



LGBTOUT

Constitution Conference By-law

This *Constitution* was formally adopted on September 12, 2002.

The *Conference By-law* was adopted on March 24, 2003.

Article VII, Section 4 was amended on April 15, 2003.

Article I, Section 1, Article II, Section 1(i), Article III, Section 2(i), Article IV, Sections 1(i), 1(ii), 1(iii), 1(iv), and 1(v), Article VI, Sections 1(i) and 1(ii), Article VII, Sections 2, 3, 4, 5, and 6 and Article IX, Section 1 were amended on March 31, 2006.

Article I, Sections 2(vii), 2(viii), and 2(ix), and Article IV, Section 1(viii) were adopted on March 31, 2006.

Article VII, Section 7 was moved to Article VI, Section 1(ix) on March 31, 2006.

Article III, Sections 3(i), 3(ii), Article IV, Sections 1(i), 1(ii), 1(iv), 1(v), 1(vi), 1(vii), 1(viii), Article V, Section 3(a)(ii), 3(a)(iii), 3(a)(iv), Article VI, Section 1(i), 1(ii) (removed), 1(iii), 2(i), 3(i), Article VII, Sections 1, 2, 3, Article VIII, Section 3, and *LGBTOUT Conference By-law*, Section 2(b), and Section 4 were amended on February 9, 2009.

Article I: Name and Definitions

Official name of organization

1. The association of students shall be called Lesbians, Gays, Bisexuals and Transpeople of the University of Toronto, hereinafter referred to as “LGBTOUT”.

Definitions used in this *Constitution*

2. Definitions:
 - i. University of Toronto shall hereinafter be referred to as “the University”.
 - ii. An “officio member” refers to any full- or part-time undergraduate or graduate student, faculty, or staff of the University.
 - iii. An “ex-officio member” refers to any alumni of the University.
 - iv. The “Membership” refers to all General Members (officio and ex-officio) and Executive Members.
 - v. “Instruments” refers to any document (cheques, loans, contracts, etc.) which must be signed in order to conduct financial dealings on behalf of LGBTOUT.

- vi. The “listserv” refers to an electronic discussion board run by and for members of LGBTOUT.
- vii. The “Fall Session” refers to the period from September inclusive to December inclusive. The “Winter Session” refers to the period from January inclusive to April inclusive. The “Summer Session” refers to the period from May inclusive to August inclusive.
- viii. The “Hussihop” refers to an all-ages dance/performance party for queer women, transpeople, their friends, and allies.
- ix. The “Homohop” refers to an all-ages party for LGBTQ students, youth, their friends, and allies.

Article II: Mission

Purpose of organization

1. This organization exists for the benefit of all members of the University in the hope of enriching their experience at the University. LGBTOUT is committed to the development of an atmosphere that is open and equitable, specifically as that goal pertains to the needs of those who have been marginalized on the basis of their sexual and/ or gender orientations, and/ or identities. LGBTOUT intends to achieve this goal in the following ways:
 - i. By providing a voice and forum at the University for lesbian, gay, bisexual, trans, and queer students, alumni, faculty, and staff who are marginalized on the basis of their sexual and/ or gender orientations and/ or identities;
 - ii. By co-operating with other campus organizations to develop a positive atmosphere at the University for all who are marginalized on the basis of their sexual and/ or gender orientations and/ or identities;
 - iii. By providing a positive and active social atmosphere for members by organizing social activities;
 - iv. By accumulating and providing information and other resources on a wide range of sexuality issues for the purpose of educating the student body and the University;
 - v. By responding to instances of homophobia, heterosexism, transphobia, biphobia, lesbophobia, and other forms of injustice within the University and the community at large; and
 - vi. By promoting the awareness of and providing resources regarding health and safety issues for students, alumni, faculty, and staff whom are marginalized on the basis of their sexual and/ or gender orientations and/ or identities.

Article III: Membership

Specifies the qualifications for membership

1. All members of the University shall be eligible for membership within LGBTOUT.
2. Any member of LGBTOUT (either officio or ex-officio) in good standing shall be eligible to vote on any motion at a General Meeting and for any elected position pursuant to Article VII.
3. To be considered a member in good standing, either of the following criteria must be met:
 - i. Attendance at a General Meeting of the Membership which has occurred since the first day of classes of the Fall Session of the University of the current academic year; or
 - ii. Permission of the LGBTOUT Executive, which is to be decided either through a vote by the Executive, or by consensus.

