

CONSTITUTION
of
Spectrum UNL

PREAMBLE

We, the members of the University of Nebraska-Lincoln's Spectrum, do hereby ordain and establish this constitution to govern the administration of our student organization.

ARTICLE 1: NAME

The name of this organization shall be Spectrum UNL.

ARTICLE 2: PURPOSES

The Purposes of this organization shall be:

1. Fostering a supportive, comfortable environment for the lesbian, gay, bisexual, transgender, asexual, aromantic, and queer-identified (LGBTQA+) community and their allies, as well as those who may be exploring or questioning their sexual/romantic orientations and/or gender identities.
2. Advancing and maintaining the dignity and integrity of the LGBTQA+ and ally community on UNL's campus and throughout Lincoln as a whole.
3. Creating and presenting information about human sexuality, sexual/romantic orientation, gender expression, and gender identity for the LGBTQA+ and ally community and UNL as a whole.
4. Providing information, upon request, on the possible impacts, both positive and negative, of certain political candidates and legislative items, on the LGBTQA+ and ally community.
5. Advocating for the advancement of LGBTQA+ peoples by creating events and taking an active stance on issues that may concern the well-being of the community on UNL's campus and beyond.

Since it is our belief that all forms of oppression are related, and because LGBTQA+ people come from all walks of life, Spectrum UNL will cooperate with other organizations which combat racism, sexism, ableism, and other forms of oppression.

Spectrum UNL will not undertake any activities or programs that do not directly relate to its primary functions as listed above. If other LGBTQA+ organizations or individuals wish to start new activities that are not covered by Spectrum UNL's mission, Spectrum UNL will cooperate whenever possible.

The ways Spectrum UNL will assist other groups include:

1. Posting notices of activities in the student organization office or online.
2. Allowing new groups to use the student organization office for meetings, subject to Executive Board approval and rules.
3. Offering advice and information about resources available on campus.
4. Referring interested individuals to the other groups affiliated with the combat of oppression.

ARTICLE 3: MEMBERSHIP

Section 1: Eligibility

This organization does not discriminate in the selection of its members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of sexual orientation, gender identity, race, color, ethnicity, national origin, citizenship status, sex, socioeconomic status, place of residence, marital status, family structure/support, pregnancy, disability, age, genetic information, veteran status, religion, and/or political affiliation.

Membership in Spectrum UNL is open to anyone who supports the mission of the student organization.

This student organization shall consist of at least five currently enrolled members. Non-students will be allowed to participate in any student organization activity, but will not be a voting member, or an elected or appointed officer of said organization. A non-student is someone who is not currently enrolled at the University of Nebraska-Lincoln for the Fall or Spring semester.

Section 2. Methods of Selecting Members

Membership selection is based solely on an individual's desire to participate in Spectrum UNL.

Section 3. Types of Members

Non-voting membership shall be open to anyone. Voting membership shall be open to any currently registered UNL students that have attended at least one meeting that academic year prior to voting.

Section 4. Methods of Revoking Membership

If any member of Spectrum UNL feels threatened or menaced by another member of Spectrum UNL, they may request that the threatening member be expelled from Spectrum UNL. A complaint of threatening or menacing behavior must be presented in writing to the Executive Board. The Executive Board will review the complaint at the earliest possible time.

The Executive Board will then meet with at least one Spectrum UNL advisor and discuss what actions are necessary. This meeting will determine if the member will be placed on a course for reinstatement or expulsion. The Executive Board and advisor(s) can choose to recommend alternative actions (e.g. written apologies, community service, etc.) in less extreme cases.

At least one advisor and at least the Spectrum UNL President (if not more Executive Board members) will meet with the member in question to discuss the plan of action for either reinstatement or expulsion.

Releasing information about the events of reinstatement or expulsion is left to the Executive Board's discretion. However, the Executive Boards should strive to keep the general membership safe above all else.

Any person expelled from Spectrum UNL may petition the Executive Board in writing for reinstatement at the beginning of the following semester or after four months, whichever is longer. The Executive Board and at least one advisor will discuss the petition and determine what actions (if any) are needed for reinstatement. The Executive Board and advisor(s) have the right to deny this petition.

ARTICLE 4: EXECUTIVE BOARD

Section 1. Functions of the Executive Board

The members of the Executive Board will be accountable for coordinating the various functions of the organization. This does not mean they are personally responsible for completing all tasks, but are responsible for making sure that all tasks are completed.

