

# Queer in STEM Club Constitution WORKING DRAFT

*Revised 6/7/25*

## ***Legend***

- STEM: Science, Technology, Engineering, and Mathematics
- Q-STEM: Queer Students in STEM
- LGBTQIA+: Lesbian, Gay, Transgender, Queer/Questioning, Intersex, Asexual/Aromantic/Agender, and all other sexual orientations and gender identities not listed
- ASO: Associated Student Organization
- LACCD: Los Angeles Community College District
- ASU: Associated Student Union
- ICC: Inter-Club Council

## **Article 1. Organization**

### **A. Club Name**

- I. Queer Students in STEM

### **B. Purpose**

- I. Q-STEM's purpose is to create a welcoming community for LGBTQIA+ students and allies to make connections with peers who share similar academic goals and attitudes.

### **C. Dues**

- I. All members must pay the \$10 ASO fee each semester.
- II. If a member has trouble paying, contact the club President, club Treasurer, and/or Faculty Advisor(s) for other ways of financing.

### **D. Meetings**

- I. Meetings will be held weekly on (DAY OF WEEK) from (TIMEFRAME) in (BUILDING) (ROOM NUMBER). Meeting agendas will be created and distributed prior to meetings.

## **Article II. Membership**

### **A. Eligibility**

- I. Membership is open to current Los Angeles Valley College students.
- II. Members must be interested in observing and/or participating in conversations/presentation involving queer and/or STEM related topics while having an open mind, and following the rules of decorum.

### **B. Rules of Decorum**

- I. Members must treat others kindly and respectfully regarding others and their cultures, religions, beliefs, gender identity, disabilities, sexual orientations, race, and any other descriptor or identity within reason.
- II. In the event a member fails to follow the rules of decorum, said member may be barred from joining future Q-STEM meetings at the discretion of the President or Advisor. Any club member may report such breaches in writing to the club President or Advisor.
- III. Students must follow the LACCD rules for student conduct at all times.

### **Article III. Officers and Elections**

#### **A. Titles and Duties**

- I. President
  - i. The executive director of club matters. In charge of organizing events, filing paperwork, appointing vacant officer positions before chartering, communicating through the club email, posting on the club's social media, and representing the whole club.
  - ii. The President chairs all club and club officer meetings and finalizes meeting agendas. Has veto power over document formats, agenda items, and social media posts.
  - iii. May attend and represent the club at the ASU Inter-Club Council meetings when the ICC Representative cannot attend.
  - iv. Must attend at least five club meetings during the Fall semester.
  - v. Attends ASU Club Days when available.
  - vi. The President delegates responsibilities as needed.
  - vii. Must also be prepared to report at any meeting what they have accomplished and any relevant information for Q-STEM.
- II. Vice-President
  - i. Assists the President in all tasks.
  - ii. Holds the responsibility of organizing events, communicating through the Q-STEM email, tracking the participation of club members, and overseeing attendance and note-taking by the Secretary.
  - iii. Chairs the club and club officer meetings in the absence of the President.
  - iv. May attend and represent the club at the ASU Inter-Club Council meetings when the ICC Representative cannot attend.
  - v. Must attend at least five club meetings during the Fall semester. Attends ASU Club Days when available.
  - vi. Must also be prepared to report at any meeting what they have accomplished and any relevant information for Q-STEM.
- III. ICC Representative

- i. Attends and represents the club at the ASU Inter-Club Council meetings held on Thursday at 1 pm when designated by ASU.
- ii. Reports back to the club regarding any matters the club should be aware of.
- iii. May contribute to meeting agendas and minutes.
- iv. May chair club and club officer meetings in the absence of the President and Vice President.
- v. Must attend at least five club meetings during the Fall semester.
- vi. Must attend at least half of ASU Club Days.
- vii. ICC Rep must also contribute by communicating with other clubs both at ICC meetings and during campus life when appropriate.
- viii. Must also be prepared to report at any meeting what they have accomplished and any relevant information for Q-STEM.

#### IV. Secretary

- i. Records the minutes for club and officer meetings and other approved events.
- ii. Document member participation by stating the individual tasks each club member completed in club minutes with the club Vice-President.
- iii. Notes club member and officer attendance in meetings.
- iv. Organizes all agendas, minutes, forms, and flyers into club file folders.
- v. May assist the President with social media outreach and announcements.
- vi. Contributes to meeting agendas and organizes club files.
- vii. May attend and represent the club at the ASU Inter-Club Council meetings when the ICC Representative cannot attend.
- viii. Must attend at least five club meetings during the Fall semester. Attends ASU Club Days when available.
- ix. Must also be prepared to report at any meeting what they have accomplished and any relevant information for Q-STEM.

