

The Constitution of the DaVinci Society at the Missouri University of Science and Technology

Article I. Name, Insignia, and Affiliation

Section A. Name of Organization

This organization shall be called the “DaVinci Society” and shall be a recognized student organization of the Missouri University of Science and Technology.

Section B. Insignia

This organization shall use the face and various creations of the renowned artist, engineer, mathematician, and scientist Leonardo DaVinci, who is remembered for his multi-disciplinary achievements.

Section C. Affiliation

This organization shall not be affiliated with any other group or organization with the exception of the Missouri University of Science and Technology.

Article II. Mission Statement

The purpose of the DaVinci Society at the Missouri University of Science and Technology is to create a sustainable supportive environment for individuals that are gay, lesbian, bisexual, transgender, queer, questioning, and their allies (GLBTQ²A).

Article III. Statement of Non-Discrimination

The DaVinci Society shall not discriminate on any basis, which includes but is not limited to age, creed, disability, gender identity, race, and sexual orientation.

Article IV. Aims and Objectives

The aims and objectives of the DaVinci Society are as follows:

- (1) To provide a network for discussion, support, and social interactions for all students with lifestyles that are GLBTQ²A.
- (2) To educate the campus community about GLBTQ²A related issues and enhance communication about the negative consequences of prejudice and bigotry.
- (3) To provide members with educational opportunities aimed at preparing them for leadership roles in their professions and communities.

Article V. Membership and Voting

Section A. Definition and Qualification for Full Membership

A Full Member shall be defined as a Missouri University of Science and Technology student, staff, or faculty member who has fulfilled semester dues. Full Members shall be allowed to vote on organizational business. Full Members shall comprise 60% or more of the organizational body.

Section B. Definition and Qualification for Associate Membership

An Associate Member shall be defined as a community member who has fulfilled semester dues. Associate Members shall be allowed to vote on organizational business.

Section C. Definition and Qualification for Visitors

A Visitor shall be defined as any person in attendance not fulfilling the obligations of Full or Associate Membership. Visitors shall not be allowed to vote on organizational business.

Section D. Policy on Hazing

There are no, and shall never be, and initiation requirements for membership into the DaVinci Society. All hazing activities shall be prohibited and will be reported to University officials.

Section E. Revocation of Membership

If any member, in the opinion of quorum of the voting members for an academic term, demonstrates actions or behaviors that are counterproductive to the aims and objectives of the group, that person's membership may be revoked by a two-thirds vote of the voting members. Said member will have one week before revocation vote and shall be given an opportunity to speak on their behalf. Said member shall be requested not to attend DaVinci Society meetings and events for the remainder of their revoked membership.

Article VI. Constitution

Section A. Ratification of the Constitution

This Constitution shall be in effect upon ratification by two-thirds of the voting members and upon approval by the Student Affairs Committee and the Academic Council.

Section B. Amendments to the Constitution

Any voting member of the organization shall introduce amendments. They shall be voted on at the next regular meeting. All members shall be notified before the meeting of the amendment being recommended. Amendments shall be passed by a two-thirds vote of the voting members of the organization. The Student Affairs Committee and the Academic Council or their designated representatives must approve amendments to the Constitution.

Section C. Adherence to University Regulations

The organization shall adhere to all laws, rules, and regulations governing the Missouri University of Science and Technology and its students.

Bylaws to the Constitution of the DaVinci Society at the Missouri University of Science and Technology

Article I. Executive Board

Section A. Executive Board

The Executive Board shall be defined as the Officers and Executive Assistants to the DaVinci Society.

- (1) Officers
The Officers of the DaVinci Society shall be the President, Vice-President, Secretary, and Treasurer.
- (2) Executive Assistants
The Executive Assistants for the DaVinci Society shall be the Student Council Representative and Web Chair.

Section B. Eligibility for Executive Board

All Full Members shall be eligible to become Executive Board members if they are in good standing as defined by the Missouri University of Science and Technology.

Section C. Dates of Executive Board Elections

- (1) Five weeks prior to spring semester finals week, nominations shall be opened for all Executive Board positions.
- (2) Four weeks prior to spring semester finals week, nominations shall be closed and elections occur. All Officer positions must be filled before Executive Assistant positions. Outgoing and incoming Executive Board members shall be required to attend all weekly planning meetings for the DaVinci Society, including Executive Board meetings.
- (3) Three weeks prior to spring semester finals week, the outgoing Executive Board shall run the DaVinci Society and its events, including meetings.
- (4) Two weeks prior to spring semester finals week, the incoming Executive Board shall run the DaVinci Society and its events, including meetings.