Section 2. Number of Members

There shall be no more than five members on the Executive Board. However, this number may be changed by a unanimous vote of the voting membership.

Section 3. Executive Board Selection Process

1. Candidates must announce candidacy by the general meeting prior to Spring Break to the present general membership.
 - a. If a candidate is unable to attend the meeting, they may send an email to the current Executive Board to announce candidacy.
 - b. Members that wish to be an officer of the Executive Board must meet the following qualifications:
 - i. demonstrates an ability to complete tasks specific for role(s) one is applying for;

- ii. has attended majority of general and/or executive board meetings of the year; if conflict arises, makes an effort to be up-to date with Spectrum UNL happenings via the current Executive Board;
 - iii. has followed through on commitments to Spectrum UNL;
 - iv. demonstrates the ability to engage the membership;
 - v. demonstrates compassion for general members' concerns regardless of personal opinion;
 - vi. demonstrates consideration for Spectrum UNL's best interest regardless of personal goals.
2. Executive Board selections will take place at the general meeting directly following Spring Break as Spectrum UNL is a SPRING Organization. Elected officers will take office the second Tuesday of April and all paperwork will be filed at that time to remain in compliance. The time between selection and appointment to office shall serve as a training period. The nature of this period shall be detailed in the Bylaws.
3. Candidates must come to the meeting prepared to make statements about their qualifications, Spectrum UNL's goals, and past Spectrum UNL involvement. Candidates also must list the positions they are applying for. If the candidates do not wish to be selected for a specific position, they should not include this position in their list. Candidates will not be allowed to impromptu apply for a position unless in the case of step 10.
4. Prior to the beginning of selections, the Executive Board must designate a moderator for selections. The moderator will not have voting power in the process. The moderator will maintain neutrality in the selection process.
 - a. Questions of the moderator's neutrality must be addressed during selections, not after the fact.
5. The moderator will begin selections with the Presidential candidates.
6. All candidates will be given two minutes each to explain their qualifications and goals. The membership will then have an opportunity to ask questions to all or any candidates applying.
 - a. The questions should be relevant to the position for which is currently up for discussion. If the questions are inappropriate, irrelevant, or disrespectful, the moderator will redirect the questioning of that candidate and continue the process.
7. All candidates applying for the position will leave the room together.
8. The voting members will vote by ballot on whom they wish to fill the position. The members must use the person's name to be counted. In the event that one person is running for a position, the membership must vote "Yes" or "No." The mediator will collect the ballots. The candidate with the most votes will be the one selected.
 - a. If there is a tie amongst first-place candidates, voting members will have a discussion regarding why they chose the candidate they did. Candidates will

remain out of the room. After the discussion is finished, step 8 will be repeated only with the candidates tied for first. This process will be repeated until there is a single candidate with a majority vote.

9. All candidates will re-enter the room together and the winner will be announced. The candidates not chosen for the position may be considered for the other positions they stated on their documentation.
10. According to the University of Nebraska–Lincoln, a Registered Student Organization must have a President, Treasurer, and one other position. Thus, if a President, Treasurer, or third position was not selected from the original candidates, the moderator must ask all announced candidates if they would like to be considered for the void position. If so, repeat steps 6-9. If not, continue to step 11.
11. Repeat steps 6-10 until all positions have been filled. Follow this order: President, Treasurer, Outreach Coordinator, Media Coordinator, and Secretary.
12. If any positions are unfilled at the end of selections, the Executive Board selected will have to assume all duties and roles of those positions.

Section 4: Election Invalidation

If the presiding Executive Board, moderator, advisors, or members believe the election was not fair, they may call for the election to be invalidated. The exception to this is the status of the moderator as detailed in Article 4 Section 3 Subsection 4.a. Reasons for invalidation include:

1. Any candidate was not eligible to run for the position
2. Someone who was not eligible to vote submitted ballots that were counted
3. There was interference with the election process
4. The election process as set forth in the Constitution was not followed properly

A formal complaint must be raised to the presiding Executive Board within one week of the election. The presiding Executive Board consists of the elected officials that were in office prior the election in question. The presiding Executive Board will meet with the advisors to discuss the details of the complaint. Together, they can decide upon one of two courses of action:

1. Declare the election valid and the candidates elected will begin the training period leading up to their appointment.
2. Declare the election invalid and schedule a new selection process for the earliest convenient time. All candidates from the selection process that are still eligible must declare their candidacy again as set forth in Article 4 Section 3 Subsection 1.

