

**The Constitution
of
DalOUT**

The LGBTQ Society of Dalhousie University

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Article I - Name

The name of the society shall be DalOUT - The LGBTQ Society of Dalhousie University, hereinafter referred to as DalOUT.

Article II – Objectives

1. The intent of this society is to provide gay, lesbian, bisexual, transgendered, transsexual, gender variant, two-spirited, intersexed, queer and questioning people, the people who support them, and the members of the community at large, with the following:
 - a) EDUCATION: DalOUT is dedicated to educating members of the Dalhousie University faculty and student body as well as the Halifax community regarding LGBTQ issues. This is done through workshops, the resource centre, special events, speaking engagements and by the society's active participation in other community events.
 - b) ADVOCACY: DalOUT provides the LGBTQ community at Dalhousie with constitutional recognition and an active voice. It will serve as a representative of the community's issues and views. It is also a political force lobbying for the needs and rights of students, staff, faculty, community members and other users of DalOUT.
 - c) SUPPORT: DalOUT provides support by offering a peer counselling service. As well LGBTQ/LGBTQ-positive services for additional support or referrals are contained within the publications in our resource center. We also maintain a safe, affirming and accessible space for LGBTQ students and allies to congregate and feel comfortable.
 - d) ACTIVITIES: DalOUT aspires to have a fun and exciting time by organizing a number of social and educational events throughout the year.

Article III – Membership

1. Membership in DalOUT is extended to any gay, lesbian, bisexual, transgendered, transsexual, gender variant, two-spirited, intersexed, queer or questioning person, as well as persons who support them, within the community at large.

2. Only members of the Dalhousie Student Union may vote at DalOUT meetings. This shall not be taken as otherwise restricting the ability of non-DSU members to participate fully in DalOUT, except where specified elsewhere in this constitution.
3. Neither DalOUT nor any of its sub-committees shall discriminate on the grounds of race, colour, gender, sex, religion, sexual orientation, political affiliation, economic standing, educational background, national or ethnic origin, age or physical or mental abilities, nor shall it or its sub-committees promote or subscribe to such discrimination.

Article IV – Executive Council

1. The Executive Council shall be composed of no less than four, and no more than ten persons in total.
2. Only members of the Dalhousie Student Union may sit on the Executive Council with the exception of the Executive Advisor, if necessary.
3. The four compulsory Executive Council members shall be:
 - a) President;
 - b) Vice President;
 - c) Treasurer;
 - d) Secretary
4. The remaining executive positions are:
 - a) Office Manager;
 - b) Public Relations Manager;
 - c) Fundraising Manager;
 - d) Executive Advisor;
 - e) Executive Assistant;
 - f) DSU Representative
5. The Executive Officers are:
 - a) President;
 - b) Vice President;
 - c) Treasurer

6. The Executive Staff are:
 - a) Secretary;
 - b) Office Manager;
 - c) Public Relations Manager;
 - d) Fundraising Manager

7. The Members-at-large are:
 - a) Executive Advisor;
 - b) Executive Assistant;
 - c) DSU Representative

8. The Executive Officers shall ensure that the meetings of DalOUT are conducted in an orderly yet welcoming fashion and shall encourage all members to participate fully.

9. If, for whatever reason, the Executive membership drops below four persons, the duties of the missing person shall be assumed equally among the remaining Executive members until a replacement is elected or appointed by the President.
 - (a) In the event that the missing Executive member is the President, the Vice-President shall assume the duties of President until a replacement is elected or appointed by the remaining Executive members.

10. If the remaining executive council cannot come to an agreement on how to allocate the duties of the missing person referenced in Section 8 above the President may assign responsibilities equally among the remaining Executive Council.

Article V – Duties of the Executive

Executive Officer Positions

1. **President:** The President shall be charged with the general management of DalOUT.

