

CONSTITUTION and BYLAWS

Otter Pride at California State University, Monterey Bay



ARTICLE I

NAME

Section 1

The name of this organization shall be Otter Pride at California State University, Monterey Bay. Shorthand monikers include Otter Pride, Pride Club, Pride, etc.

ARTICLE II

PURPOSE

Section 1

It is important to have a Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, Allies, etc. (LGBTQIA+) club on campus so that students have a safe community to join. Just as students at a university are diverse, the clubs that serve them need to be diverse. It is important for those who identify as LGBTQIA+ to have access to a club that creates a confidential and safe environment. Otter Pride strives to secure the presence of the Queer/LGBTQIA+ community on the CSUMB campus, create an LGBTQIA+ friendly atmosphere on campus, provide a visible community and safe space for students to join, and continue educating the campus about the LGBTQIA+ community.

ARTICLE III

AUTHORITY

Section 1

This organization is a recognized student organization (RSO) at CSU, Monterey Bay and adheres to all campus policies as set forth in the student handbook.

Section 2

This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not

conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 3

The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* (reference available in the CSUMB Library or [here](#)) shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IV

MEMBERSHIP

Section 1

Membership in the organization shall be open to all those regularly-enrolled California State University Monterey Bay students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Section 2

This organization shall have associated members who are non-CSUMB students. Associated members shall have all membership privileges except for the right to vote or hold office. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., faculty, staff, community members, students at other colleges, etc.).

Section 3

Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, gender identity or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, gender identity or disability.

Section 4

This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 5 This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

Section 6 Members shall not be required to pay dues.

ARTICLE V **OFFICERS**

Section 1 The officers of the organization shall be the President, Vice-President, Secretary, Treasurer, Educational (Educator) Officer(s), Public Relations Officer, and Inter-Club Council Representative (ICC Rep).

Section 2 **Powers and Duties of Officers:**

- a. The President shall serve as the chief executive officer(s) of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall have such further powers and duties as may be prescribed by the organization. President can delegate tasks as needed to officers of the club.
- b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant. The Vice President shall input event requests into MyRaft and work with the Treasurer and ICC Representative when requesting funds from ICC. The Vice President shall oversee the review and editing process of the constitution as Chair of the Constitution Review Committee.
- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial

reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements. Treasurer shall work with ICC Representative and the Vice President when requesting funds from ICC.

- d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies on the club's online MyRaft group and Discord server to make minutes accessible to all organization members on MyRaft and Discord, regardless if they made it to the meeting. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization on community. They must also send reminder emails about club meetings. They must also email all flyers for events the club hosts or collaborates with.
- e. The Educational Officer (Educator) should be held accountable to providing information about the community to both club members and the larger campus community. The officer(s) should also make connections to the history, terminology, current events, and any other important information. They should understand what the interests of the community are, as well as create presentations and other forms of relaying information for the interested parties. They should be responsible to provide accurate information along with follow up resources. Educational Meetings can be held monthly or at the discretion of the executive board.
- f. The Public Relations (PR) Officer is in charge of connecting the club with other communities and organizations, especially those outside of CSUMB. They are responsible for sharing resources and flyers from clubs and organizations we often collaborate with to the Historian for sharing with the club and for

inviting outside organizations to speak at meetings. This position is also in charge of tabling a minimum of once a month and new member recruitment at orientations, events, admissions day, etc. The PR Officer shall also take documentation of the club's presence in the form of photos. All photos taken must be reviewed by the President before they are dispersed/printed/posted. In the respect of the clubs members, all wishes of individuals present are to be met. Individuals may refuse to have their picture taken, or dispersed/printed/posted. The PR Officer must acknowledge and respect these wishes. The PR Officer must update club social media regularly (Snapchat, Instagram, Facebook). They must also advertise these flyers on social media and have the secretary send them through email to the club.

- g. The ICC Representative shall be representative to the Inter-Club Council monthly meetings on the first Monday of the month from 12-2pm. Communication between the ICC and the Club will be done so through this officer. ICC Representative must take notes during ICC meetings and share with the officers and club. ICC Representative must vote on behalf of the club at ICC meetings. ICC Representative shall work with Treasurer and Vice President when requesting funds from ICC. The ICC Representative will lead the fund request.

Section 3

Qualifications necessary to hold office in this organization are as follows:

- a. To be eligible for and to hold office, candidates must meet the requirements of CSU's policy on minimum academic qualifications for student office holders for major and minor student officers or representatives — [CSUMB Policy Listing, Section 3.20 \(includes a link to CSU main policy\)](#), [CSU Policy \(Website\)](#), [CSU Policy \(PDF\)](#).
- b. Additionally, all members must be a part of the club and attend 60% of meetings before they can run for officer positions, when applicable. Members who do

not meet this criteria may only run for office when no other candidates meet the said criteria.