Section 5. Delegation of Executive Board responsibilities

The Executive Board roles and responsibilities are delegated according to the positions in the selection process. If not all of the Executive Board positions are filled, the Executive Board must

assume all roles and responsibilities of those positions. The Executive Board members are not personally responsible for completing all tasks, but are responsible for making sure that all tasks are completed.

President:

- Organizes volunteers for events
- Checks physical mail in Student Involvement
- Files all Event Planning Requests (EPRs)
- Administers annual review form
- Applies for office space
- Keeps bulletin boards up to date
- Ensures constitutional rules are upheld
- Keeps meetings on task
- Liaison to advisors

Treasurer:

- Creates budgets for each semester
- Reports account totals to Executive Board every week
- Applies for grants (with assistance from other Executive Board members)
- Liaison to SOFS (Student Organization Financial Services)
- Files all reimbursements
- Keeps track of all deposits and withdrawals

Outreach Coordinator:

- Communicates with other RSOs and organizations
- Monitors Spectrum UNL email
- Organizes and plans Executive Board retreat
- Liaison to the LGBTQA+ Resource Center
- Submits information to RSO newsletter

Media Coordinator:

- Oversees media presence (including Twitter, Facebook, email, and website)
- Sends out weekly updates on Spectrum Facebook group and page
- Writes and distributes press releases
- Takes photos of meetings and events

Secretary:

- Keeps minutes at all Executive Board and general meetings
- Keeps a record of all events and those who worked on them
- Keeps record of attendance for events and meetings
- Keeps track of queer current events

- Looks at past meeting notes to incorporate feedback in future meetings
- Oversees records of Spectrum history

General Executive Board Allocate advertising responsibilities:

- Evaluate past events of what worked and what did not
- Plan kinds of meetings before the semester (educational, social, philanthropic, etc)
- Keep a record of their position for incoming Executive Board members
- Individual and group evaluations
- Helping other Executive Board members when needed
- Decide on who presents announcements (which Executive Board member) at the beginning of the year
- Organize fun events for general membership
- Oversee committees assigned to them in the Bylaws
- Collaborate with other groups on campus to benefit all facets of the LGBTQA+ community

Section 6. Procedure to Fill a Vacancy

Should a vacancy arise, the remaining Executive Board must decide whether or not to fill the vacant position. If it is decided to leave the position vacant, the position will remain vacant until the next Executive Board selection process. If it is decided to fill the position before the next general Executive Board selection process, they will follow the following procedure.

1. Prospective candidates who meet the requirements set forth by Article 4 Section 3 Subsection 1 must email the Executive Board by a week prior to the special election.
2. The Executive Board must discuss and confirm each prospective candidate based on the following criteria:
 - a. Fitness of qualifications set forth in Article 4 Section 3 Subsection 1
 - b. Ability to perform the duties set forth in Article 4 Section 5
 - c. Ability to collaborate successfully with the existing Executive Board
 - d. Any other reasonable concerns
3. The Executive Board will inform each prospective candidate of their confidential status (confirmed or denied) at least three days prior to the election. If the candidacy is denied, the Executive Board must provide reasoning to the prospective candidate as to why they were not a good fit for the position.
4. The selection process will proceed as set forth in Article 4 Section 3 Clauses 3-12.

Section 7. Executive Board Member Removal Process

Valid grounds for removal shall be failure to complete the duties of office, conduct unbecoming of an Executive Board member, or failure to work in accordance with Spectrum UNL's directives and values.

The process for removing an Executive Board member must be initiated by the formal submission of a written complaint to the Executive Board. Complaints can be made anonymously if desired. The complaint must contain a detailed argument as to why the Executive Board member should be removed from their position. The Executive Board member under consideration for removal is hereafter referred to as the Respondent.

The Executive Board, excluding the Respondent, must convene in a timely manner to discuss the validity of the complaint. If the Board deems the complaint to not be grounds for removal, the process will end here. If the complaint is grounds for removal, the process will continue as follows.

