



**Emory Gay and Lesbian Alumni (GALA)
GOVERNANCE DOCUMENT**

Article I. THE ORGANIZATION

1. Name

The name of the organization shall be Emory Gay and Lesbian Alumni, hereinafter referred to as either “GALA” or “the Organization.”

2. Mission Statement

Emory Alumni Association Mission

The Emory Alumni Association connects alumni to the university and to each other, builds traditions, fosters student and alumni leadership, serves the diverse needs and interests of our community, and creates opportunities for investment in Emory’s future.

Emory GALA Mission

Emory Gay and Lesbian Alumni (GALA) maintains and seeks to expand a network of alumni of Emory University in order to organize, serve and advocate for Emory’s lesbian, gay, bisexual, transgender, and queer (LGBTQ) community.

GALA seeks to:

- Develop a sense of community and offer networking opportunities, through social events, a newsletter, and an online membership site;
- Support and advocate for a non-discriminatory and diverse working, living, and academic experience at Emory;
- Provide educational opportunities for Emory University students, including scholarships, awards and prizes as well as mentoring and support;
- Support the overall mission of the Emory Alumni Association (EAA);
- Support and coordinate with the Office of LGBT Life at Emory University;
- Support the academic study of LGBTQ issues throughout Emory;
- Participate in the Emory Alumni Admission Network;
- Advocate for issues of importance to the larger LGBTQ community.

3. Values Statement

This organization operates under the following values:

- We value the inclusion and celebration of all individuals regardless of race, color, religion, sex, sexual orientation, gender identity, gender

expression, nation of origin, age, disability, veteran's status, HIV/AIDS status, or relationship status.

- GALA also values an active commitment to creating a socially just and equitable campus environment. To achieve this, we value a community that is engaged in its own education and development

4. Organizational Structure

The organization shall consist of the general membership and officers (the Executive Committee), elected by and from the general membership. The Executive Committee shall consist of two Co-Chairs and a Secretary. In addition to the elected officers, the EAA staff liaison serves as an ex officio member of the Executive Committee.

5. Status

This Governance Document shall become effective on 3 June, 2011 with the approval of the GALA Executive Committee and the Executive Committee of the Emory Alumni Board. As an interest group of the Emory Alumni Association, Emory GALA is sanctioned by the Emory Alumni Board.

Article II. Membership

1. Definition of Membership

Any alumni of Emory University may attain membership in GALA. GALA will not discriminate in membership or programs on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, veteran's status, HIV/AIDS status, or relationship status and prohibits such discrimination by its members. Membership of these groups should be encouraged.

2. Benefits of Membership

The general membership of GALA shall be entitled to the following benefits:

- A. Participation in GALA sponsored events, subject to provisions in the GALA Governance Document;
- B. Attendance at all meetings of the general membership and at special meetings as designated by the Executive Committee;
- C. Eligibility for service on standing committees; and
- D. Receive GALA marketing materials;
- E. One (1) vote on organizational matters, including Governance Document changes and elections;
- F. Nomination of candidates from among the membership for the Executive Committee;
- G. Eligibility for nomination to the Executive Committee.

3. Term of Membership

General membership in GALA shall be valid for as long as the member desires and participates in the organization.

Article III. EXECUTIVE COMMITTEE

1. Definitions of the Executive Committee

Any member of GALA is eligible to serve on the Executive Committee.

2. Qualifications for the Executive Committee

The Executive Committee positions are the offices of Co-Chair and Secretary. To qualify for any of these positions, the member must be willing and able to perform the duties and responsibilities involved in these elected positions. The Executive Committee should also embody and mirror the values previously mentioned in Section 1.3. In addition to the elected offices, the EAA staff liaison serves as an ex officio member of the Executive Committee.

3. Duties and Unique Abilities of the Executive Committee

The Executive Committee acting as a whole is the only body within Emory GALA able to set rules and regulations for any of the organization's activities. The Executive Committee is charged as a whole with overseeing the activities of its officers to ensure that their actions are proceeding for the benefit of Emory GALA. The Executive Committee, with input from the membership, shall also designate members of standing committees.