Article IV: Executive

Statement about structure and purpose of Executive of LGBTOUT and description of Executive positions

1. All members of the Executive are members in good standing of LGBTOUT. There is no hierarchy within the Executive and each member has one vote at any Executive Meeting. While there are no mechanisms for ensuring that the Executive is representative of the organization and the community, all members of the Executive are expected to challenge themselves and others by being dedicated to addressing and ending oppressive comments and instances in LGBTOUT spaces, both physical and virtual. Examples of oppressions include, but are not limited to: racism, sexism, and classism, discrimination on the basis of ethnicity, culture and / or faith, Eurocentrism, ableism, ageism, heterosexism, genderism, homophobia, biphobia, lesbophobia, and transphobia. All Executive positions are to be elected according to Article VII.

The following is a list of Executive positions and their respective duties:

- i. Internal Co-ordinator

The Internal Co-ordinator is responsible for overseeing the day-to-day operations and maintaining the infrastructure of the group, including overseeing the listservs, office coordination, collecting the minutes of all general and subcommittee meetings, and ad hoc publications (such as the zine). The Internal Co-ordinator is also responsible for overseeing the LGBTOUT website and Facebook group;

- ii. University Affairs Co-ordinator

The University Affairs Co-ordinator is responsible for representing the interests of the LGBTOUT Membership to the University campus community. This entails advocacy and functioning as a liaison with other student groups, the University administration, the University of Toronto Students' Union, the Association of Part-Time Undergraduate Students, and the Graduate Student Union. The University Affairs Co-ordinator will work to maintain and promote LGBTOUT's reputation and image within the University campus community. At the beginning of their term, this person will become familiar with the relevant contact people on campus with the help of the outgoing University Affairs Co-ordinator;

- iii. External Co-ordinator

The External Co-ordinator is responsible for representing the interests of the LGBTOUT Membership outside the University campus community. This entails advocacy on behalf of the organization. The External Co-ordinator will ensure that all meetings of organizations of which LGBTOUT is a member are attended. The External Co-ordinator will work to maintain and promote LGBTOUT's reputation and image outside the University campus community. At the beginning of their term, they will familiarize themselves with the relevant contact people with the help of the outgoing External Co-ordinator;

- iv. Political and Education Co-ordinator

The Political and Education Co-ordinator is responsible for overseeing a minimum of one (1) political or educational event per session (Fall, Winter, Summer). This

person is responsible for organizing the involvement of LGBTOUT in Pride during the summer session, in collaboration with LGBTQ Services. These must be events organized and sponsored by LGBTOUT and will not include events that are organized by other groups that are attended *en masse* by LGBTOUT. Variety is encouraged among these events so as to meet the needs of as diverse a community as possible. All events are to be advertized at least one week beforehand using at least one medium other than email/ listserv;

v. Social Co-ordinator

The Social Co-ordinator is responsible for overseeing a minimum of one (1) social event per session (Fall, Winter, Summer). These must be events organized and sponsored by LGBTOUT and will not include events that are organized by other groups that are attended *en masse* by LGBTOUT. Variety is encouraged among these events so as to meet the needs of as diverse a community as possible. In addition, the Social Co-ordinator is responsible for overseeing a Queer Orientation at the beginning of the Fall Session, in collaboration with LGBTQ Services, and an end-of-year social event before the end of the Winter Session. All events are to be advertized at least one week beforehand using at least one medium other than email/ listserv;

vi. Financial Co-ordinator

The Financial Co-ordinator is responsible for the accounting of all funds of LGBTOUT. They are responsible for maintaining accurate and complete records of all financial transactions by LGBTOUT. In consultation with the Executive, the Financial Co-ordinator will prepare a budget at the beginning of each year, and provide a comprehensive budget report at General Meetings and Executive Meetings, as required;

vii. Exec-at-Large

The Exec-at-Large is to be elected in the fall separate from the rest of the Executive. The Exec-at-Large is not to have a specific portfolio, but rather is expected to support the other Executive Members, as well as the student body; and

viii. Homohop Co-ordinator

The Homohop Co-ordinator is responsible for overseeing a minimum of four (4) Homohops and two (2) Hussihops per year, working as the Homohop Chair and Standing Committee. The Homohop Co-ordinator must hold and chair one (1) Homohop Standing Committee meeting per term. The Homohop Co-ordinator may appoint a Homohop co-chair. The Homohop Co-ordinator is responsible for advertising and organizing volunteers for the Homohop.