2. Without restricting the generality of Section 1 above, the President shall:
 - a) Call all society meetings;
 - b) Oversee the coordination of DalOUT, including its educational, advocacy and support services;
 - c) Act as spokesperson for DalOUT on issues pertaining to it;
 - d) Serve as Chair of the Executive meetings;

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- e) Serve as chief official contact for media and other information requests;
 - f) Have the ability to veto an idea that is deemed harmful or negative to the group;
 - g) Substitute for the duties of the DSU Representative of DalOUT in the absence of a DSU Representative;
 - h) Share signing authority with the Executive Vice President, and Treasurer;
 - i) Ensure that the DalOUT Executive members follow the guidelines of the DalOUT constitution, and fulfill the responsibilities associated with their positions as laid out by the DalOUT constitution;
 - j) Be responsible for one of the two keys to the cash box, as stipulated in Article VIII s. 13;
 - k) Ensure the Society is ratified in accordance with the Society Policy of the Dalhousie Student Union.
3. **Vice President:** The Vice President shall be charged particularly with the responsibility of the overall operation of DalOUT's general meetings and the services provided with DalOUT membership.
4. Without restricting the generality of Section 3 above, the Vice President shall:
- a) Serve as President of DalOUT when the President is absent;
 - b) Assist the President in the execution of the President's duties;
 - c) Substitute for the duties of the DSU Representative of DalOUT in the absence of a DSU Representative and President;
 - d) Chair the general meetings;
 - e) Create the agenda for general meetings (The agenda will result from reports given to the Vice President by the President, Treasurer and Secretary at executive meetings);
 - f) Be responsible for booking rooms for general meetings in the Dalhousie Student Union Building or at another location, if deemed necessary or viable;
 - g) Be responsible for deciding topics for general meetings, including group discussions;
 - h) Ensure that the DalOUT President follows the guidelines of the DalOUT constitution, and fulfills the responsibilities associated with the position of President as laid out by the DalOUT constitution;
 - i) Share signing authority with the President, and Treasurer;
 - j) Substitute for the duties of the Public Relations Manager of DalOUT in the absence of a Public Relations Manager.
5. **Treasurer:** The Treasurer shall be responsible for the financial administration of DalOUT.
6. Without restricting the generality of Section 5 above, the Treasurer shall:

- a) Draft the society's budget and submit it to the society for a general vote of approval;
- b) Keep account of all the funds of DalOUT;
- c) Share signing authority with the President, and Vice President;
- d) Prepare DalOUT's financial statement;
- e) Apply for grants;
- f) Give bank account and spending updates at executive meetings;
- g) Be responsible for securing all proceeds from fundraising and depositing the monies into DalOUT's bank account with the exception of funds raised by the Summer Committee as outlined by Article X Section 2 and all Subsections therein;
- h) Sit on the Fundraising Committee, and aid in the preparation of reports to be given to the Executive at Executive meetings and general meetings as outlined in Article X Section 1 and all Subsections therein;
- i) Work closely with the Fundraising Manager with regards to money raised from the events;
- j) Be responsible for the complete and continual update of the ledger;
- k) Prepare a financial statement and budget before the first meeting in September as outlined in Article VIII Section 10, with the assistance of the Summer Committee as outlined in Article X Section 2(g) if such a committee exists;
- l) Substitute for the duties of the Fundraising Manager of DalOUT in the absence of a Fundraising Manager.
- m) Submit DalOUT's banking books to the Dalhousie Student Union for any necessary audits
- n) Be responsible for one of the two keys to the cash box, as stipulated in Article VIII S. 13

7. Each officer shall orient their successor.

Executive Staff Positions

8. **Secretary** shall:

- a) Be responsible for the e-mail account and all resulting inquiries to the best of their ability;
- b) Be responsible for the telephone messaging system, and all resulting inquiries to the best of their ability;
- c) Take the minutes at Executive meetings and at general meetings;
- d) Prepare and distribute the minutes of Executive meetings to the Executive within 72 hours of the meeting;
- e) Attend to the upkeep of the general meeting binder and the executive meeting binder to make sure all minutes and other pertinent information is available for review;

- f) Be on the Fundraising Committee to take minutes, as well as suggest fundraising ideas to the committee;
- g) Substitute for the duties of the Office Manager of DalOUT in the absence of an Office Manager.

