



**Brandon University LGBTTTQ\* Collective**  
Be You, at BU

**Brandon University LGBTTTQ\* Collective Constitution**  
**Last Amended May 2017**



Last Amended May 2017

## Preamble

The Brandon University Lesbian Gay Bisexual Transgendered Two Spirit Questioning (LGBTTQ\*) Collective is a non-profit, pro-choice, sex-positive, volunteer, student-run organization; working to abolish barriers queer students experience while obtaining post-secondary education.

The Collectives aim – regardless of sexual orientation and gender expression – is to establish spaces within the community of Brandon and on campus; where queer bodies can thrive as healthy, equal, and complete members of Brandon University and the surrounding community. Further our goal is to create opportunities for people to publically connect with new and old friends in order to celebrate queer lives within Western Manitoba and our accomplishments as a community.

The LGBTTQ\* Collective provides a positive platform to educate the public about our culture, our place in society, our current issues of concern, promotes safety, personal growth, mutual respect and pride for the queer\* community.

## I. Members

1. Composition of the Collective's members are as follows:
  - a. Executive Members:
    - i. Chairperson
    - ii. Treasurer
    - iii. Secretary
  - b. Non-Executive Members:
    - i. BUSU Sexuality & Gender-Identity Based Director
    - ii. Anyone [Students, Alumni, Staff, Faculty, Community Members] who may – or may not – self-identify on the LGBTTQ\* spectrum.
2. All members of the LGBTTQ\* Collective are eligible to hold an executive position given the following criteria:
  - a. They are nominated by a current Collective member and are elected at an Annual General Meeting.
  - b. They are enrolled at Brandon University for the duration of their term.
  - c. They have never been convicted of a hate crime or assault.
  - d. They promise to adhere to the rules laid out by the Collectives constitution and by-laws.



## II. Executive Member Duties

### 1. Chairperson

- i. Shall abstains from voting; only votes to break tie.
- ii. Shall create and e-mail out monthly meeting agenda; no later than 5 business days prior to meeting.
- iii. Shall attend and host all Collective meetings, and events within reason.
- iv. Shall aid in planning, organizing, and staffing all events and campaigns put on by the Collective.
- v. Shall hold office hours to act as a limited community resource. Will report to Collective any issues raised by students and/or members and work toward addressing same.
- vi. Shall act as the official spokesperson and representative of the Collective to all media outlets and events.
- vii. Shall act accordingly as set out by the constitutional and by-law guidelines, as well as any provincial and federal laws – within reason – while representing the Collective

### 2. Treasurer

- i. Shall be a voting member of the Collective.
- ii. Shall attend all Collective meetings, and events within reason.
- iii. Shall hold office hours to act as a limited community resource. Will report to Collective any issues raised by students and/or members and work toward addressing same.
- iv. Shall have an understanding of the Collectives constitutional rules and by-laws regarding finances, draft budgets, and budget proposals.
- v. Shall address any reimbursements, pay bills, and keep all financial records and bank statements organized and available for members to review.
- vi. Shall keep inventory on supplies related to the operations of the Collective and report in Collective meeting when same are running low.
- vii. Shall act accordingly as set out by the constitutional and by-law guidelines, as well as any provincial and federal laws – within reason – while representing the Collective



### 3. Secretary

- i. Shall be a voting member of the Collective.
- ii. Shall attend all Collective meetings, and events within reason.
- iii. Shall hold office hours to act as a limited community resource. Will report to Collective any issues raised by students and/or members and work toward addressing same.
- iv. Shall record all meeting minutes of the collective.
- v. Shall have minutes available to members within 5 business days of meeting recorded.
- vi. In the event of the Chairpersons absence, Secretary will become acting Chairperson and perform the duties of the Chairperson accordingly.
- vii. Shall act accordingly as set out by the constitutional and by-law guidelines, as well as any provincial and federal laws – within reason – while representing the Collective.

