

Bylaws of
PRISM LGBTQ SUPPORT EDUCATION AND RESOURCES

Table of Contents

Article One: Name and Purpose.....	2
Article Two: Membership.....	2
Article Three: Executive Board.....	3
Article Four: Meetings.....	4
Article Six: Votings and Elections.....	5
Article Seven: Amendments.....	5

Article One: Name and Purpose

Section One: Name

- A. The organization shall be legally named *PRISM LGBTQ SUPPORT EDUCATION AND RESOURCES*, also known as *Prism: LGBTQ+ Support, Education, and Resources*, as well as *Prism*.

Section Two: Mission statement

- A. To provide proper LGBTQ+ support, education, and resources to everyone, while upholding diversity, equity, and inclusion.

Section Three: Purpose

- A. To offer support and service to the community through meetings, gatherings, education, and resources.

Section Four: Nondiscrimination

- A. *Prism* does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. *Prism* abides by all federal, state, and public health policies.

Section Five: Public Health Statement

- A. All policies are subject to be amended by a simple majority (51%) Board vote based on public health changes/community health needs.

Article Two: Membership

Section One: Dues

- A. No dues will be collected from members; membership to *Prism* is free of charge in order to be accessible to everyone.

Section Two: Good Standing

- A. Good standing is maintained by:
- a. No hate speech or discrimination (see A1.S4) for *Prism's* nondiscrimination statement)
 - b. No violence, intentional physical harm, or vandalism of any property, owned or otherwise, in *Prism's* care
 - c. No false or intentionally malicious public comments about *Prism*, including threats against the organization, its members, or its patrons
 - d. If in violation, membership may be terminated or suspended by a simple majority (51%) vote of the board - duration of suspension will be at the discretion of the board

Section Three: Member rights

- A. Members have equal rights to participate in all *Prism* activities

- B. Voting rights:
 - a. Members do not hold voting rights
- C. Can bring concerns to the board, which can remain anonymous, including but not limited to:
 - a. Concerns about other members/member standings
 - b. Discrimination
 - c. Financial need/jeopardy
 - d. Personal or professional safety concerns
- D. Can serve on and/or lead committees as needed
 - a. All committees will have a board member as liaison even if run by non-board members

Article Three: Executive Board

Section One: Board Composition

- A. *Prism* will be run by an Executive Board consisting of five (5) members: a President, a Vice President, a Secretary, a Treasurer, and a Communications Director.
- B. The Board is responsible for overall policy and direction of *Prism* and delegates responsibility to its members for any event or activity *Prism* coordinates
- C. Board members receive no compensation
 - a. Pre-approved expenses related to board business and/or events may be reimbursed

Section Two: Board Responsibilities

- A. Serve in the roles outlined below to maintain *Prism* and its purposes for three (3) years
- B. Attend board meetings
- C. Keep *Prism*'s and members' best interests in mind
- D. Maintain good standing with *Prism* (see section II.A.3)
- E. Form and monitor committees per position responsibilities, if applicable
- F. Complete a DEI workshop during their tenure

Section Three: Resignation and Termination

- A. By a simple majority (51%) vote of the Board, a Board member can be terminated from their position
- B. Resignation from the Board must be in writing and received by the Secretary
- C. A Board member shall be terminated without a Board vote if they have ***two (2) unexcused absences*** from Board meetings in a year

1. Excused absences must be submitted to the Secretary at least 24 hours before the meeting is called to order
2. Any absences submitted after this deadline are subject to Secretary approval

Section Four: Position Responsibilities

A. President

- a. Acts as a public representative for *Prism*
- b. Oversees Board meetings, general meetings, and other official *Prism* meetings as needed
- c. Attends community meetings as needed on *Prism*'s behalf
- d. Oversees *Prism*'s public calendar
- e. Votes

B. Vice President

- a. Acts in the President's absence as needed
- b. Oversees all planning and smooth operation of all *Prism* activities
- c. Acts as liaison for all committees not otherwise delegated

C. Secretary

- a. Oversees meeting attendance, membership statuses, meeting minutes and agendas, and organization of physical and digital records for past seasons
- b. Acts as parliamentarian during formal meetings
- c. Manages validity of absences to monitor attendance and quorum

D. Treasurer

- a. Maintain all financial operations of *Prism* (including but not limited to purchases, bank account. fees, fundraising, and taxes)
- b. Complete necessary reimbursements to Board members/general members related to Board business and/or events in a timely manner
- c. Manage and determine budget for activities as needed with Vice President and planning teams
- d. Will maintain a financial dissolution backup plan

E. Communications Director

- a. Oversees all social media accounts, websites, and mailing lists on behalf of *Prism*
- b. Manages any press communication and/or public statements

Article Four: Meetings

Section One: Meeting Requirements

- A. *Prism* must hold general meetings, open to the public at least bimonthly (every two months)
- B. The Board must hold executive Board meetings, open to the membership for observation only, at least twice per year
- C. Meetings must be held in person unless in extenuating circumstances - if virtual, it will be announced to the membership with as much possible notice
 - a. Emergency meetings must be announced to all membership and will not factor towards attendance totals
- D. If a member has a point to discuss, they should email to be added to the agenda with at least 24 hours notice
- E. Meetings will be conducted under Robert's Rules of Order to the best of membership's abilities

Article Six: Voting and Elections

Section One: Board Elections

- A. Board elections must take place in person during a membership meeting
- B. A meeting must have $\frac{2}{3}$ quorum to hold an election
- C. The President has voting privileges

Section Two: Eligibility

- A. To be eligible for President or Vice President, member must:
 - a. Be a member for at least one year
 - b. Must have attended $\frac{2}{3}$ of membership meetings (unless approved by Board due to scheduling conflicts)
 - c. Be in good standing with *Prism*
- B. To be eligible for other Board positions, member must:
 - a. Be a current member
 - b. Be in good standing with *Prism*

Article Seven: Amendments

Section One: Bylaw Amendments

- A. Bylaws can be amended by a $\frac{2}{3}$ vote of the Board
- B. Once yearly will include a bylaw review meeting to address needed changes in general bylaws and individual Board member bylaws

Last Amended:

October 1, 2023

December 11, 2023

January 18, 2024