Section D. Duration of Term in Office

An Executive Board member's term shall begin three weeks prior to finals week of spring semester elected and shall end two weeks before finals week of the following spring semester.

Section E. Procedure for Removal of an Executive Board Member

Any Executive Board member of the DaVinci Society may be removed from office by a two-thirds vote of the voting members present at any regular body meeting. However, said Executive Board member must be notified one week before said meeting and be given the opportunity to speak on their behalf before the vote shall be taken. An Executive Board member can be removed from office if the member fails to perform the duties specified by these Bylaws to the Constitution or if the member is no longer in good standing as defined by the Missouri University of Science and Technology.

Section F. Procedure for Replacing an Executive Board Member

In the event of the removal of an Executive Board member or in the event any Executive Board member resigns from their office, a special election shall be held within two weeks following said Executive Board member's removal or resignation. In the event of the removal or resignation of the President, the Vice-President shall assume the office of the President and an election will be held to select a new Vice-President.

Article II. Duties of Officers

Section A. President

The President shall have the following responsibilities:

- (1) To preside at all regular meetings of the organization.
- (2) To hold an Executive Board meeting of the Officers, Executive Assistants, and Advisor(s) before each regular meeting.
- (3) To hold weekly meetings with the Advisor(s).
- (4) To represent the DaVinci Society in all contexts not otherwise specified.
- (5) To perform the duties of the Secretary when the office is vacant.
- (6) To attend all Executive Board and regular body meetings.

Section B. Vice-President

The Vice-President shall have the following responsibilities:

- (1) To perform the responsibilities of the President when required by the absence of the President.
- (2) To work in cooperation with the President and assist in the execution of duties of the President.
- (3) To coordinate committees of the DaVinci Society, including:
 - a. To appoint members to committees with the approval of the Executive Board.
 - b. To ensure that the progress of committees is reported to the Executive Board.
- (4) To perform the duties of the Treasurer when the position is vacant.
- (5) To attend all Executive Board and regular body meetings.

Section C. Secretary

The Secretary shall have the following responsibilities:

- (1) To record accurate minutes of all Executive Board and regular body meetings.
- (2) To coordinate notifications to all members.
- (3) To handle all correspondence including campus mail and email.
- (4) To maintain the DaVinci Society listserv(s).
- (5) To maintain all business contacts and correspondence.
- (6) To work with the Treasurer to create a list of Full and Associate Members, including assigning pseudonyms when required to accommodate anonymity.
- (7) To act as a liaison to the Diversity Action Committee.
- (8) To attend all Executive Board and regular body meetings.

Section D. Treasurer

The Treasurer shall have the following responsibilities:

- (1) To keep a complete record of credits and debits for all organization functions.
- (2) To authorize organization expenditures in accordance with funding regulations outlined in Article VI.
- (3) To meet at least twice a month with the Advisor(s).
- (4) To plan the yearly budget and assist with items pertaining to that budget.
- (5) To give a financial report to the organization at each Executive Board and regular body meeting.
- (6) To assist and be aware of all fund-raising activities.
- (7) To work with the Secretary to create a list of Full and Associate Members, including assigning pseudonyms when required to accommodate anonymity.
- (8) To collect dues from the Full and Associate Members.
- (9) To act as a liaison to the Social Committee.
- (10) To attend all Executive Board and regular body meetings.

Article III. Duties of Executive Assistants

Section A. Student Council Representative

The Student Council Representative shall have the following responsibilities:

- (1) To represent the DaVinci Society by serving as a full member to Student Council.
- (2) To remain informed of the DaVinci Society and Student Council current events.
- (3) To report the current events regularly of the DaVinci Society to Student Council.
- (4) To report any campus current events from Student Council to the DaVinci Society.
- (5) To attend all Executive Board and regular body meetings.

Section B. Web Chair

The Web Chair shall have the following responsibilities:

- (1) To keep DaVinci's online presence up-to-date, including the DaVinci Society website and social networking sites.
- (2) To act as a liaison to the Public Relations Committee.
- (3) To attend all Executive Board and regular body meetings.