4. Terms of Office for Executive Committee Members

The Co-Chairs and Secretary, upon selection, shall serve for a period of two fiscal years, unless they are assuming a vacant seat on the Executive Committee, in which case they shall serve only until the end of that year. Without re-selection or re-election, no term of service on the Executive Committee may be more than two years. All members of the Executive Committee are eligible to be re-elected. Any elected officer can serve two consecutive terms and may be re-elected after an absence from election from one term. The Co-Chairs will be elected on alternating fiscal years to provide continuous leadership.

5. Removal from the Executive Committee

Memberships on the Executive Committee may be revoked or temporarily suspended, or any member may be censured, for any one or more of the following reasons:

- A. Manifesting no desire or interest to serve the goals of the organization;
- B. Failing to perform assigned duties or functions;
- C. Proving to be incapable of action or responsibility;
- D. Performing financial misconduct;
- E. Misrepresenting the organization; or
- F. Failing to attend three (3) consecutive regularly-called meetings of the Executive Committee.

Judgments in such matters shall rest with the remainder of the Executive Committee.

6. Procedures for Removals from the Executive Committee

Removals or suspensions from the Executive Committee of Emory GALA may occur as follows:

- A. If one of the Co-Chairs is removed or temporarily suspended, the other Co-Chair shall assume those duties until the return of the charged Co-Chair or until a general election occurs.
- B. If the Secretary is removed or temporarily suspended the Co-Chairs shall assume those duties until the return of the charged member or until an interim or general election occurs.
- C. Whenever an executive position becomes vacant, active members should be encouraged to support the Executive Committee and participate in fulfilling the duties of the vacant executive position.

7. Other Vacancies of the Executive Committee

A. Resignation

In order to resign, any Executive Committee member shall give a written notice of such intention so that the matter may be addressed at the next Executive Committee meeting. Unless the member is resigning in whole from Emory GALA, membership in the organization is not affected. The position is considered vacant.

B. Temporary Leave of Absence

A temporary leave of absence may be granted to an executive committee member if the member experiences a personal emergency that would prevent them from attending more than two consecutive executive and general body meetings.

C. Filling of Vacant Positions

- 1. If one of the Co-Chairs positions becomes vacant, the other Co-Chair shall assume those duties until an interim or general election occurs.

2. If the Secretary position becomes vacant the Co-Chairs shall assume those duties until a general election occurs.

3. Whenever an executive position becomes vacant, active members should be encouraged to support the Executive Committee and participate in fulfilling the duties of the vacant executive position.

Article IV. MEMBERS OF THE EXECUTIVE COMMITTEE

1. Co-Chairs

The Co-Chairs shall be responsible for the overall operation of Emory GALA with the following minimum duties, which shall be divided between the internal and external duties performed by the Co-Chairs:

4.1.1 Co-Chair duties: Internal Affairs

- A. Presiding and facilitating at all meetings of Emory GALA and its Executive Committee;
- B. Preparing the agendas for the meetings;
- C. Presenting matters to the membership and the Executive Committee;
- D. Regulating the meeting times and locations;
- E. Handling all room and location reservations as it pertains to the meetings in partnership with the EAA staff liaison;
- F. Negotiating and scheduling performers or speakers for meetings;
- G. Communicating all relevant information regarding meetings, activities, and projects to the general membership and to the Executive Committee;
- H. Support and assist in the coordination of the GALA Student Leadership Award (to include but not limited to fundraising, recipient selection, presentation of the award, etc.);
- I. Supervising the work of the other officers;
- J. Support other officers and maintain good relations;
- K. Voting at all Executive Committee meetings on issues discussed at those meetings.

4.1.2 Co-Chair duties: External Affairs

- A. Representing the organization to campus, alumni and outside agencies, groups, and individuals;
- B. Attending all Emory Alumni Association and Alumni Council meetings, or sending an approved replacement;
- C. Acting as a liaison between GALA and University Administration;
- D. Acting as an ex-officio on all Special Committees;
- E. Coordinating all GALA events;

- F. Handling all room and location reservations as it pertains to the events;
- G. Negotiating and scheduling performers or speakers for campus-wide events;
- H. Remaining in communication with Emory Pride, Oxford Pride, the LGBT Programming Council, the President's Commission on Sexuality, Gender Diversity, and Queer Equality, and other campus groups;
- I. Organizing co-sponsorships;
- J. Contacting other universities for events;
- K. Supervising the work of the other officers;
- L. Voting at all Executive Committee meetings on issues discussed at those meetings.

