

The Gay and Lesbian Alumni/ae of the University of Notre Dame and Saint Mary's College

Constitution

(Revised February 19, 2012)

ARTICLE 1

Name:

The official name of the organization is Gay and Lesbian Alumni/ae of the University of Notre Dame and Saint Mary's College, also known by its acronym, GALA-ND/SMC.

ARTICLE 2

Purpose:

The purpose of the Gay and Lesbian Alumni/ae of the University of Notre Dame and Saint Mary's College (also known as its Mission Statement) is as follows:

1. GALA-ND/SMC is a national organization whose membership is made up of gay, lesbian, bisexual, and transgendered graduates of the two schools, their families, friends, and allies.
2. GALA-ND/SMC seeks to promote solidarity, self-awareness/education, and friendship among gay, lesbian, bisexual, and transgendered graduates, former students and friends of the University of Notre Dame and Saint Mary's College.
3. GALA-ND/SMC seeks to provide financial and moral support to gay and lesbian student groups at both the University of Notre Dame and Saint Mary's College, and to provide financial assistance to student and school organizations that provide educational and advocacy programs consistent with the GALA-ND/SMC mission.
4. GALA-ND/SMC seeks to sponsor, direct and participate in activities of any nature including charitable, educational, spiritual and athletic, which promote a positive image of gay, lesbian, bisexual, and transgendered persons and which further the interests of gay, lesbian, bisexual, and transgendered alumni/ae, students and friends of the two schools.
5. GALA-ND/SMC seeks to facilitate, through education, better communication between its members and university and college officials, and local alumni clubs.
6. GALA-ND/SMC seeks to increase the visibility of gay, lesbian, bisexual, and transgendered alumni/ae at Notre Dame, Saint Mary's and worldwide.

ARTICLE 3

Membership is open to alumni/ae, faculty, staff and students of Notre Dame and Saint Mary's College, their families and friends who endorse the GALA-ND/SMC Mission Statement.

Active members of GALA-ND/SMC shall pay yearly membership dues in an amount determined by GALA's elected officers. Members committing to an annual billing of dues shall be designated as supporting and sustaining members.

ARTICLE 4

Officers:

The officers of GALA-ND/SMC shall consist of a Chair, Vice-Chair for Membership, Vice-Chair for Programs, Secretary and Treasurer. The officers are to be elected by a majority of votes submitted by the dues-paying members.

The officers are elected for two-year terms and are limited to serving two consecutive terms in one office. Elections are held via online ballot under the supervision of the Elections Committee of the Board of Trustees.

The duties of the officers are as follows:

CHAIR:

The Chair is responsible for overall administration of the organization and oversees all organization activities, including the disbursement of funds and fundraising, and communication with university officials, student organizations and external groups. The Chair convenes and presides over group meetings, and appoints Committee chairs and representatives in conjunction with other elected officers. The Chair may appoint the Immediate Past Chair a non-elected advisory officer in order to ensure continuity of programs.

VICE-CHAIR FOR MEMBERSHIP:

The Vice-Chair for Membership is responsible for various support services, including website infrastructure (domain management, web service maintenance, email accounts) and member management. Member management responsibilities include review of automated database processes (renewal reminders, renewal processing and inbound dues/donations payments) and processing of new member applications via the member website. The Vice-Chair for Membership also makes periodic reviews and updates of member profile data to ensure accuracy of contact information.

VICE-CHAIR FOR PROGRAMS:

The Vice Chair for Programs is directly responsible for GALA-ND/SMC's programs and coordinates volunteers who organize regional and local GALA-ND/SMC events across the country. The Vice-Chair for Programs also oversees the efforts of special

ad-hoc program committees, made up of GALA-ND/SMC members, which may include but are not limited to:

- Reunion Committees to coordinate the planning of the organization's involvement in member gatherings
- Service Project Committees to organize GALA efforts in service projects at the national, regional and local level

SECRETARY:

The Secretary is responsible for maintaining the organization's records including archive materials not maintained on the GALA-ND/SMC website. The Secretary develops the agenda for GALA meetings, records and posts minutes to the GALA website, and posts any other relevant GALA-related items to the website and/or other social networking sites monitored by the organization. The Secretary also oversees the production of the GALA newsletters.