ARTICLE VI **SELECTION OF OFFICERS**

- Section 1** The President, Vice-President, Secretary, Treasurer, Public Relations Officer, Educator(s), and ICC Representative are elected annually. Elections are held at the end of spring semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.
- Section 2** Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
- Section 3** The officers shall be elected in this order: President, Vice President, Secretary, Treasurer, Public Relations Officer, Educator(s), then ICC Representative.
- Section 4** Officers shall be elected by a majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a re-vote. If the result of the re-vote is still a tie, the election shall be decided by the President.
- Section 5** Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.
- Section 6** Online Elections may be held at the discretion of the President, Vice President, and Advisor(s) if there are few eligible members to run to be an officer of the club. Online Elections must be announced two weeks prior to the election start date to allow for club members to submit an application to run for the officer positions. One week prior to the election, all members must be notified by email and a Discord announcement of the members running for office

with their picture, candidate bio, and candidate platform.

Section 7 The following officers can be inducted by the current President & Advisor(s) for the next academic year: President, Vice President, Treasurer, Secretary, Public Relations Officer, Educator(s), and ICC Rep.

Section 8 Officers shall assume office on the last day of the academic year following the election and shall serve for the next academic year. This allows for newly elected officers to work together over the summer with the club reactivation process and to start planning for the next academic year.

Section 9 Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of voting members present at the meeting in which the recall is proposed. The recall must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote of the members present at the voting meeting is required to remove an officer.

Section 10 If the position of President becomes vacant as a result of resignation, ineligibility, or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President or Vice President may appoint an interim officer to fill the vacancy until the election is held.

ARTICLE VII **MEETINGS**

Section 1 Regular meetings shall be scheduled weekly during the academic year.

Section 2 Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice prior to the meeting time.

Section 3 Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership.

Section 4 Members must be present to vote. Absentee or proxy voting is not permitted. In a virtual or hybrid environment, members need not be present at meetings to vote, but must submit their vote in the digital election ballot. One vote per member is allowed.

ARTICLE VIII **ADVISOR(S)**

Section 1 The Officers shall appoint an individual employed as a faculty or staff member by CSUMB to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the ICC club handbook. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 2 Additional advisor roles/duties: Create an Advisor expectation sheet at the beginning of the year between officers and Advisors. Advisor Training must be completed and access to the ICC Advisor Handbook is required.

ARTICLE IX **EXECUTIVE COMMITTEE**

Section 1 The Executive Committee shall consist of the elected and appointed officers, with the current President and advisor(s) serving as non-voting member(s).

Section 2 The Executive Committee shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours' notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

Section 3 When necessary, Executive Committee business can be conducted via email or via online meetings.

Section 4 The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 5 The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

ARTICLE X PROGRAMMING

Section 1 Traditional events of Otter Pride Club include (in a non-exhaustive list): Queer-a-oke, Bonfire Social, Movie Night, Picnic on the Quad, Rainbow Tunnel, Trans Day of Remembrance Vigil, Trans Awareness Week, Night of Noise Dance, Week of Silence, Day of Silence, Queer and Trans Legacy Week, National Coming Out Day, Spirit Day, Pulse Remembrance Vigil. This organization is not limited to programming these events.

Section 2 Organizations Otter Pride has collaborated with in the past include: EMPOWER, Associated Students, Residential Housing Association, Otter Student Union, Otter Cross Cultural Center, etc. This organization is not limited to collaborating with these organizations.

ARTICLE XI RAINBOW GRADUATION

Section 1 Participate in the Planning process of the Rainbow Graduation with the Dean of Students Office.

ARTICLE XII ADVOCACY

Section 1 In the past, Otter Pride (under previous names) has conducted student-led advocacy work for the Queer/LGBTQIA+ community. We will continue this legacy to advocate for ourselves and our queer siblings.

Section 2 Past Advocacy projects: Epicenter Fundraising, Change for Change, Costumes for Charity, pushing for on campus resources (Gender Inclusive Housing, All Gender Restrooms), and Affinity Group Forum.

ARTICLE XIII AMENDMENTS

Section 1 Proposed amendments to these bylaws shall be presented

to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.

Section 2 Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be submitted to the Student Center at California State University, Monterey Bay within two weeks after adoption.

These bylaws were most recently revised on April 24, 2021 by all the incoming President/current Co-President and Treasurer and reviewed by the officers listed below.

Storm Whitney - Incoming President, Co-President/Treasurer

Louis Bevans - Incoming Vice President, Public Relations Officer

Robin Hernandez - Continuing Educator

Kayde Castonguay - President

Kim Bates - Secretary

Dakota Andersen - Incoming Treasurer

Jose Diaz-Trinidad - Incoming Secretary

Navid Amarlou - Incoming Public Relations Officer