PRISM
South Neighborhood LBGTIQQA Caucus
Michigan State University

CONSTITUTION

Revised January 2014

Mission Statement

Lesbian, bisexual, gay, transgender, intersex, queer, questioning, and allied (LBGTIQQA) students often face harassment, discrimination, hostility, and invisibility in residence halls and on campus. A supportive network of LBGTIQQA people and associates in the residence halls will help combat the homophobia, heterosexism, transphobia, and isolation experienced by all students.

This organization seeks to unite LBGTIQQA residents and associates in South Neighborhood to help meet the social, educational, and cultural needs of this target group. To this purpose, we organize ourselves to attain the following objectives: to increase inclusive programs and events in the residence halls, to help educate all residents, including ourselves, on a variety of diversity issues, with a specific focus on LBGTIQQA concerns, to address all forms of discrimination and social issues in South Neighborhood and on campus through programs and discussions, and to become a strong organization so that we can provide support to and defend the rights of all LBGTIQQA students and associates of South Neighborhood and across campus.

PRISM shall not discriminate on the basis of age, skin color, gender, physical disability, height, marital status, national origin, political persuasion, race, religion, sexual orientation, gender identity, gender expression, veteran status, or weight.

Article I: NAME
People Respecting the Individuality of Students at MSU (PRISM)

Article II: PURPOSE

Section 1: To provide a support network for LBGTIQQA students and associates of South Neighborhood and others

Section 2: To address all forms of discrimination and social issues in the residence halls and on Campus

Section 3: To provide inclusive educational and social programs for all students living in the residence halls

Article III: MEMBERSHIP & DUTIES

Section 1: General Membership

(a) Any Michigan State University student who identifies as LBGTIQQA, as well as any student who composes themselves in a respectful and tolerant manner, is welcome to attend meetings and sponsored events
Section 2: Executive Board

(a) From the general membership, an executive board shall be elected to govern PRISM in various capacities. The Executive Board shall consist of a President, a Vice President, a Secretary, a Treasurer, a Public Relations Coordinator, an RHA Representative, a Residence Halls Association Representative, a Case Hall Government Representative, a Holden Hall Government Representative, a Wilson Hall Government Representative, and a Wonders Hall Government Representative.

(b) Core Executive Board Members shall be President, Vice President, Secretary, Treasurer, and Public Relations Coordinator. Core Executive Board members shall only hold one core position at any time. They may, however, hold one of these core offices as well as a PRISM representative seat, although this is strongly discouraged except in cases of necessity.

(c) Attendance at PRISM functions is compulsory for all Executive Board members, barring extenuating circumstances.

(d) All Core Executive Board members shall be permitted to obtain a key to the PRISM office upon request.

(e) Any contact soliciting a response that is sent from one E-board member to one or more other E-board members shall be responded to within forty-eight (48) hours of being sent.

Section 3: President

(a) The President shall preside over all PRISM meetings.

(b) The President shall prepare an agenda for all PRISM meetings.

(c) The President shall serve as the official representative of PRISM at all university functions as requested.

(d) The President shall send out all official PRISM communiqué made to the public, RSO’s, merchants, or other intended recipients.

(e) The President shall have the responsibility of arranging E-board meetings.

(f) The President shall delegate responsibilities (a) – (e) as deemed necessary.

(g) The President shall serve as cosigner with the Treasurer on all monetary transactions dealing with PRISM funds.

(h) The President shall determine the need for and set an emergency E-board meeting. Should a quorum of board members not be possible, any decisions made at an emergency meeting shall be reviewed at the earliest gathering where quorum is met.

(i) The President shall have a vote at all PRISM meetings.