#### V. Treasurer

- i. Maintains and keeps track of the club's financial records and is privy to any financial transaction regarding the club.
- ii. May contribute to meeting agendas and minutes.
- iii. May assist the President with social media outreach, including the creation of logos, flyers, polls, and other creative materials.
- iv. May attend and represent the club at the ASU Inter-Club Council meetings when the ICC Representative cannot attend.
- v. May chair club and club officer meetings in the absence of the President and Vice President. Must attend at least five club meetings during the Fall semester.
- vi. Must attend at least half of ASU Club Days.
- vii. Must also be prepared to report at any meeting what they have accomplished and any relevant information for Q-STEM.

## B. Election of Officers and Appointments of Vacant Positions

- I. All positions will be elected within the last month of the previous Spring or Fall semester.
- II. Anyone who wants to run for a Q-STEM officer position is required to give a short speech to introduce themselves and demonstrate how they fit the position. After their speech, applicants shall answer a set list of questions if they are clearly provided in an email at least 72 hours prior to the election.
- III. If a position cannot be filled from the previous semester or cannot be confirmed in the current semester, nominations and elections for that post will be held at the club's earliest convenience.
- IV. If the club lacks the sum of officers needed for the next year's chartering, the President may appoint officers during the Summer semester.
- V. Club members may not apply, nor run for any officer position, without attending at least one prior club meeting.
- VI. At any time, if an officer feels like they cannot fulfill their responsibilities after being elected or appointed, they must contact the Q-STEM President or Faculty Advisor immediately in writing, after which the club members and officers will nominate a potential officer during the appropriate agenda item at the next club meeting for a vote.
- VII. Tie-breaking During Elections
  - a. If two or more candidates are applying for the same position and neither candidate is able to reach a majority of votes, a dance-off shall occur no fewer than two minutes after the initial vote tally. The dance-off shall consist of three one-minute rounds, of which the candidates shall win at least two by a written vote by all present club members. During each one-minute round, candidates will take turns dancing for thirty seconds. In the event of a second tie, the Faculty Advisor(s) shall decide the winning candidate on merit. If one or all candidates refuse to dance, the Faculty Advisor(s) shall decide the winning candidate based on merit.

## C. Officer Duties and Privileges

- i. Officers must attend at least three officer meetings each Fall and Spring semester.
  - i. This may be waived if there are fewer than three officer meetings before the semester ends.
  - ii. This may also be waived if the officer informs the President or Advisor in writing of either an emergency, lack of transportation, sickness, assignments, or any other reasonable excuse.
- ii. Respond respectfully to messages, texts, and emails within three business days. In the case of a major school break, such as spring break or winter break, responses may take up to five business days.

- iii. Officers must be respectful and professional when interacting on club social media channels.
- iv. Officers with access must check the club email account at least once weekly and archive older emails as needed.

#### D. Officer Eligibility

- i. Officers must be paid ASU members.
- ii. Officers must be active club members.
- iii. Officers must be proficient in Gmail, Outlook, and Google Docs.
- iv. Officers must be committed and represent the values of the club.

#### E. Officer Impeachment

- I. Any club member has the right to bring an impeachment to a club vote by emailing the club President or Faculty Advisor requesting the agenda item a minimum of 72 hours before a club meeting.
- II. Any officer neglecting to comply with three or more duties assigned by the constitution or the club President, as documented, shall qualify for an impeachment vote.
- III. Any officer failing to attend a minimum of five club meetings during the Fall semester, missing three consecutive club and officer meetings, and/or having two consecutive unexcused absences shall face an impeachment vote at the next club meeting.
- IV. Any officer facing an impeachment vote may have two minutes to advocate for themselves before the start of voting.
  - i. All impeachment voting shall be overseen by the Faculty Advisor(s) by written format.
  - ii. If the majority of votes indicate support of impeachment, the officer must step down from their position and cannot hold an officer position in the club for the rest of the academic year.
    - a. If any officer earns a second impeachment, that individual will not be allowed to run for Q-STEM office nor receive an officer appointment for two full calendar years.