2. Secretary

The Secretary shall maintain all informational records for the organization, with the following minimum duties:

- A. Maintaining and preserving records of all Emory GALA Membership and Executive Committee meetings (i.e. recording and preserving the minutes and sign-in sheets);
- B. Maintaining the Governance Document of Emory GALA, along with any amendments, additions, and changes;
- C. Maintaining information regarding the Membership including an updated list of active membership
- D. Keeping record of meeting attendance;
- E. Maintaining conferences (i.e. move old messages to archives folders, etc);
- F. Submitting semester reports.
- G. Moderate elections with the help from another active member selected by the Executive Committee to be called the election moderator
- H. Voting at all Executive Committee meetings on issues discussed at those meetings.

3. Other Appointed Positions

The Executive Committee may create ad-hoc positions such as committee chairs and appoint an Emory GALA member to this position as is deemed necessary. This position will terminate at the end of the year unless it is renewed. Both actions require a majority vote by the Executive Committee.

Article V. ELECTIONS

1. Timing of Process

Elections are to be held in early August. The new Executive Committee is to take office September 1. The time between the election and transfer of power should be used to educate the new officers on their duties and responsibilities.

2. Nominations

Nominations for all Executive Committee positions will open in July and close the week prior to elections. Once nominations have closed, the Executive Committee will add no additional names to the ballot. However, voting members can write in the name of an active member if said member has not been nominated.

3. Election Procedures

- A. The Secretary and EAA staff liaison will facilitate the elections.
- B. The Secretary will provide the ballot with all nominees to all members. The ballot will include space for write-in candidates.
- C. The Secretary and/or the EAA staff liaison will provide the responsibilities of each position.
- D. All nominees will be given an opportunity to present their platform on the ballot for distribution to the entire GALA membership.

4. Voting Procedures

All members will be given the opportunity to finalize their ballots after all nominees have presented their platforms.

5. Post-Election Procedures

The counting of ballots is to be handled by the secretary and EAA staff liaison. After all ballots have been counted, the winners of the election will be announced.

6. Remaining Vacancies

If an executive position is still vacant following a general election, vacancy guidelines as mentioned in Section 3.7.3 should be followed. The remaining Executive Committee members may appoint GALA members to fill vacancies as needed.

Article VI. MEETINGS

1. Executive Committee Meetings

Executive Committee meetings should be held on a regular basis. Special meetings may be called by any member of the Executive Committee, allowing at least one week's notice, unless emergency situations prohibit such a notice. All Executive Committee meetings are open to all GALA members.

2. General Membership Meetings

General membership meetings shall be held in accordance with the wishes of the general membership. Meetings shall be conducted in an organized manner, with the Executive Committee maintaining proper order.

Article VII. AMENDMENTS

1. Qualifications

The sole power to amend this Governance Document of the organization shall be vested in the General Membership.

2. Procedures

1. Proposed amendments may be made by any member of the organization to the Executive Committee. The proposed amendment must be approved for balloting by the Executive Committee. The secretary shall notify the author of the proposal of the Executive Committee's decision and the timing, if any, of the proposal to the General Membership.
2. The Co-Chairs may also form a special committee for the purpose of suggesting amendments to this Governance Document.

3. Approval

Approval of any proposed amendment to the Governance Document shall require a majority vote of Executive Committee members and verified by the Secretary.

Article VIII. GENERAL PROVISIONS

1. Procedural Questions

Matters of procedure and parliamentary practice not covered in this Instrument shall be governed by the most recent edition of *Robert's Rules of Order*.

2. Fiscal Year

The fiscal year of the EAA and GALA shall commence on September 1 and end on August 31.

3. Conflicting Provisions

To the extent any of the terms, conditions or provisions of this Instrument is in conflict with, or in contravention of, any policy of the University, such policy of the University shall govern and control the matter at issue.

*Amended and accepted this day, 18 May 2011, by:
Lillian Correa, Co-Chair; Ryan Roche, Co-Chair; Joe O'Geen, Secretary*