Section 4: Vice President

(a) The Vice President shall serve as chief coordinator on all PRISM special committees.
(b) The Vice President shall assume or delegate the duties of any core Executive Board position in the event of a vacancy

(c) The Vice President shall coordinate ways to keep PRISM informed of other MSU LBGTIQQA caucuses

(d) The Vice President shall have a vote at all PRISM meetings

(e) The (Vice) President is strongly encouraged to attend all LGBTQA Campus Planning Coalition meetings, unless extenuating circumstances prevent attendance, in which case said officer must find a replacement to attend in his/her/hir stead

Section 5: Treasurer

(a) The Treasurer shall keep a financial record of all allocations, debts, balances, etc.

(b) The Treasurer shall present an introductory report of allocations and account reserves at the first Executive Board meeting after the necessary information has been made available

(c) The Treasurer shall present a report for PRISM members and Executive Board members at any meeting upon request

(d) The Treasurer shall present a report for any Executive Board member within forty-eight (48) hours of a request

(e) The Treasurer shall have a vote at all PRISM meetings

Section 6: Secretary

(a) The Secretary shall keep a precise record of all Executive Board meetings

(b) The Secretary shall take attendance at every GA and executive board meeting

(c) The Secretary shall provide to the Executive Board electronic or physical copies of Executive Board meeting minutes within three (3) days of a meeting. Further, the Secretary shall make minutes of Executive Board meetings available to general members upon request

(d) The Secretary shall make available any necessary reports, information, or messages as relayed by any PRISM member, Executive Board member, or the Advisor

(e) The Secretary shall prepare and maintain, with proper input and assistance from concerned members of the Executive Board, copies of all available current and former versions of the PRISM Constitution, copies of all available Executive Board meeting agendas and minutes, and any additional records deemed necessary by a majority vote of the Executive Board

(f) The Secretary shall collect and organize proposals for amendments to the PRISM Constitution at least fourteen (14) days prior to the beginning of Fall and Spring semesters. The Secretary shall present the proposed constitutional amendments to the Executive Board on or before the first meeting of Fall and Spring semesters, and shall propose a date, time, and location for an official vote on the measures

(g) The Secretary shall have a vote at all PRISM meetings
Section 7: Public Relations Coordinator

(a) The Public Relations Coordinator shall promote PRISM and its missions as deemed necessary by the Executive Board

(b) The Public Relations Coordinator shall prepare and maintain all PRISM bulletin boards in South Neighborhood once every three weeks (no less than once every month) and deliver all necessary promotional materials to each hall government representative

(c) The Public Relations Coordinator shall make flyers available to the members of South Neighborhood

(d) The Public Relations Coordinator shall have a vote at all PRISM meetings

Section 8: RHA Representative

(a) The RHA Representative shall serve as a representative for PRISM at all RHA meetings

(b) The RHA Representative shall act as a liaison between PRISM and RHA

(c) The RHA Representative shall give a report to PRISM and RHA of their respective activities, LBGTIQA-focused or not

(d) The RHA Representative shall have a vote at all PRISM meetings

Section 9: Case Hall Government Representative

(a) The Case Hall Government Representative shall serve as a representative for PRISM at all Case Hall Government meetings

(b) The Case Hall Government Representative shall act as a liaison between PRISM and Case Hall Government

(c) The Case Hall Government Representative shall give a report to PRISM and Case Hall Government of their respective activities, LBGTIQA-focused or not

(d) The Case Hall Government Representative shall have a vote at all PRISM meetings

Section 10: Holden Hall Government Representative

(a) The Holden Hall Government Representative shall serve as a representative for PRISM at all Holden Hall Government meetings

(b) The Holden Hall Government Representative shall act as a liaison between PRISM and Holden Hall Government

(c) The Holden Hall Government Representative shall give a report to PRISM and Holden Hall Government of their respective activities, LBGTIQA-focused or not

(d) The Holden Hall Government Representative shall have a vote at all PRISM meetings
Section 11: Wilson Hall Government Representative

(a) The Wilson Hall Government Representative shall serve as a representative for PRISM at all Wilson Hall Government meetings

