

BYLAWS OF SPECTRUM, THE GAY, LESBIAN, BISEXUAL, TRANSGENDER, STRAIGHT ALLY STUDENT ORGANIZATION AT BALL STATE UNIVERSITY

Created March 1990
Revised 1992, 1996, 1999, 2001, 2002, 2004

Article A. Code of Conduct

Section 1. Spectrum Officer

- A. All officers shall be in good standing with the university and conform to the regulations set forth by the office of Student Organizations and Activities.
- B. Officers shall conduct themselves appropriately at Spectrum social meetings and activities, keeping in mind their positions of authority and leadership in the Ball State University community.

Section 1. Spectrum Member

- A. At all Spectrum meetings and sponsored functions members shall conduct themselves in a manner that promotes a positive image of Spectrum and the GLBT community.

Article B. Officers of Spectrum

Section 1. Duties and responsibilities of Spectrum Officers

- A. The President shall:
 - 1. Communicate with university administration.
 - 2. Meet regularly with the Spectrum adviser(s).
 - 3. Plan and execute all executive board and general body meetings.
 - 4. Oversee the planning of P.R.O.U.D. Week by:
 - i. Coordinating appropriate dates with the Vice President by attending the annual Priority Dates Calendar and Student Office Space request processes.
 - ii. Developing an annual budget with the Treasurer
 - 5. Attend Cardinal Roundtable and any related function.

6. Substitute for any officer should any officer be unable to fulfill his/her duties as defined by Bylaws Article B, Section 1.

B. The Vice President shall:

1. Coordinate Speakers Panels by:

i. Attending and scheduling all training sessions with Counseling and Psychological Services.

ii. Responding to incoming Speakers Panels requests and scheduling appointments in a prompt and speedy manner.

iii. Promoting diversity within the Speakers Panel participants; and

2. Substitute for the President should the President be unable to fulfill his/her duties as defined in Bylaws Article B, Section 1, Subsection A

3. Represent Spectrum in the annual Priority Dates Calendar and Student Office Space request processes, as coordinated by the office of Leadership and Service Programs, accompanied by the President.

4. Reserve all rooms to be used by Spectrum for activities on campus.

5. Oversee the planning of Homecoming by:

i. Attending the annual Homecoming Steering Committee informational meetings.

ii. Submitting all participation forms to the Alumni Center by the appropriate dates accompanied with proper payment for event registration.

D. The Secretary shall:

1. Send out a weekly email newsletter to those members who have indicated an interest in receiving them.

2. Prepare, distribute, collect and maintain membership forms.

3. Maintain a written record of the number of attendees at each Spectrum social meeting.

4. Submit a "Days Ahead" notice to the Daily News on a weekly basis.

5. Maintain accurate and organized records of the activities of Spectrum for the purpose of archiving information for the future membership.

6. Send out a monthly email newsletter to inform alumni of completed Spectrum projects and upcoming events.

- E. The Treasurer shall:
1. Execute all financial transactions of Spectrum in accordance with university and organizational guidelines.
 2. Balance and Maintain the organizational treasury and receipts thereof.
 3. Prepare and present the annual request to the Associate Vice President for Student Affairs for student fee allocation.
 4. Develop an annual budget with the President.
 5. Maintain the Spectrum website on a weekly basis.
- F. The Student Government Representative shall:
1. Attend all meetings of the Student Government Association and serve on any appointed or elected committees therein.
 2. Inform the executive council and membership of all relevant business as it relates to the interests of the organization.
 3. Appoint a proxy if absent to any required meetings.
 4. Maintain a good working knowledge of the Constitution and Bylaws, advising the executive board of potential breeches or violations.
 5. Act as a liaison between Spectrum and other campus organizations.
 6. Oversee the coordination of volunteer work required of Spectrum as a student organization.
- G. All officers shall:
1. Review the Spectrum office Voice Mail during his/her office hours, delivering messages to the appropriate officer.
 2. Collect all incoming mail during his/her office hours, distributing letters and packages to the appropriate officer's in office box.
 3. Check Spectrum email and respond to incoming communication as appropriate to his or her particular position.
 4. Approve spending of Spectrum organizational funds prior to purchases or orders made by a simple majority vote during executive board meetings. Purchase made without prior authorization may not be reimbursed.

5. Review and approve all outgoing written communication and publicity materials which are to be distributed to media outlets or on campus during executive board meetings.
6. Receive and respond to incoming media communication requests during executive board meetings.
7. Prepare and maintain a list of officers, directors and member who are eligible to obtain a temporary key to the Spectrum office during regular business hours from the Student Organizations and Association which must be returned that same day by five (5) pm.
8. Have read this document thoroughly and in its entirety, being fully aware of the responsibilities, expectations, rights, and privileges defined within.

Article C. Spectrum Committees

Section 1. Formation of Committees

- A. Committees may be formed at any time and for any purpose. The duration of the committee shall be determined by its members at its conception—either to fulfill a specific purpose or a set amount of time.
- B. Committees must be formed by Spectrum officers with the approval of the executive board by a simple majority vote. Committee formation will be announced at the Spectrum general body meeting and all Spectrum members must be eligible to participate.
- C. Committee heads shall be appointed as outlined in Article C, Section 2A.
- D. Committee heads' duties shall be as set forth in Article C, Section 2.

Section 2. Committee Heads

- A. Committee heads shall be appointed by a simple majority vote of the executive board.
- B. Committee heads shall be required to attend executive board meetings when called upon by executive board officers.
- C. Committee heads shall be dismissed from their position of

responsibility at the discretion of the executive board or by the completion of committee work and the dissolution of the committee.

D. Committee heads shall not have executive board voting rights, nor shall they be required to hold office hours.

E. Committee heads shall be added to the list of members allowed to check out a Spectrum office key from the Student Organizations and Activities Office in order to perform work related to their committee.