Procedure for the removal of members from the Executive

2. Removal from office:

- i.** Any Executive Member may be removed from Office prior to the end of their term according to the following process: a) A motion for impeachment of the Executive Member must be made at a General Meeting. If this motion receives a majority

vote in favour, the Executive Member is suspended from Office until the next General Meeting, at which time an impeachment debate and vote must be held; and
b) At the General Meeting where the impeachment debate and vote takes place, a 2/3 vote is required to remove the Executive Member from Office.

- ii. Removal of an Executive Member from his or her Office should only be considered under extraordinary circumstances including, but not limited to, the abuse or inappropriate use of power, embezzlement of funds, or acting contrary to the mission or process of LGBTOUT as stated in its *Constitution*.

Article V: Committees

Members of
Committees

1. Membership in all Standing and Ad Hoc Committees is open to all members of LGBTOUT.

Specifies the role
of Committees

2. Role of Committees:

- i. The Committees shall carry out the decisions of the Membership and shall have such specific powers and duties as are prescribed to them from time to time by the Membership.
- ii. Between meetings of the Membership, the affairs of the Membership with regards to specific areas shall be conducted by the various Committees of the Membership, subject to direction from, accountability to, review by, and approval of the Membership at meetings of the Membership.

Specifies
Standing and Ad
Hoc Committees

3. Committees:

There shall be two types of Committees

- a. Standing Committees, which continue from year to year. Additional Standing Committees may be established (as required) at a meeting of the Membership.

These Standing Committees include:

- i. Homohop Committee;
 - ii. Drop-in Centre Committee;
 - iii. Pride Committee; and
 - iv. Queer Orientation Committee
- b. Ad Hoc Committees:
 - i. Ad Hoc Committees continue in existence only for such term as may be determined at the time of establishment, provided that the mandate of all such Committees shall expire no later than the first Annual General Meeting after establishment.
 - ii. Ad Hoc Committees may be established by the Membership.
 - iii. Ad Hoc Committees shall be established for such purposes and with such powers and duties as the Membership may delegate to them at the time of establishment.
 - iv. The membership and chair of such Committees shall be determined by the Membership that established it.

Article VI: Meetings

Specifies the procedure for meetings

1. General Meetings:

- i.** A General Meeting of the Membership must be held at least once during the Fall and Winter Sessions of the University, and as required during the Summer Session.
- ii.** All General Meetings of the Membership require at least one (1) week's notice (of date, time and place) to be considered valid. Notice is to be given over the listserv and on the office information board. The agenda of the Meeting, and any motions to be voted on, shall be posted on the listserv prior to the Meeting.
- iii.** At least half of the Executive must be at a General Meeting of the Membership for quorum to be reached.
- iv.** A General Meeting must be called to order within fifteen (15) minutes of the scheduled time.
- v.** Only members in good standing shall have the right to vote upon motions during the General Meetings.
- vi.** A General Meeting of the Membership may be called at any time by a petition of no less than fifteen (15) LGBTOUT members, given no less than one (1) week's notice (of date, time, and place).
- vii.** The minutes of all General Meetings shall be posted on the listserv and a copy placed in the Minutes Binder in the office no later than one (1) week after the General Meeting.
- viii.** Every member entitled to vote at a meeting of the membership may, by means of proxy, appoint another member as their nominee to attend and act at the meeting to the extent and with the power conferred by the proxy. The proxy shall be in writing executed by the member and shall contain:
 - 1.** Their printed name;
 - 2.** Their signature;
 - 3.** The name of the member being authorized to exercise their vote; and
 - 4.** The date of the meeting for which the proxy will be valid.

The proxy must be deposited with a member of the Executive no later than twenty four (24) hours before the appointed time of the meeting. No member shall wield an excess of five (5) proxy votes at any given meeting.

2. Executive Meetings:

- i.** An Executive Meeting must be held at least once during the Winter Session of the University, and as required during the Summer Session.
- ii.** If any Executive Member is absent from three (3) consecutive Executive Meetings, that member shall be deemed to have resigned from the Executive. At the following Executive Meeting, the member may present reasons for their absence, and a vote will determine if the member shall be reinstated.

3. Annual General Meetings

- i.** An Annual General Meeting shall be held no earlier than March 1 and no later than the final day of scheduled lectures for the Winter Session at the University.