(b) The Wilson Hall Government Representative shall act as a liaison between PRISM and Wilson Hall Government

(c) The Wilson Hall Government Representative shall give a report to PRISM and Wilson Hall Government of their respective activities, LBGTIQQA-focused or not

(d) The Wilson Hall Government Representative shall have a vote at all PRISM meetings

Section 12: Wonders Hall Government Representative

(a) The Wonders Hall Government Representative shall serve as a representative for PRISM at all Wonders Hall Government meetings

(b) The Wonders Hall Government Representative shall act as a liaison between PRISM and Wonders Hall Government

(c) The Wonders Hall Government Representative shall give a report to PRISM and Wonders Hall Government of their respective activities, LBGTIQQA-focused or not

(d) The Wonders Hall Government Representative shall have a vote at all PRISM meetings

Section 13: Graduate Advisor

(a) The Graduate Advisor shall inform, educate, and suggest courses of action to the PRISM Executive Board for procedures and upcoming events that pertain to PRISM members

(b) The Graduate Advisor shall attend and participate in all PRISM meetings and events

(c) The Graduate Advisor shall provide or coordinate training for new Executive Board members, and provide or coordinate additional needs-based training for new and veteran Executive Board members

(d) Should the performance of the Graduate Advisor affect PRISM in a negative manner, the Executive Board shall have the right to request a replacement. To replace the Graduate Advisor, should the need arise, a ¾ vote of the Executive Board shall be required

(e) The Graduate Advisor shall serve as a cosigner for any Treasury documents concerning reimbursement to the President or the Treasurer

(f) The Graduate Advisor shall have no vote at any PRISM meetings, even in cases of tie-voting

Article IV: ELECTIONS

Section 1: Elections for Executive Board members shall be conducted by the President or another Executive Board member as delegated by the President, under the supervision of the Graduate Advisor
Section 2: Elections shall occur at least fourteen (14) days prior to exams in the Spring.

Section 3: Candidates for Executive Board positions must declare their intent to seek office at least seven (7) days prior to any election.

Section 4: Write-in candidacy is permissible should other candidates be deemed unsuitable for a given position.

Section 5: The date and locations of elections shall be determined by a majority vote of the Executive Board.

Section 6: All voting shall be conducted in a confidential vote, overseen by the Graduate Advisor.

Section 7: Elections shall be announced and advertised at least three weeks prior to the date on which they are to occur.

Section 8: Sitting officers shall coordinate consultation with officers-elect in the transfer of duties so that the officers-elect are sufficiently prepared to assume those duties.

Section 9: Votes submitted electronically to the PRISM account are to be tallied along with live votes at elections.

Section 10: Duties of the presiding officers shall be turned over to newly elected officers at the end of the first meeting following elections.

Section 11: All general assembly members must attend a minimum of (3) three PRISM meetings per semester to be permitted to vote at elections.

Section 12: Elections for President, Vice President, Secretary, Treasurer, Public Relations Coordinator, and RHA Representative shall be held at the end of the spring semester, with elections for any vacancies and hall representatives held the following fall.

Section 13: Members shall vote for a candidate, write in a candidate of their choice, vote “no confidence,” or abstain from the vote. In the case that “no confidence” holds the majority, no candidate shall be elected.

Article V: IMPEACHMENT

Section 1: Grounds

(a) Not fulfilling duties or obligations required in the capacity of the office held, and not only those laid out explicitly in the Constitution, but the implicit role of properly representing PRISM in public.

(b) Any act of theft, embezzlement, or misappropriation of PRISM funds and/or property.

(c) Should the performance of the Graduate Advisor affect PRISM in a negative manner, the Executive Board shall have the right to initiate impeachment proceedings.

Section 2: Process of Impeachment

(a) The officer in question shall be formally notified in writing of the grievances drawn up against him/her/hir.
(b) The officer shall have the opportunity to resign before the impeachment process begins.