TREASURER:

The Treasurer maintains bank accounts and investments for GALA-ND/SMC, oversees the collection of members' annual dues, and handles timely disbursement of funds to vendors and to GALA-ND/SMC officers and representatives in accordance with the organization's budgetary allowances for purposes related to the mission of the organization. The Treasurer reviews and presents the organization's budget to the Board of Trustees on an annual basis and makes modifications, as appropriate, subject to approval by a majority of the elected officers and by the Board. The Treasurer maintains all financial records and prepares and submits tax-related reports.

ARTICLE 5

Board of Trustees:

Consistent with the mission of the organization, the Board of Trustees is responsible for establishing and maintaining the strategic vision of GALA-ND/SMC, for stewarding the organization's financial well-being and for leading fundraising and grant solicitation efforts. Trustees are encouraged to make donations at a level which is meaningful for them. The Board advises the GALA-ND/SMC officers on long- and short-term strategic goals, monitors progress towards these goals, reviews and approves changes to the annual operating budget of GALA-ND/SMC and determines the recipients of the Tom Dooley Award, scholarships and any other recognitions that GALA-ND/SMC may establish.

1. The Board of Trustees shall consist of not less than five (5) and not more than twenty-five (25) members as the officers of GALA-ND/SMC may set from time to time, not counting the Chair who shall be a member ex-officio. If the membership of the Board of Trustees is below this minimum, the officers may appoint trustees until the minimum is reached.
2. When a Board vacancy exists or is anticipated the officers may, upon notifying the organization's members, nominate one or more candidates and

the Board shall vote to accept or reject each. Past recipients of the Tom Dooley Award may nominate themselves at their pleasure.

3. Trustees shall serve for terms of three (3) years without a limit to the number of terms that may be served. The Board by a two-thirds (2/3) vote of all its members may remove any trustee prior to the end of a term.
4. Two (2) trustees shall be current faculty or staff representatives, one each from Saint Mary's College and Notre Dame, and one (1) trustee shall be a student representative attending either school. The terms of these trustees shall end upon the conclusion of employee or student status respectively, however the Board may extend trustee status to these members for the balance of the term they would have served.
5. A majority of the trustees present in person, by phone, or in an online meeting shall constitute a quorum for conducting business. Except where otherwise indicated, all votes shall be by simple majority.
6. The Board may establish its own rules, elect and remove Board leadership and establish committees. Trustees may, with sufficient notice, attend any scheduled meeting or conference call of the officers.
7. The Board shall hold no fewer than two (2) regular meetings annually. During a regular meeting, the officers will update the Board on the State of the Organization and may submit to the Board any issues or questions.
8. The Board shall establish an Elections Committee which is responsible for overseeing the election of the officers and for holding special elections to fill the balance of any vacant term. No candidate for office shall simultaneously serve on this committee.

ARTICLE 6

Amendments may be proposed and communicated to the membership and must be approved by a two-thirds (2/3) vote of the dues-paying members. All votes are to be done via an online ballot under the supervision of non-elected, dues paying members of a Nominations and Elections Committee.

ARTICLE 7

GALA-ND/SMC shall not discriminate on the basis of race, gender, age, religion, national origin, sexual orientation, gender identity or expression, familial status or physical disability.

ARTICLE 8

Upon discontinuance of GALA-ND/SMC, the remaining funds in the treasury are to be reallocated upon dissolution to OUTreach ND and the Saint Mary's Straight and Gay Alliance (SAGA) or their student-run successor groups. Funds are to be allocated to these student groups based on the proportional representation of Notre Dame and Saint Mary's graduates who are GALA-ND/SMC members at the time of dissolution.

ARTICLE 9

The Association is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.