9. **Office Manager** shall:

- a) Be responsible for the upkeep of the DalOUT Resource Centre, making sure books, videos, reports and other items available for loan are returned on time and in good condition;
- b) Be responsible for the upkeep of the office space, making sure stationary supplies are kept in stock, ensuring that items such as the computer, phone, printer, lights, and other office equipment are in working order;
- c) Be responsible for DalOUT volunteers, including the training and scheduling of volunteers to staff the office during office hours;
- d) Be responsible for researching new resource materials to be bought for the Resource Centre based on requests from other Executive members or DalOUT members ;
- e) Be responsible for ensuring pamphlets, condoms, lubrication and dental dams are in good supply;
- f) Take the minutes at any meeting from which the Secretary is absent;
- g) In the absence of office volunteers, ensure the continuation of an established minimum number of office hours;
- h) Read through the Resource Center Manual and be familiar with existing Resource Center procedures and policies.

10. **Fundraising Manager** shall:

- a) Create and execute all fundraising events for DalOUT;
- b) Form a Fundraising Committee consisting of various Executive and non-Executive members in order to carry out the events in accordance with Article X Section 1 and all Subsections therein;
- c) Chair the Fundraising Committee;
- d) Recruit members for the Fundraising Committee;
- e) Prepare fundraising reports to be given to the Executive at Executive meetings and to the membership at general meetings;
- f) Work closely with the Treasurer with regards to funding for the events;
- g) Work closely with the Public Relations Manager in order to aid in the promotion of fundraising events on campus and around Halifax Regional Municipality;
- h) Be responsible for the collection of monies earned at fundraising events and ensure they are given to the Treasurer as soon as possible with the exception of funds raised by the Summer Committee as outlined by Article X Section 2 and all Subsections therein;

11. **Public Relations Manager** shall:

- a) Be responsible for the design and manufacturing of all DalOUT PR items including, but not limited to, posters, signs, and business cards;
- b) Be responsible for recruiting a few DalOUT members or Executive members to help poster all three Dalhousie University campuses for upcoming meetings or special events, including fundraising events, which the Fundraising Manager will aid in producing;
- c) Work closely with the Treasurer to determine a budget for PR items and submit any costs incurred to the Treasurer for review;
- d) Be responsible to aid the President and Vice President with media interviews and other enquiries;
- e) Be responsible for producing, with help, the DalOUT pamphlet which will be included in the orientation package for new students;
- f) Attend Council meetings of the Dalhousie Student Union as a non-voting member in place of the DSU Representative, President or Vice President if they are not able to attend;
- g) Co-chair the DalOUT Fundraising Committee in accordance with Article X Section 1 and all Subsections therein;
- h) Act as a spokesperson for DalOUT if the President or Vice President is unable to do so.

12. Each member of the executive staff shall orient their successor.

Members At Large Positions

13. **The Executive Advisor** Shall:

- a) Review the minutes and records from previous years so as to be able to advise the new Executive Council;
- b) Advise the new Executive of past events and ideas;
- c) Respond to requests for help from the current Executive;
- d) Advise the new Executive on previously successful and unsuccessful concepts and ideas;
- e) Sit on the Fundraising Committee to give advice on fundraising concepts that were successful/not successful in the previous year.

14. **Executive Assistant** shall:

- a) Attend all Executive meetings;
- b) Aid each Executive with the execution of their duties as directed;
- c) Hold a minimum of one regular office hour per week.

15. **DSU Representative** shall:

- a) Serve as the representative for the LGBTQ Community on the Dalhousie Student Union (DSU) Council;
- b) Consult with DalOUT members on issues to be addressed by the DSU and report back to the DalOUT membership on the activities of the DSU;
- c) Whenever possible, notify the DalOUT Executive on topics to be voted on by the DSU so as to ascertain the official position of DalOUT on matters presented at the DSU;
- d) Vote in accordance with their judgment of what DalOUT's official position would be, not necessarily that of their own, on issues brought before the DSU in circumstances when advance notification is not possible;
- e) Vote in accordance with DalOUT's position at DSU meetings whenever possible;
- f) Notify the Executive when unable to attend a meeting so that someone may attend, though not vote, in the DSU Representative's place;
- g) Sit on the DSU Committee for the Promotion of Diversity on Campus.