Article VIII: Finances

Rules of funding, formulation of budget, and certification of Instruments

1. Expenditure of Funds

The funds of LGBTOUT shall only be expended pursuant to a budget approved by the Executive and General Membership. LGBTOUT's funds shall not be expended to make grant, loan, or provide other financial assistance to any group or cause except in accordance with the recommendations of the Executive, subject to ratification by the General Membership.

2. Executive Discretion Notwithstanding Section 1

The Executive may by resolution approve the expenditure of no more than \$100 of LGBTOUT's funds pursuant to its powers and duties as contained herein. The Executive shall report any such expenditures at the next General Meeting of the Membership. This power may be suspended by the General Membership at any time. Such suspension shall be in effect until the next Joint Meeting or the time the General Membership lifts the suspension.

3. Preparation of the Operating Budget

Budgets shall be prepared by the Financial Co-ordinator based upon the information provided by the Executive and Committee Chairs concerning the propose expenditures and financial requirements of their respective Offices and Committees. The Financial Co-ordinator shall submit a proposed budget to the Executive for its consideration. The Executive will then submit the budget as approved by them to the General Membership at a General Meeting for final approval.

4. Approval of Budgets

The Operating Budget shall be approved by a majority vote of the Membership present and voting at a General Meeting. A budget may be amended or repealed only by a two-thirds vote of the Membership present and voting at a General Meeting.

5. Banking Arrangements

The banking business of LGBTOUT shall be transacted with such bank, trust company, or other firm or body corporate as the Membership may designate, appoint or authorise from time to time and all such banking business, or any part thereof, shall be transacted on LGBTOUT's behalf by the Financial Co-ordinator and any other person as the Membership may designate, direct or authorize from time to time and to the extent thereby provided.

6. Execution of Instruments

Instruments requiring the signature of LGBTOUT must be signed by:

- a.** the Financial Co-ordinator; and
- b.** one other Executive Member as designated by the Executive

7. Fiscal Year

The fiscal year of LGBTOUT shall end on April 30.

Article IX: Amendments

- 1.** Amendments to this *Constitution*, including the by-laws, must be posted on the listserv and placed in the office for viewing by the Membership at least two (2) weeks prior to the General Meeting at which the amendment will be voted on and require the approval of at least two-thirds (2/3) of the

Executive and two-thirds (2/3) of the General Members (regardless of standing) present at a valid General Meeting.

LGBTOUT Conference By-law

Subsidies for attending conferences

1. For the purposes of this *By-law*, a conference shall be defined as a meeting or gathering of persons, that is described in promotional literature as a “conference”, or that includes, as a significant part of its agenda, lectures and/ or workshops and/ or facilitated or organized discussions.
2. Eligibility:
 - a. Full- or part-time undergraduate or graduate students of the University of Toronto are entitled to request LGBTOUT funds to fully or partially subsidize costs involved with attending conferences.
 - b. Those who are not full- or part-time undergraduate or graduate students of the University of Toronto may submit a proposal to the LGBTOUT Executive to request funds to fully or partially subsidize costs involved with attending conferences. The Executive may choose to reject any such proposals.
3. Requests for conference subsidies may be approved by the Membership at a General Meeting, given that the following conditions are met:
 - i. In order for attendance at a conference to be subsidized, that conference must, in a significant way, reflect or support the mission of LGBTOUT as stated in Article II of the *LGBTOUT Constitution*;
 - ii. In a given fiscal year, total conference subsidy expenditures for all members shall not exceed the lesser of \$1500, or 10% of projected gross income;
 - iii. No single conference shall account for more than 30% of the fiscal year’s total available conference subsidies, as determined in (ii);
 - iv. No member shall receive subsidies for more than two (2) conferences per fiscal year (May 1 -April 30);
 - v. No member shall receive more than \$50 in total LGBTOUT conference subsidies for a given conference;
 - vi. Subsidy money provided by LGBTOUT must be applied to conference registration and/ or transportation costs and/ or lodging costs. Receipts must be provided. Subsidies shall not exceed the total cost of conference registration, transportation and lodging combined; and
 - vii. In the event that financial support is also granted by other organizations or administrative bodies, the total amount of the LGBTOUT subsidy shall not exceed the total of conference registration, transportation and lodging combined, minus other financial support.
4. Subsidies must be requested prior to the conference date. Retroactive subsidies will not be granted.
5. Regardless of whether the conditions listed in (3) are met, members at a General Meeting are free to vote against supporting any given application for conference subsidy according to their conscience.
6. This *By-law* shall not affect subsidies authorized by the General Membership prior to March 24, 2003.