(c) Announcements of grievances and information concerning the vote of impeachment must be posted to every PRISM member a minimum of seven (7) days prior to the vote.

(d) The vote will be conducted confidentially, overseen by the Graduate Advisor. Acceptance of impeachment requires a simply majority vote.

Section 3: Removal from Office & Emergency Elections

(a) If an officer is impeached, another motion will be immediately entertained for his/her/hir removal from office. The vote will be conducted in person by way of a confidential vote. Confirmation of removal shall require a 2/3 vote of those present after chambers are closed. If passed, the officer shall vacate their office immediately and lose all rights and privileges of said office, and surrender any copy or copies of the key to the PRISM office.

(b) After the office has been vacated for impeachment or for other extraordinary measures, the Vice President shall perform the duties of the expelled officer with the President performing the duties of the Vice President in the case of Vice President impeachment) for no more than two (2) weeks, at which point the Executive Board shall elect a temporary replacement from any PRISM member present prior to the commencement of impeachment. The vote shall be carried by a simple majority.

(c) Emergency elections for offices vacated by impeachment or other extraordinary measures shall proceed as follows: After two (2) notices have been sent out by the acting President, the following general PRISM meeting will become an emergency election to fill the vacated office. A simple majority vote of all members present, under the oversight of the Graduate Advisor after chambers are closed, will carry.

Article VI: MEETINGS

Section 1: General Meetings

(a) Meetings times and locations of PRISM shall be established by the majority vote of the Executive Board members at the beginning of each semester.

(b) The Executive Board shall be permitted, throughout the semester, to entertain and vote on motions to change meeting times and locations, should a change be deemed necessary.

Section 2: Executive Board Meetings

(a) Meeting times and locations of the Executive Board shall be established by the majority vote of the Executive Board members at the beginning of each semester.

(b) The Executive Board shall be permitted, throughout the semester, to entertain and vote on motions to change Executive Board meeting times and locations, should a changed be deemed necessary.

(c) In the interest of the Executive Board’s academic success, Executive Board meetings shall be limited to a 1.5 hour maximum duration. Should an extension for a critical or time-sensitive issue be necessary, a majority vote shall be required to extend the
meeting for another hour and again every hour after that

(d) Should an Executive Board member desire to end debate and force a vote on the question on a topic for whatever reason, a motion may be brought, seconded, then followed by a majority vote, determining the outcome.

(e) Should an Executive Board member desire to table or postpone a topic to a later meeting to ensure prudent, more well-informed action, a motion may be brought, seconded, then followed by a majority vote, determining the outcome.

Article VII: AMENDMENTS AND REVISIONS

Section 1: Amendments to the PRISM Constitution must be presented in writing, electronic or physical, to the PRISM Executive Board by the Secretary, pursuant to Article III, Section 5, Subsection (e), at least one (1) week prior to any vote on the matter.

Section 2: Amendments to the Constitution (in either fall or spring semesters) may be brought forth for a vote no later than three (3) Executive Board meetings into the semester. A constitutional amendment shall require a vote of 2/3 of the Executive Board to be carried. New amendments shall take effect immediately. In the case of a complete constitutional revision, the new constitution shall immediately replace the former, and all actions and procedures shall follow in its new form.

Article VIII: ENVIRONMENTAL ENDEAVOR

Section 1: Whenever possible and/or reasonable, any and all copies of the PRISM Constitution, addendums, meeting reports, or other PRISM records shall be printed in a fashion that allows for two (2) pages to be printed on one (1) sheet of paper.

Article IX: STATURE OF NEUTRALITY

Section 1: PRISM is to stand as an apolitical organization that encourages discussion on the current social, political, and cultural topics insofar as the expressed dialogue represents rational mainstream discourse. PRISM reserves the right to recourse discussion as it deems necessary should it violate the above principle.

This, the constitution of PRISM, was conceived by its members for the welfare, understanding, and guidance of the organization.