16. DalOUT's official position on issues presented to the DSU shall be determined by a 2/3 vote of the Executive Council.

17. Each member at large staff shall orient their successor.

Article V - Meetings:

1. There shall be an Annual General Meeting in the Winter semester prior to the Winter Exam Period at Dalhousie University to elect an Executive and to present the financial statement.
2. DalOUT shall call a general meeting at least once a month and no more than once a week. The procedure for calling a meeting will be either an announcement at each prior meeting by an Executive member or by notification sent out via e-mail to DalOUT members on the DalOUT contact list. If DalOUT has a functioning website, it is recommended that notification of events also be posted on said website, though this should not be the only means of notification. It is further recommended that notification upcoming events be included on DalOUT's telephone messaging system, though this should not be the only means of notification.
3. Special general meetings shall be held when deemed necessary for various purposes and shall be two weeks notice. The provisions required to pass a vote on any issue will require two-thirds of the membership present, including the presence of at least one executive officer.

4. In extraordinary circumstances, emergency general meetings shall be held upon the call of two members of the Executive for which 24 hours notice has been given.
5. There shall be a meeting of the Executive Council at least once a month. Notification shall be sent out via e-mail to the members of the Executive Council by the President, Vice-President or Secretary.

Article VI - Nominations and Elections of Officers:

1. Any member of the Dalhousie Student Union may seek a position on the Executive.
2. Under normal circumstances the nomination and election of all Executive Council members, except the Executive Advisor, shall take place at the Annual General Meeting.
3. The Executive Advisor:
 - a) shall preferably but not necessarily be a member from the previous year's Executive Council, a previous Executive Advisor, or a longstanding member of DalOUT;
 - b) shall be elected by a vote of only the outgoing Executive Council;
 - c) shall be elected by a majority vote (50% + 1) by a secret ballot. In the event that no candidate receives a majority of the vote, the candidate with the fewest votes shall be removed from the ballot and the Executive Council will vote again. This procedure should be repeated until a candidate receives a majority.
4. Members elected to the Executive shall take office at the last DalOUT general meeting of the Winter Semester at Dalhousie University. These members will hereafter be referred to as the Incoming Council.
5. Executive members may also be appointed by the current Executive and then voted on at the following meeting.
6. Votes shall be cast by secret ballot.
7. Executive Council members shall be elected by a plurality vote.
8. Voting in Executive elections is open to all members of the Dalhousie Student Union, with the exception of the election of the Executive Advisor, which must be in accordance with Section 3 above.

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9. Nominations and elections to fill vacant positions on the Executive shall take place as deemed necessary by the Executive throughout the year and shall require two weeks notice to members.
10. Establishment of any committee other than the Executive, Summer, and Fundraising committees shall take place as deemed necessary throughout the year.
11. The duties of each Executive will be read by the Chair (Vice-President) prior to the opening of nominations for that position.

Article VII - Impeachment of Officers:

1. Each Executive officer is liable for impeachment if it is believed, by 2/3 of the members, that the officer has:
 - a) misused their DalOUT position;
 - b) been inappropriately elected to a position contrary to the guidelines of this constitution;
 - c) failed to execute the duties of their office as they were described prior to the acceptance of their nomination;
 - d) failed to execute the duties assigned to them in accordance with this constitution
2. Officers shall be subject to a recall vote upon the call of at least 5 members of the DSU or two executive officers.
3. Impeachment shall require the vote of 50% + 1 of DSU members present at a general meeting

Article VIII - Finance

1. The fiscal year of DalOUT shall be from April 1 to March 31.
2. During the period between the last general DalOUT meeting of the Winter semester at Dalhousie and the first day of the next Fall semester DalOUT's financial assets will be the responsibility of the DalOUT Summer Committee when applicable.
3. Any surplus shall be carried on to the next fiscal year.
4. If no two regular signing authorities are available to sit on the Summer Committee during the period outlined in Section 2 above, the Summer Committee

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Chairperson shall have temporary signing authority for DalOUT financial accounts and will be responsible for securing all proceeds from fundraising and depositing the monies into DalOUT's bank account.