The Executive Board, excluding the Respondent, will meet with all Spectrum UNL advisors to discuss what actions are necessary. Prior to this meeting, the Respondent will have an opportunity to provide a written rebuttal to the complaint. If the complaint contains personal information the complainant wishes to keep anonymous from the Respondent, they may request the Respondent see only an anonymized version of the complaint.

In the meeting, the Executive Board and advisors should discuss the severity and nature of the issue. Together, they must come to one of the following conclusions:

1. There are no grounds for removal. The Executive Board and advisors must still discuss with the Respondent the reason for the complain and justifications for their decision.
2. The Respondent should enter a probationary period. The Executive Board and advisors shall meet with the Respondent to discuss what issues and behaviors need to be addressed. During this probationary period, the Respondent must successfully make efforts to improve these issues. If they do not, the Executive Board and advisors shall meet again to reconsider removal or an extended probationary period.
3. There are valid grounds for removal. The Respondent will be removed from office immediately and shall be ineligible to run for any Executive Board position in any election for the remainder of the academic year. The Respondent shall still be a member of Spectrum UNL unless the process for revoking membership (Article 3 Section 4) is invoked.

Regardless of outcome, detailed notes of the consideration process, including but not limited to the original complaint, minutes of any meetings or discussions, and other forms of communication, should be kept in a secure manner by the Executive Board.

Section 8. Other committees and duties

Various committees may be established by the President to handle special events or ongoing projects. Committee chairs must be members of Spectrum UNL, and will be selected by the specific committee, subject to Executive Board approval. Committee membership is open to any member of Spectrum UNL. Committee chairs are encouraged to attend, if possible, regularly scheduled Executive Board meetings, and report on their committees' activities. If it is not possible for the Committee chairs to attend Executive Board meetings, another committee member is required to attend as a proxy and report on the activities of the committee. Committee chairs are responsible for keeping minutes of all committee meetings. These minutes shall be kept with all other Spectrum UNL records, and shall be made available to any interested members. Once created, a committee will be added to Spectrum UNL's Bylaws to document its purpose, responsibilities, and jurisdiction.

ARTICLE 5: ADVISORS

Section 1. Eligibility

This organization shall have one Primary Advisor, which must be a regular Academic/Administrative or Managerial/Professional faculty/staff member of the University of Nebraska – Lincoln, and may have any number of Secondary Advisors, which may be regular Academic/Administrative, Managerial/Professional, or Office/Service staff members or Graduate Assistants of the University of Nebraska.

Section 2. Method of selection

Spectrum UNL shall have one primary advisor at all times. The primary advisor shall be responsible for all official paperwork relating to the operation of Spectrum UNL. Additional advisors may be selected by the Executive Board if desired. Advisor(s) shall be selected by the Executive Board at least two weeks prior to the last meeting of the spring semester. Final approval of advisor(s) must be given by the voting members at the last meeting of the spring semester.

Section 3. Length of term

Term of office for advisors shall be one academic year, and shall begin on the first Executive Board meeting following their selection. Advisors may serve additional years at the request of the general membership.

ARTICLE 6: RULES OF PROCEDURE

Section 1. Attendance and Absences Policy

Any member of the Executive Board or committee chairperson who misses more than three of the regularly-scheduled required meetings, without notifying the Executive Board, may be removed from office following the removal procedures identified in Article 4 Section 5. Any member of the Executive Board or committee chairperson who misses more than 25% of regularly scheduled meetings with notification to the Executive Board may be subject to similar removal.

Section 2. Frequency of meetings

General membership meetings shall be held at least once every month during the fall and spring semesters. Dates, times and locations for general meetings shall be determined by the general membership at the beginning of each semester. Announcements of general meetings must be made at least one week prior to meeting dates. Meeting times will be set forth in the Bylaws each semester.

Executive Board meetings shall be scheduled at the discretion of the Executive Board without the approval of the general membership. Announcements of regularly scheduled Executive Board meetings must be made at least three days in advance. Emergency meetings of the Executive Board may be held without advance notice. The Executive Board reserves the right to declare any meeting “closed” for the purpose of discussing sensitive and private information. Any member may attend non-closed Executive Board meetings and participate in discussion without voting privileges. Any member may call for a vote on Executive Board decisions at the next general membership meeting. A two-thirds majority of voting members present is required to override Executive Board decisions.

Section 3. Quorum

There is no set quorum for general meetings. A quorum of the Executive Board shall consist of half of the members of the Executive Board.

