

CONSTITUTION
Hilltopper Pride Network (HPN) at
Western Kentucky University (WKU)

Article I: Organization Name

Section 1: The name of this organization shall be the Hilltopper Pride Network. This organization will utilize the acronym HPN.

Article II: Purpose

Section 1: The purpose of this organization shall be to serve as a resource group for LGBTQIA+ faculty and staff, as well as allies, which focuses on supporting a campus culture dedicated to inclusion and equity.

Section 2: Our organization will abide by all WKU policies and guidelines as well as adhere to the WKU DEI statement. Our organization will not discriminate or place restrictions on the basis of race, color, religion, gender, national or ethnic origin, age, sexual orientation, gender identity/expression, marital status, citizenship, veteran status, and physical or mental ability or disability.

Section 3: Our organization is affiliated with the following groups and/or offices - Queer Student Union (QSU), Transgender and Non-Binary (TNB), Out in Honors Network (OUT), Pride Center Advisory Board (PCAB), Housing & Residence Life (HRL), Counseling Center (CC), and Topper Pride Alumni Chapter (TPAC).

Section 4: This organization will establish bylaws to govern administrative and procedural members (such as time and location of meetings, etc.). Bylaws shall not conflict with this constitution. Bylaws 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).

Article III: Membership

Section 1: Membership in this organization shall be open to all active WKU faculty or staff.

Section 2: Any active WKU faculty or staff may join the HPN through expressing their interest by joining the HPN listserv.

Section 3: Voting membership is defined as active faculty and staff at WKU. Non-voting members of HPN will be those in an advisory capacity such as a student representative (e.g., from QSU, TNB, OUT) or those that serve as a *ex-officio* representatives (e.g. PCAB, TPAC).

Section 4: Any member of our organization can, at any time, voluntarily withdraw their membership from the organization.

Section 5: A member can be removed from HPN for the following reasons: change in active employment classification; violation of WKU Policies to include incidents of bias, Title IX related, or other ethical concerns; or infractions contrary to the WKU Diversity Statement.

Section 6: In keeping with WKU's policy of non-discrimination, our organization does not discriminate on the basis of race, color, religion, gender, national or ethnic origin, age, sexual orientation, gender identity/expression, marital status, citizenship, veteran status, and physical or mental ability or disability.

Article IV: Executive Board Members

Section 1: The executive board of the Hilltopper Pride Network (HPN) shall be CHAIR, VICE-CHAIR, STAFF AT LARGE, FACULTY AT LARGE, MEDIA RELATIONS, and EX OFFICIO MEMBERS.

Section 2: Voting members may run for office during the election period.

Section 3: Each executive board member shall be elected to a one-year term. The one-year term runs from August 1 to July 31.

Section 4: Executive board members shall begin their term on August 1 of every year. The outgoing board member will work with the incoming board member during the period between election and start of term on a transition plan.

Article V: Meetings

Section 1: Regular meetings shall be held at 3:00pm CST on the third Tuesday of the month. Meetings will occur in September, October, and November for the Fall semester, February, March, and April for the Spring semester.

Section 2: Special meetings may be called by the Chair or a majority of the Executive Board. 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 1/3 of the voting membership.

Section 4: Meetings may be held in person in a room to be determined or virtually through platforms such as Zoom or Microsoft Teams.

Section 5: Members must be present to vote.

Article VI: Constitutional Amendments

Section 1: Amendments to this constitution may be made, in writing, one month before the next scheduled meeting for review and to be voted on.

