

The Bylaws of the LGBTQ and Ally Organization  
Revised and Updated: April 23, 2014

THE BYLAWS OF PRISMND (PrismND)	
<b>Article I. NAME</b> The name of this organization shall be “PrismND.”	

<b>Article II. PURPOSE</b>		
	<p>The purpose of PrismND shall be to further embody Notre Dame's Spirit of Inclusion, and to address misunderstanding, exclusion, and aversive homophobia towards Gay, Lesbian, Bisexual, Transgender, and Questioning persons and their Allies. It will serve as a peer-to-peer interaction-based student organization/gay-straight alliance, where LGBTQ students and Allies can work together to “create a sense of human solidarity and concern for the common good” as outlined in Notre Dame’s mission statement. PrismND shall fulfill its mission in accordance with Notre Dame’s Catholic identity and mission. PrismND shall accomplish its goals by:</p>	
		<p>A. holding regular meetings open to students of Notre Dame, Saint Mary’s, and Holy Cross at which issues of gender, sexuality, and identity relevant to the character and</p>

		<p>mission of the University and its LGBTQ and ally students are addressed.</p> <p>B. holding events throughout the year to foster social interaction within the LGBTQ and Ally community and emphasize the inclusion of LGBTQ students as members of the Notre Dame family.</p> <p>C. implementing service projects in the Notre Dame and South Bend communities to improve the quality of life for LGBTQ persons, particularly youth, by addressing the concerns of LGBTQ bullying, suicide, homelessness, and substance abuse.</p>
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<b>Article III. MEMBERSHIP</b>	
	<p>Section 1. Membership in PrismND shall be open to any interested undergraduate students of the University of Notre Dame, Saint Mary's College, or Holy Cross College. Only undergraduate students may run for office and have voting rights.</p>

<b>Article IV. OFFICERS</b>		
	<p>Section 1. The officers of PrismND shall be the President, Vice President, Treasurer, Secretary, and Historian. The creation of additional officer positions (e.g. Web Master) must be approved by a two-thirds vote of the active membership and with the</p>	

	approval of the advisor.	
	Section 2. At least half of the officers must be Notre Dame undergraduate students. Only Notre Dame students are eligible for the positions of President and Vice President.	
	Section 3. The duties of the President shall include:	
		<p>A. Coordinating meetings of the organization, pursuant to Article VII.</p> <p>B. Chairing all meetings of the organization.</p> <p>C. Holding primary decision making authority in the organization's operations.</p> <p>D. Calling unscheduled meetings, pursuant to Article VII. Section 3.</p> <p>E. Providing leadership to the organization.</p> <p>F. Working directly with the Organization Advisor to foster dialogue for the purpose of promoting effective operations, including strategic planning to ensure the future effectiveness of the organization.</p> <p>G. Acting as the chief spokesperson of the organization.</p> <p>H. Establishing an effective relationship with the Student Activities Office and other University administrative departments.</p> <p>I. Appointing all committee</p>

		<p>chairs, pursuant to Article VI.</p> <p>J. Providing support for the development of organization activities planned by the committees.</p> <p>K. Working with the Treasurer to establish budgets for committees which are created.</p> <p>L. Pursuant to Section 12.6 of the Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac, the President of PrismND shall be notified by the Student Body President in the event that business is placed on the Senate agenda relating to Section 12.6 or PrismND, specifically. In the event that any item of business pertaining to Section 12.6 or PrismND should come before the Senate, the President of PrismND, or a designated proxy, may send a representative to Senate to speak on the behalf of PrismND.</p> <p>M. Functioning as PrismND's representative to the Advisory Council for LGBTQ Student Concerns.</p>
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	<p>Section 4. The duties of the Vice President shall include:</p>	
		<p>A. Assisting the President in the performance of presidential duties, and standing in for the President when necessary.</p> <p>B. Calling emergency meetings, pursuant to Article VII. Section</p>

		<p>3.</p> <p>C. Providing leadership to the organization.</p> <p>D. Working directly with the Organization Advisor to foster dialogue for the purpose of promoting effective operations, including strategic planning to ensure the future effectiveness of the organization..</p> <p>E. Establishing an effective relationship with the Student Activities Office and other University administrative departments.</p> <p>F. Providing support for the development of organization activities planned by the committees.</p> <p>G. Working with the Treasurer to establish budgets for committees which are created.</p>
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	Section 5. The duties of the Treasurer shall include:	
		<p>A. Keeping a record of all financial transactions.</p> <p>B. Meeting with the Organization Advisor on a regular basis to review account balances and financial transactions.</p> <p>C. Preparing any and all budgets, financial budget requests/appeals, etc, pursuant to Article VIII.</p> <p>D. Working with the President to establish budgets for committees which are created.</p>
	Section 6. The duties of the Secretary shall include:	
		<p>A. Keeping detailed minutes of all meetings.</p> <p>B. Maintaining detailed membership records.</p> <p>C. Coordinating the press relations of the organization, including, but not limited to: relations with internal campus media outlets, flyer/poster approval, and maintaining the organization's web page.</p> <p>D. Ensuring that all changes of officers are reported to the Organization Advisor and other appropriate University officials.</p> <p>E. Working with the President, Vice President, and Treasurer to</p>

		<p>establish budgets for committees which are created.</p> <p>F. Sending out emails updating members about meeting location and time, as well as informing members of the meeting topics.</p> <p>G. Facilitating communication between the individual committee chairs and the officers to ensure transparency and collaboration.</p>
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	Section 7. The duties of the Historian shall include:	
		<p>A. Maintaining and building records of the institutional context for the organization.</p> <p>B. Ensuring that the above records be maintained within the structure of the organization.</p> <p>C. Archiving the current term's documentation in order to update the recorded history of PrismND.</p> <p>C. Working with the above Officers to determine appropriate means of education for the broader Notre Dame community on the historical placement of PrismND.</p>