#### F. Terms of Office

- I. Officers shall be elected by a quorum or appointed by an elected President and must commit to a full Fall or Spring academic semester.
- II. After one Fall or Spring semester, an election will occur to determine the officers for the next Fall or Spring semester.

All members are limited to serving their title for a maximum of one academic year, after which they must either step down or fulfill a new title.

#### **Article IV. Special Considerations**

- A. Club officer candidates may not run for any position in which they already hold two or more positions with the same name in any club or ASU commissioner office concurrently during the calendar year that the election takes place.
  - I. Incumbent Q-STEM officers should not count their current club role as one of these positions.
- B. If any official Q-STEM meeting receives twenty or more concurrent attendees, the club President shall do a thirty-second dance as soon as the tally is counted.
  - I. This clause only takes effect if it is remembered and brought to the attention of any Q-STEM officer or Advisor before or within one minute of the twentieth attendee entering the meeting.
- C. The current club President has veto power over any candidate that receives less than 2/3 of the vote.
  - I. The President must talk to the Faculty Advisor(s) within one minute of the start of voting and before the results are announced.
- D. All new clauses in this constitution shall only apply after one minute has passed since the constitution was shared with ASU through email.
- E. Candidates for club President, Vice President, and ICC Representative may not hold more than two club officer or ASU commissioner positions of any kind concurrently during the academic year they are elected.
- F. All Club officers must have access to the club's Google Drive and be able to add and find files whenever necessary.
- G. Q-STEM shall hold at least one unofficial event during each Fall semester and at least one official event, which may be a club collaboration, during each Spring semester.
- H. All officers must pay their ASO fee before the second week of any Fall semester or before the third week of any Spring semester.
- I. If a member or officer proposes to organize a collaboration event with another club, the club must vote with a 50% + 1 approval margin to allow the collaboration. Henceforth, the conceiver may organize a committee to plan said event, ensuring communication between the committee and all officers. Collaboration events must adhere to all rules of decorum outlined above.
- J. Definition of Quorum in Regard to Votes
  - I. A quorum is defined as 50% + 1 of those members who have voted and are present during the election. If a quorum is achieved, the motion passes.
- K. Q-STEM is a Democratic Organization

- I. Though the officers' experience may come into play in guiding the club, Q-STEM is a democratic organization, and when at all possible, final decisions will rely on majority consent.
- II. Everyone is equal and has the right to share their opinions about the topics and upcoming events when appropriate.
- III. Q-STEM will ensure that all members have opportunities to actively get involved in activities, presentations, and services.
- IV. During summer and winter semesters, final decisions shall be voted on by elected or appointed Q-STEM officers and Advisor(s) only.

#### **Article V. Amendments, Motions, and Ratification**

- I. Any club member has the right to propose an amendment to this constitution or make any motion regarding the club.
- II. If the club moves to amend the constitution, a Constitution Committee shall be created. Club members may volunteer to join the committee.
  - i. In the event that fewer than two club members wish to join the committee, the President and Vice President will draft a revised constitution before the final vote at the next club meeting.
- III. This constitution shall not be adopted with fewer votes than a quorum (as defined above) at an official meeting with an agenda communicated to the membership body a minimum of 72 hours before the meeting.

#### **Article VI. Committees**

##### **A. Rules & Regulations**

- I. A committee must involve at least one elected officer and at least two additional club members or officers.
- II. All committees must be chaired by an elected officer who guides discussions and organizes committee meetings.
- III. A committee must meet at least once a month and set progress goals publicly to all club members.
- IV. Committee name(s) and purpose(s) must be clearly communicated to all members during relevant club meetings.
- V. The President or Advisor(s) may dissolve any committee at any time, provided they announce said dissolution at the next club meeting. All members of the dissolved committee must be notified as soon as possible by the dissolving President/Advisor(s).

##### **B. Construction**

- I. A committee will be constructed under the listed stipulations.

- i. A set goal can't be met within the boundaries of a standard meeting.
- C. Joining a Committee
  - I. All officers are eligible to join any committee.
  - II. Any club member in good standing may also join any committee.
    - i. Club members can make their intention to join at normal club meetings.
    - ii. They may also give written intent to the chair of the committee.
  - III. Any club member may be turned away from a committee if they violate any Q-STEM, LACCD, or ASU rules.