

Triangle Association of Illinois State University

CONSTITUTION

ARTICLE I Name and Purpose

Section 1

The name of this organization will be Triangle Association.

Section 2

The Triangle Association is a non-profit association of Lesbian, Gay, Bisexual, Transgender, Intersex, Queer (LGBTIQA) employees and allies at Illinois State University.

Section 3

The main objectives of the Triangle Association are:

1. to represent LGBTIQA faculty and staff at Illinois State University.
2. to promote communication among LGBTIQA employees on campus, as well as among other groups and university organizations, including developing and celebrating educational, social and cultural activities that will promote safety, sensitivity and understanding in and about the LGBTIQA community both on and off campus.
3. to develop and encourage cooperative relationships in the academic environment and with student organizations, such as PRIDE, Connections, and the Office of Intercultural Programs & Services.
4. to assist the University Administration with the recruitment and retention of LGBTIQA employees.

ARTICLE II Membership

Membership in Triangle Association constitutes a commitment to inclusiveness, openness, and dues paying participation. Dues are \$10.00 per academic year. Dues shall be paid to the treasurer within 60 days of the beginning of the academic year.

Section 1

Full Member:

Full members of Triangle Association will be current employees, including graduate assistants, of Illinois State University.

Section 2

Associate Member:

Associate members of Triangle Association will be non-employee participants willing to accept the purposes of the Association and adhere themselves to this constitution.

Section 3

Honorary Member:

Honorary membership in Triangle Association will be determined by member nomination and Executive Board approval.

ARTICLE III Government

Section 1

General Assembly - Constitutes the meeting of all the dues paid Full members of the association.

Section 2

The General Assembly will approve and authorize motions by majority (50%+1 members present).

Section 3

The General Assembly has the following functions:

1. will act to amend this constitution as necessary,
2. will oversee the compliance of the by-laws of the constitution by the Executive Board, and
3. will act in whatever necessary ways to guarantee the orderly functioning of the association.

Section 4

The General Assembly will meet as deemed necessary during the year. Executive Board elections shall be held at the last meeting of the academic year. Nominations will be made at the meeting immediately prior to the election. Terms will be effective immediately following the election and continue until the next election.

Section 5

The Executive Board will execute the administrative and government functions of the association, under the authority of the General Assembly.

Section 6

The Executive Board is charged with the following:

1. will direct the administration of the association taking legal and necessary measures.
2. will plan and implement the general election,
3. will assume all powers of the membership in case of emergency, and
4. will convene extraordinary or special meetings considered necessary, by electronic notification to the General Assembly within twenty-four (24) hours before such meeting.

Section 7

The Executive Board will meet in an ordinary session not less than once a month. Day, date, and place of meeting will be established at the convenience of the Board.

Section 8

The Executive Board will be composed of the following officers in order of succession: Chair, Communications Director, Fiscal Director, Outreach and Alumni Director, Events Director, and Special Projects Director.

Section 9

A. Chair

The official duties of the Chair include but are not limited to the following: official representative to media and campus administration of the organization; presides over all Executive Board and the General Assembly meetings; co-signs all documents related to the association; oversees and advises officers; appoints ad hoc committees as deemed necessary for specific functions; in the event of an executive board vacancy, schedules new election; and is eligible after two semesters as dues-paid member

B. Communications Director

The official duties of the Communications Director include: serves as official recorder of organization's business; responsibilities include but are not limited to the following: typing and distributing the meeting agendas and minutes, official record of attendance by paid members and guests, scheduling of meeting place, and distribution of meeting notification; maintains correspondence and document files of the organization; maintains organization's bylaws and constitution maintenance/creation of the Association web page, and performs other duties as assigned by the Chair.

C. Fiscal Director

The official duties of the Fiscal Director include, but are not limited to the following: acts as organization's parliamentarian; collects dues from prospective members; keeps accurate account of all financial statements; coordinates submission of grant proposals to various agencies for financial support; acts as the contact person for the fiscal agent of the GLBT Support Fund, signs all financial transactions. Performs other duties as assigned by the Chair. Transactions over \$100.00 will require a co-signature of the current Chair.

D. Outreach and Alumni Director

The official duties of the Outreach and Alumni Director include, but are not limited to the following: acts as organization's liaison to Human Resources, New Faculty Orientation, Office of Diversity and Affirmative Action, and other local community employee organizations. Director will also maintain alumni lists and work with Alumni Relations on appropriate initiatives. Performs other duties as assigned by the Chair.

E.. Events Director

The official duties of the Events Director include, but are not limited to the following: acts as organization's social and education programmer including the monthly association lunches. Performs other duties as assigned by the Chair.

F. Special Projects Director

The official duties of the Special Projects Director include, but are not limited to the following: identifying the needs and concerns of the community and supporting initiatives to address those issues, assisting the Chair as requested, and temporarily assuming any director positions as they become vacant until an election can be held. Performs other duties as assigned by the Chair

G. Liaisons

The board will include a liaison from the following community and university groups: PRIDE, Advocacy Council for Human Rights, Diversity Advocacy, and Women's Studies.

ARTICLE IV Elections

Section 1

General elections will be conducted to include all positions of the association during the month of April.

Section 2

Each member will have only one vote. Absent members will have voting privileges. There will be no voting by proxy. Absentee votes must be received by the elections committee in writing and/or e-mail within 24 hours of the vote.

Section 3

All full members of Triangle Association will be eligible to present their candidacy. The interested members who would like to run for positions must notify the coordinator of the elections committee two weeks prior to the election. The Chair will appoint the coordinator.

Section 4

Every candidate for an electoral position must be a full member.

Section 5

Voting will be conducted by voice or a show of hands upon request of a member of the General Assembly.

Section 6

Terms will be for a two year period with three of the six offices alternating terms. The following will be elected during the same election year: Chair, Outreach and Alumni Director, and Events Director. The following year shall be Fiscal Director, Communications Director, and Special Projects Director.

ARTICLE V Committee Structure

Will be set forth in By-Laws Section

ARTICLE VII Quorum

Section 1

Quorum for the Executive Board will be considered established when at least half of the voting members (>50%) and officers are present.

Section 2

Generally Assembly quorum will be considered established when 7 or more Full members

and a minimum of 1 officer are present.

ARTICLE VIII Parliamentary Authority

Section 1

Governing and meeting protocol shall be conducted according to Roberts Rules of Order.

<http://www.robertsrules.com>

Developed: February 03, 2003

Revised: April 21, 2003

Revised: September 02, 2003

Approved: September 09, 2003

Revised: April 4, 2008

Approved: April 18, 2008