<b>Article V. OFFICER ELECTION/IMPEACHMENT</b>		
	Section 1. All Organization Officers shall be selected before March 1 and will serve a term of April 1 - March 31. The time between elections and March 31 shall serve as a transition period for new officers.	
	Section 2. Officers will be chosen by a selection committee as described herein.	
		A. The selection committee shall consist of either 3 or 5

		<p>members.</p> <p>B. The positions on the committee will first be given to any outgoing officer.</p> <p>C. If the 5 positions are not filled by outgoing officers, committee chairs who are not running will be considered. If there are more interested chairs than there are open positions, the members of the selection committee will be chosen by lottery among the interested chairs.</p> <p>D. If only 4 positions are filled, the committee will consist of 3 members, who will be chosen by lottery.</p> <p>E. The details of the application process shall be decided by the selection committee, but should include some application form to be completed and submitted. Submissions should be made to the advisor.</p> <p>F. A student may only run for the position of President if they have previously held an officer position. A student may only run for an officer position if they have previously held a committee chair position. If no one meeting these requirements applies for a position, it will be open to all eligible members.</p> <p>F. The advisor will be present for meetings of the selection committee, but may not vote to</p>
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		<p>select the new officers.</p> <p>G. In the case of the Organization's inaugural elections, nominations shall be gathered through an application process approved by the Organization Advisor. A committee of senior students selected by the Advisor shall facilitate the selection prior to the first meeting of the academic term.</p>
	<p>Section 3. In the event that an officer is judged to be deficient in their duties (as decided by a unanimous agreement of the four other organization officers and the Organization Advisor), they may be removed by a two-thirds vote of the organization's membership.</p>	

<b>Article VI. COMMITTEE CHAIRS</b>		
	<p>Section 1. The Organization Officers shall decide on an annual basis which committees need to be established in order to further the purpose of PrismND on</p>	



	campus.	
	Section 2. The President will appoint all committee chairs no later than March 30. All appointments must be approved by a majority of the Organization Officers.	
	Section 3. The duties of all Committee Chairs shall include:	
		<p>A. Selecting members to serve on their respective committee.</p> <p>B. Coordinating and chairing committee meetings, as needed.</p> <p>C. Keeping the Organization Officers and Advisor abreast of the plans and intentions of the committee through reports provided at regularly scheduled meetings and as requested by the President.</p> <p>D. Becoming familiar with pertinent University policies and procedures.</p>

<b>Article VII. MEETINGS</b>	
	Section 1. The organization shall meet at least twice per month. A listing of meeting dates shall be established by the Organization Officers and shall be posted on the PrismND web site no later than September 1.
	Section 2. Only eligible members present at a meeting at which voting will occur are able to vote.
	Section 3. In the event that an unscheduled meeting of the organization

	needs to be held, the President shall have the authority to call such meetings. At least half of the group comprised of the Organization Officers and Advisor must agree in advance to the previously unscheduled meeting and at least 24 hours notice must be provided via email to all active members. Communication of previously unscheduled meetings will be the responsibility of the Organization Secretary.
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<b>Article VIII. DISBURSEMENT OF FUNDS</b>	
	Section 1. All disbursements of funds must be approved by the Treasurer.
	Section 2. Reimbursement for expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expense incurred, and must be approved by the Advisor.
	Section 3. Any expenditure in excess of \$200 must be approved by a majority of the Organization Officers.
	Section 4. All financial transactions of the Organization will be managed through the University of Notre Dame's accounting system, as stipulated by the Student Union Treasurer's Office.
	Section 5. Only the Organization Officers shall have the ability to charge expenses to the Organization via the University's account charge system.
	Section 6. Pursuant to Section 12.6 of the Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac, PrismND shall be provided funding with funds made available for the Financial Management Board to allocate to organizations within the Student Union. PrismND shall submit an annual budget request to the Student Union Treasurer, which shall include all estimates of available outside funding by a University office or expected endowment return. PrismND shall

	be eligible for winter reallocation and use of the FMB Collaboration fund.
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<b>Article IX. AMENDMENTS</b>	
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	Section 1. An amendment to these Bylaws may be presented by any active member of the organization.
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	Section 2. Members interested in proposing amendments to the bylaws must submit the proposed amendment to the President no later than ten days before the meeting at which the amendment would be discussed.
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	Section 3. Proposed amendments shall be presented to the active organization membership no later than five days before the meeting where the amendment will be discussed.
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	Section 4. Upon receiving a three-fourths affirmative vote in favor of an amendment/revision from the active organization membership, the President shall submit the amendment/revision in writing to the Student Activities Office and Organization Advisor for approval.
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	Section 5. If the majority of the Officers do not place an affirmative vote for the amendment, the amendment shall be considered to be vetoed. The President shall return the amendment to the membership of the organization with recommendations by the dissenting officers, and it may be resubmitted , with changes, as a new amendment, pursuant to the normal process as described in this Article.
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	Section 6. Bylaws must be submitted and approved by April 15th.
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<b>Article X. INAUGURAL YEAR</b>	
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	Section 1. In the case of the inaugural year for PrismND, all deadlines enumerated above are
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	determined by the Advisor so as to facilitate a seamless beginning for PrismND.
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<b>Article XI. NONDISCRIMINATION CLAUSE</b>	
	Section 1. These Bylaws forbid any acts of harmful and unjust discrimination within PrismND. PrismND recognizes the inherent dignity of each individual, regardless, among others, of color, gender, religion, ethnicity, sexual orientation, gender identity/expression, social or economic class, and nationality.