### 4. BUSU Sexuality & Gender-Identity Based (SGIB) Director

1. The LGBTTQ\* Collective recognizes this constitution and related bylaws have no authority or governance over the SGIB Director. The duties outlined hereunder serve as guidelines to define working relationship between organisations.
  - i. Shall be a voting member of the Collective.
  - ii. Shall be the direct liaison between the Collective and BUSU.
  - iii. Shall hold office hours to act as a limited community resource. Will report to Collective any issues raised by students and/or members and work toward addressing same.
  - iv. Shall aid, where able, in organization and running events and campaigns of the Collective.
  - v. Shall have no official authority within or over the collective; has same rights as all members.



### III. Elections, Terms of Office, and Vacancy

#### Elections:

1. Elections must be held at an Annual General Meeting; typically toward the end of second semester of the Fall/Winter term.
2. The date, time, and location of this annual election are at the discretion of the current Executive members.
3. The date, time, and location must be made public for at least 10 business days prior to election taking place.
4. Nominees need majority, plus 1 to be voted into a position.

#### Terms of Office:

5. Terms of office shall be from May 1<sup>st</sup> – April 30<sup>th</sup>.
6. Executive members must hold a minimum 1 hour of office hours weekly. Office hours should be set, and routine. However, under extenuating circumstances exceptions can be made at approval of the Collective. Office hours must be advertised to the best of the Executives ability.

#### Vacant Positions:

7. A position will be deemed vacant if the elected member did not enroll at Brandon University for their Term of Office or if an Executive member fails to adhere to Collective rules laid out by in the Constitution and By-Laws.

#### Removal of an Executive Member:

1. A special meeting must be called by a regular member of the Collective.
2. Members must be given 24 hours' notice for date, time, location and agenda of the Special Meeting. Agenda to be made by Executive Members.
3. Executive Member is removed from office by two-thirds majority vote at Special Meeting.
4. Duties of vacant position will be divided between remaining Executive Member's and Collective as needed; until a Special Meeting can be held to elect a new Executive Member.
5. The election to fill vacant positions will follow the same policies and procedures outlined in **III. Elections - 2:6**.



## IV. Finances

### 1. Budget

- i. The Treasurer of the Collective must submit a budget proposal to BUSU, via the Chairperson, to apply for dedicated funding; following the guidance of BUSU's policy and procedures, as well as BUSU's constitution and by-laws.
- ii. The treasure must present a finalized, balanced budget along with all the financial statements at the final AGM of the office term for review.
- iii. All financial records must be available for members to review upon request within 5 business days.
- iv. A copy of the estimated yearly operating budget shall be available to the Collective during Executive Members office hours.

### 2. Signing Authority

- i. All Executive Members of the Collective will have signing authority at the current bank the Collective is a member of.
- ii. All cash withdrawals or cheque require 2 signatures of the Executive.

## V. Meetings

### Regular Meetings

1. Regular Collective meetings shall take place at a consistent time and place to be determined by the Executive Members on consultation with Collective as possible. The Collective shall meet monthly at the least.
2. Quorum for regular meetings is 3 people, not including the Chairperson. Quorum must be met for any decisions or votes to be valid.
3. Every Regular Collective Member gets one vote.

### Special General Meetings

3. Only to be called in emergencies.
4. Can be called my any Regular Collective Member giving 24 hours' notice of date, time, location and agenda of the Special Meeting. Agenda to be made by Executive Members. Regular quorum requirements as outlined in **V Meetings - 2.**
5. Every Regular Collective Member gets one vote.



### **Annual General Meetings**

6. Annual General Meeting must be held yearly; typically, toward the end of second semester of the Fall/Winter term.
7. The date, time, and location must be made public for at least 10 business days prior to election taking place.
8. Agenda to be made by Executive Members. Regular quorum requirements as outlined in **V Meetings – 2.**
9. Every Regular Collective Member gets one vote.

### **VI. Amendments**

1. This constitution of the Brandon University LGBTTQ\* Collective shall not be altered or added to except by special resolution passed by 75% majority vote of regular members of the Collective; notice of which shall state the intention to propose such a special resolution.
2. Will follow procedure outlined in **V Special General Meetings – 3:5.**
  - i. Must give 5 businesses days' notice to Collective members of Special Resolution Motion