academic year, the funding categories of the Haven budget. The board shall set a spending limit for each category at this meeting. If during the course of the academic year it becomes clear that more funding is required in a specific category, limits may be reset. Recommended funding categories are administrative funds, Member Organization funds, cosponsorship funds, social programs, educational outreach programs, and cultural events.

Section 2. Member Organization Funds

The funds allocated to the Member Organization category shall be evenly divided amongst all Member Organizations. This money shall be used for advertising the meetings of the organization and for refreshments at meetings.

Section 3. Recurring Expenses

When the Executive Board sees fit, it may establish a project, program, or event that occurs yearly as a recurring expense. These funds will be allocated outside of the established categories. These expenses must be projects, programs or events that benefit the membership of multiple Haven Member Organizations or a significant portion of the LGBTQ and Same Gender-Loving community. Additionally, these can be expenses required for the basic functioning of the Executive Board.

Section 4. Requesting Funds

Any Member Organization can request funds for a program, project, or event by submitting, in writing, a proposal and budget to the Executive Board. The event planner should be prepared to submit price quotes for budgeted items. Once the Board is satisfied, all Executive Board members will vote on whether to fund the event, by a simple majority. The amount will then be discussed and set by a simple majority vote.

Section 5. Cosponsorships

Any registered student organization or university unit may request cosponsorship of projects or events by Haven or a Haven Member Organization. There are two avenues to pursue cosponsorships: through a Member Organization or through Haven as a whole. Through a Member Organization, a group asks the leadership of that Member Organization to cosponsor. If that Member Organization wishes to cosponsor they can request funds from the Executive Board as explained above.

If the outside group requests that Haven as a whole cosponsor they may present a request for cosponsorship to the Executive Board. The outside organization must show evidence that this event, project, or program will be of interest to a Haven constituent community. Once satisfied, all Executive Board members will then vote on whether to fund the event by a two-thirds majority. The amount will then be discussed and set by a two-thirds majority vote.

Article XI. Haven's Events Committee

Section I. Purpose

The purpose of instituting an Events Committee for Haven include, but are not limited to: (1) Providing an outlet for members of the queer community to create programming they would like to see on campus; (2) Allowing Haven to focus on programming; (3) Creating a space for members of the queer community who want to be involved in the general Haven community.

Section II. Committee Responsibilities

Haven's Events Committee is responsible for the following: (1) Organizing and overseeing any events requested by the Haven Executive Board; (2) Proposing events to the Haven Executive Board; (3) Organizing and overseeing any proposed events which are approved by the Haven Executive Board.

Section III. Committee Head Appointment

The Events Committee is led by a group of two to five (2-5) students (hereby referred to as Committee Heads). The first two Committee Head positions are filled by the President and Vice President of Haven. The remaining three positions are filled on a rolling basis. Candidates (who must be current members) apply to become a Committee Head by filling out an application, and appointments are made both by the Officers of Haven and all current Committee Heads.

Section IV. Committee Head Responsibilities

The President of Haven and the Vice President of Haven serve as Committee Heads for the academic year in which they fill these positions on the Haven Executive Board. The remaining Committee Heads serve until the end of the semester in which they are appointed to the position and may apply again to serve as Committee Heads for the following semester.

The duties of the Committee Heads are as follows: (1) Leading regular meetings during the academic year; (2) Tracking the progress of each event being planned by the Committee at meetings; (3) Attending Haven Executive Board meetings in order to provide weekly updates on the progress of each event being planned by the Committee.

Section V. Membership

New members are accepted on a rolling basis. Members apply to join the committee by filling out an application, and applications are reviewed by both the Officers of Haven and all current Committee Heads.

Section VI. Event Teams

Each event which is organized by the Committee is overseen by an event team, which consists of a group of three to seven (3-7) members. Event teams are formed once an event has been approved or requested by the Haven Executive Board and are filled on a volunteer basis. Members may be a part of more than one event team. The responsibilities of each events team is as follows: (1) Organize and oversee the event to which the team is assigned; (2) Submit progress reports to the Committee Heads during each Committee meeting.

Article XII. Amendment of Constitution

Amendments to this constitution must be proposed in writing at an Executive Board meeting. The Executive Board will immediately vote whether to send the amendment to the general membership by a simple majority. If passed, at the next Board Meeting, the proposed amendment will be read again, and all assembled members of Haven Member Organizations, including the Executive Board, may vote. A two-thirds vote of all assembled will be required to ratify the amendment.