

# 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, 2006

## 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 Life.
- 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 2. 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 GLBTS 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.

7. Have the authority to appoint members to the Director and Liaison Positions outlined in Article C.

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.

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 in a journal.

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 **Parliamentarian** 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 **the director of the liaisons** 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, **Directors, and Liaisons**

### 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.

### Section 3. Directors

- A. The Public Relations Director Shall:
  - 1. Create fliers for use in the publicity of Spectrum events.
  - 2. Actively promote all Spectrum meetings and events.
  - 3. Use up to date technology to promote Spectrum and its events, i.e. Facebook, Live Journal, My Space, etc.
- B. The Alumni Relations Director Shall:
  - 1. Establish monthly contact with Spectrum Alumni.
  - 2. Draft a monthly newsletter to be sent to all Alumni in order to inform them of Spectrum's past, present, and future endeavors.
  - 3. Work together with the Student Life office and Spectrum Alumni to set up and maintain a scholarship for GLBTS students at Ball State University.
- C. The Historian Shall:
  - 1. Take and collect photographs and newspaper articles of Spectrum events for use in a digital and hard copy scrapbook.
  - 2. Work with the Spectrum Treasurer to keep the Spectrum website up to date with current photographs.
- D. The Social Director Shall:

1. Plan and execute 1 social event per month outside of Spectrum Meetings and Events. The event should generally be kept within the Muncie, Indiana area.
2. Discuss the plans of their social event with Executive Board in order to gain assistance with planning.

E. All Directors Shall:

1. Attend the first Executive Board meeting of each month and any other meetings decided upon by the Executive Board.
2. Attend all Spectrum meetings and events.

Section 4. Liaisons

A. Asian American Student Association Liaison, Black Student Association Liaison, and Latino Student Union Liaison Shall:

1. Attend at least two meetings per month of their respective organization.
2. Make themselves familiar with the Executive Board of their respective organization.
3. Communicate Spectrum events to their respective organization as well as report organization events to Spectrum.
4. Attend Spectrum Executive Board meetings as deemed necessary by the Executive Board.
5. Attend at least two Spectrum meetings per month.
6. Shall attend at least 4 multicultural events per semester.