Section 4. Minutes

Minutes of general membership meetings shall be kept for all meetings at which the membership will be voting or holding nominations or elections. At those meetings, the Secretary/Historian shall be responsible for keeping the minutes. Minutes of all Executive Board meetings shall be maintained by the Secretary/Historian, and shall be made available to all members.

ARTICLE 7: REGULATORY POWERS

Not applicable to Spectrum UNL.

ARTICLE 8: FINANCE

Section 1. Dues and Membership Fees

No dues or membership fees are required for membership in Spectrum UNL.

Section 2. Alternate Funding

All operating funds for Spectrum UNL shall be raised through donations, fundraising activities, and grants from non-profit corporations.

Section 3. Non-Profit Entity

Spectrum UNL shall operate according to the rules and guidelines of a non-profit entity.

No part of the net earnings of Spectrum UNL will inure to the benefit of individuals. Spectrum UNL must establish that it will not be organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. Spectrum UNL shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this document.

Spectrum UNL will not, as a substantial part of its activities, attempt to influence legislation (unless it elects to come under the provisions allowing certain lobbying expenditures) or participate to any extent in a political campaign for or against any candidate for public office. Notwithstanding any other provision of this constitution, Spectrum UNL shall not carry on any other activities not permitted to be carried on by an organization exempt Federal Income Tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws). Spectrum UNL monies will be handled by Student Organizational Financial Services, regardless of source.

ARTICLE 9: NON-CAMPUS AFFILIATION

Not applicable to Spectrum UNL.

ARTICLE 10: AMENDMENTS

All amendments must be approved by ASUN.

Propositions to alter or amend this document must be submitted in writing at a meeting of the Executive Board. A first presentation shall take place at the next general meeting. Copies will be made available to members upon request. At the following general meeting, the proposed amendment(s) will be re-presented, discussed, and voted on. A two-thirds majority of voting members present is required to pass any amendment.

ARTICLE 11: BYLAWS

In addition to this Constitution, Spectrum UNL shall be guided by separate Bylaws. The Bylaws serve the purpose of setting a framework for the organization's day-to-day operations without need for ASUN approval for ratification. Some things that should be in the Bylaws include:

1. Spectrum UNL's mission statement
2. No-outing policy
3. General meeting days and times for a given semester
4. Appropriate uses of Spectrum UNL office space
5. Transition of leadership after elections
6. Allocation of committee responsibilities
7. Appropriate methods of receiving feedback
8. When specific meeting topics should be held

Proposed changes to the Bylaws may be presented to the Executive Board at any time. The Executive Board will consider the suggestion at the next Executive Board meeting. They can choose to adapt the suggestion into a proposed amendment, table it for future consideration, or not pursue it. At the next general meeting, the Executive Board will present a final proposal to the general membership. Ratification requires a two-thirds majority of voting members. Each amendment should be considered separately, so if one is not passed, others can be.

ARTICLE 12: LEGISLATIVE OR POLITICAL ACTIVITIES

Spectrum UNL shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. However, Spectrum UNL can participate in education pertaining to the mission of the student organization which will or can be affected by particular political candidates or legislative actions.

ARTICLE 13: DISSOLUTION CLAUSE

Upon the dissolution of Spectrum UNL, the Executive Board and advisors shall, after paying or making provisions for the payment of all of the liabilities of Spectrum UNL, dispose of all the assets of Spectrum UNL exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization. Under section 501C of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Revenue Law), as the officers and the advisors shall determine. Any such assets not disposed of shall be disposed of by the Office of Vice Chancellor of Student Affairs, exclusively for such purposes to such organization(s), as determined by the Office of Vice Chancellor of Student Affairs.

ARTICLE 14: RSO ELECTIONS

All RSOs must be categorized as a Fall, Winter, or Spring Organization with ASUN and Student Involvement. RSO officers must take office on one of the following dates: On the first day

classes commence fall semester (Fall), the first day classes commence spring semester (Winter), or the second Tuesday of April (Spring). All paperwork will be filed at those times to remain in compliance. Spectrum UNL is a Spring Organization.

ARTICLE 15: EFFECTIVE DATE OF CONSTITUTION

This constitution is effective March 12, 2020.

Executive Approval:

President:	Jake Piccini	3/12/2020
Treasurer:	Sam Guido	3/12/2020
Outreach Coordinator:	Z Marzouk	3/12/2020