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

BYLAWS
Hilltopper Pride Network (HPN) at
Western Kentucky University (WKU)

Section I: The Executive Board Members of the Hilltopper Pride Network (HPN) shall be the:

- a. Chair
- b. Vice-Chair
- c. Staff at Large
- d. Faculty at Large
- e. Media Relations
- f. Ex Officio Members

Section II: Powers and Duties of Executive Board Members

- a. The Chair shall preside over all general assembly meetings, executive board meetings, serve as the contact person for the organization, and create ad hoc committees as needed.
- b. The Vice-Chair shall perform all duties of the Chair in absence of the Chair, keep minutes of all meetings and make those minutes available to all relevant parties, and oversee all administrative/financial components of the organization.
- c. The Staff at Large shall oversee all initiatives related to WKU Staff and conduct all other duties determined to be relevant by the Executive Board.
- d. The Faculty at Large shall oversee all initiative related to WKU Faculty and conduct all other duties determined to be relevant by the Executive Board.
- e. The Media Relations shall oversee and maintain the Hilltopper Pride Network (HPN) website, HPN listserv, social media accounts, and all other duties determined to be relevant by the Executive Board.
- f. Ex Officio members shall maintain speaking rights but will not have voting rights. Ex Officio members are not chosen by election process of HPN. The standing positions for Ex Officio members are a student representative from each of the following: (a) QSU, (b) TNB, (c) OUT, (d) student regent from the Student Government Association (SGA) and a representative from each of the following: (a) Topper Pride Alumni Chapter, (b) Pride Center Advisory Board, (c) Counseling Center, and (d) Housing & Residence Life.

Section III: Qualifications to hold office in the Hilltopper Pride Network (HPN) are as follows:

- a. Active employment status at WKU either as Faculty or Staff.
- b. No member may hold more than one office during the same term.

Section IV: Elections

- a. Nominations for all executive board members will take place annually from the members starting in February.

- b. Any voting member may nominate any other voting member, including self-nomination, 10 days prior to the last scheduled Spring semester meeting.
- c. Elections shall be held each Spring during the last scheduled semester meeting.
- d. The current executive board will notify the entire organization one week prior to the election date the open positions and respective nominees.
- e. Each nominee/candidate will have a chance to provide a proponent speech to the assembled voting members on the day of the election. The proponent speech is not required to be given.
- f. Winners are chosen with a simple majority of the vote.
- g. In the event of a tie, or in which a nominee has not reached a clear majority, an immediate run-off election shall be held between the top two vote recipients.

Section V: Executive Board Operation

- a. The Executive Board shall consist of the elected and appointed members with the Ex Officio representatives serving as non-voting members.
- b. The Executive Board 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.
- c. The Executive Board shall report to the organization all actions taken between meetings.

Section VI: Meetings and Voting

- a. Regular meetings shall be held at 3:00pm CST on the third Tuesday of the month. Meetings will occur in September, October, and November for the Fall semester, February, March, and April for the Spring semester.
- b. Special meetings may be called by the Chair or a majority of the Executive Board. All members must be given a minimum of 24 hours' notice prior to the meeting time.
- c. Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as 1/3 of the voting membership.
- d. Meetings may be held in person in a room to be determined or virtually through platforms such as Zoom or Microsoft Teams.
- e. Members must be present to vote.

Section VII: Special Committees

- a. Special committees may be established by the Executive Board and shall perform such duties as defined in their establishment.
- b. The Executive Board shall appoint, and may remove, committee members and a chairperson for each committee.

Section VIII: Vacancy of Office

- a. Should the office of Chair become vacant at any point during the one-year term, the Vice-Chair shall assume the office of the Chair.

- b. In case of an opening in the Executive Board at any point during the one-year term, with exception of Chair, the Chair shall appoint an active member to finish that office's term.
- c. The Chair will make the announcement of this change to the organization within 14 days of initial appointment and approval of the appointment will require 2/3 of the voting members.
- d. If approval is not granted, the floor shall be opened for nominations, and an election will be completed.
- e. Should a position be open, for whatever reason, after two failed elections, the Chair may appoint a voting member to fill that position for the remainder of the initial term.

Section VIII: Amendments

- a. Amendments to these bylaws may be made, in writing, one month before the next scheduled meeting for review and to be voted on.
- b. 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.

This constitution and these bylaws for the Hilltopper Pride Network (HPN) were adopted on:

2022.08.26