Article IV. Advisor(s)

Section A. Qualifications

At least one faculty or staff member as prescribed by the Missouri University of Science and Technology's Student Affairs shall serve as Advisor for the organization. The Advisor(s) should have special interest and skills for promoting the organization.

Section B. Responsibilities

The Advisor(s) shall have the following responsibilities:

- (1) To help provide continuity and to help facilitate orderly change.
- (2) To serve as an advocate for the group to the Missouri University of Science and Technology campus.
- (3) To hold weekly meetings with the President.
- (4) To hold meetings twice a month with the Treasurer.
- (5) To hold meetings with other Executive Board members as required.
- (6) To attend all Executive Board meetings and to attend regular body meetings when available.

Section C. Duration of Term in Office

The term of office for the Advisor(s) shall be limited by their own request to be replaced or by a two-thirds vote of the voting members of the organization to change to a new Advisor(s).

Article V. Committees

There shall be three standing committees:

- (1) Diversity Action: plans for and facilitates activist activities, events, and functions on campus and in the community.
- (2) Social: plans for and facilitates social activities, events, and functions on campus and in the community.
- (3) Public Relations: provides the organization and its committees with planning, design, and implementation of matters, materials, and activities to enhance the organization's image.

Article VI. Funding

Section A. Assessment of Dues

Changes in dues shall be determined for the following year at the last regular body meeting of the academic year. The vote should occur only after the proposed yearly budget has been presented. Any changes to dues must be approved by a simple majority of voting members in attendance.

Section B. Yearly Budget

At the last regular body meeting of the academic year, the incoming Treasurer shall present a proposed budget for the following year with the assistance of the outgoing Treasurer. This proposal shall be discussed at the first Executive Board meeting of the new academic year and a final working budget for the year will be prepared and presented to the body, following a majority approval by the Executive Board.

Section C. Budget Sections

The yearly budget shall designate funds for Executive Discretionary Funds, Event Funds, and General Funds.

- (1) Executive Discretionary Funds
The Executive Discretionary Funds shall be used for office supplies and unforeseen immediate expenses. The Executive Discretionary Funds shall not contain more than 10% of the overall

yearly budget, and may be spent by the Executive Board with approval of the Advisor(s), Treasurer, and one additional Officer.

(2) **Event Funds**

An event budget shall be presented to the Executive Board for discussion in order to access any Event Funds. Following any necessary revisions and majority approval by the Executive Board, the budget shall be presented to the body, requiring a simple majority approval by voting members in attendance.

(3) **General Funds**

Credits or debits not designated for Executive Discretionary Funds or Event Funds shall be placed into the General Funds. General Funds shall be used for the purpose of funding new events and other expenditures not accounted for in the yearly budget. To use General Funds, an event budget shall be presented and approved following a simple majority of voting members in attendance.

Section D. Funds Reallocation

A two-thirds majority approval of the voting members in attendance shall be required to reallocate funds in order to cover expenditures.

Article VII. Meetings

Section A. Frequency of Meetings

There shall be weekly meetings during the fall and spring semesters. Public notice of the meetings shall be made.

Section B. Quorum for a Regular Meeting

A quorum for a regular meeting shall be thirty-three percent of the Full Members of the organization.

Section C. Executive Board Meetings

The Executive Board shall meet prior to every regular meeting on Monday at noon while classes are in session.

Section D. Date and Time of Regular Meetings

Changes to the regular meeting day and time for the following year shall be determined by the voting members during Executive Board elections by a majority vote.

Section E. Order of Procedure for Regular Meetings

The DaVinci Society shall follow procedures as guided by the President (or acting officer) for regular meetings. During meetings in which voting shall take place, parliamentary procedure as stated in Robert's Rules of Order – Newly Revised shall be followed, in the absence of any condition to the contrary of this Constitution.

Section F. Special Meetings

Special meetings may be called by the President or acting President, or the decision of twenty-five percent of the Full Members.

Article VIII. Bylaws

The Bylaws to the Constitution of the DaVinci Society may be transcended by the wishes of the voting membership in attendance. The wishes of the voting members will transcend the Bylaws by a two-thirds vote of the voting members, with approval by the Advisor(s).