5. All funds raised or used by the Summer Committee will be updated in the DalOUT budget for the following fiscal year.
6. The Summer Committee is responsible for keeping an orderly record of all DalOUT funds managed, used, and raised in the summer break period between regular Dalhousie school years.
7. All funds spent by the Summer Committee must be used directly in fundraising activities.
8. The Summer Committee must request and receive authorisation from all incoming Executive Officers to use funds for any purpose other than fundraising.
9. The Summer Committee must request and receive authorisation from all incoming Executive Officers of fundraising expenses in excess of fifty (50) dollars.
10. The Treasurer shall prepare a financial statement and budget before the first meeting in September.
11. The financial statement and budget shall require the approval of 2/3 of DSU members at the meeting for which it is prepared.
12. The President and Treasurer shall each be responsible for one of the two keys to the cash box.

Article IX: Constitutional Amendment

1. Amendments to the Constitution shall be considered upon the call of the Executive or at least five members of DalOUT and at a general meeting called for that purpose.
2. The required vote to pass an amendment to this constitution is 2/3 of the DSU members present including at least one vote in favour from an Executive Officer.
3. Quorum for making constitutional amendments shall be 2/3 of the Executive plus 10 members of the Dalhousie Student Union who are not members of the Executive.

4. Every amendment to this constitution must proceed as follows:
 - a) The announcement of a proposed amendment at the general meeting;
 - b) A vote to endorse or veto the amendment (given at least one executive officer is present);
 - c) The automatic ratification or defeat of the amendment as the case may be.
5. Following any constitutional amendments, the Constitution, as amended, shall be submitted to the DSU Society Review Committee for ratification purposes.

Article X: Standing Committees

DalOUT will have the following Standing Committees:

1. **Fundraising Committee** shall:
 - a) Be Chaired by the Fundraising Manager;
 - b) Be co-Chaired by the Public Relations Manager;
 - c) Consist of the Treasurer, and Executive Advisor;
 - d) Also consist of Office Manager, Vice President and the President, and as many DalOUT members as the Fundraising Manager deems necessary;
 - e) Be responsible for planning and executing fundraising events through whatever channels are deemed necessary, responsible and legal during the regular Dalhousie school year;
 - f) Adhere to the condition that all fundraising ideas must be approved by the Treasurer, who has the final say in what fundraising ideas and events will be executed.
2. **Summer Committee** shall:
 - a) Be formed when fewer than three members of the Executive Council are available to attend meetings during the Summer semester at Dalhousie University;
 - b) Be chaired by a current or past DalOUT Executive
 - c) Allow membership to anyone who fulfills the membership requirements as outlined by Article III and all Sections therein, and who is available to attend meetings during the Summer semester at Dalhousie University.
 - d) Function with all of the resources that DalOUT would have during the regular Dalhousie school year.
 - e) Be responsible for planning and executing fundraising events through whatever channels are deemed necessary, responsible and legal during the Summer semester at Dalhousie University.
 - f) Be responsible for DalOUT social and other official activities over the summer break.

- g) Adhere to the condition that fundraising ideas must be approved by the committee Chair, who has the final say in what fundraising ideas and events will be executed provided spending is approved by two signing authorities.
- h) Maintain communication with the incoming Treasurer and assist in producing the first financial statement of the new fiscal year as in accordance with Article VIII Section 7.

Article XI: DSU Ratification

1. The Society must be ratified each academic year in accordance with the Society Policy of the Dalhousie Student Union.
2. It shall be the responsibility of the President to ensure that all necessary actions are taken to ensure ratification in accordance with the Society Policy of the Dalhousie Student Union.