

Organization Constitution

(Revised 3/23/19)

Article I: ~~Cornell Women's Resource Center~~–Gender Justice Advocacy Coalition

Article II: ~~The Cornell Women's Resource Center (WRC) serves as a central location for resources, support, and programming for women on campus.~~ As a student organization, **Gender Justice Advocacy Coalition (GJAC)**, our mission is to foster a more vibrant campus community by supporting the full and active participation of **women-identified** students in both their personal and educational pursuits at Cornell. ~~The WRC provides resources, information, and referral; programs and events; and advocacy and support.~~

Article III: The ~~Cornell Women's Resource Center~~–Gender Justice Advocacy Coalition is a university organization.

Article IV: There are no membership requirements because the center acts as a service and resource center for the entire Cornell community. All Cornell students, staff, and faculty are welcome to use the facility. Community members may also access our services. Interested parties may volunteer and become a critical part of decision-making, program planning and organization. In addition, any undergraduate or graduate student can apply to the ~~Cornell Women's Resource Center Executive Board~~ Gender Justice Advocacy Coalition (see Article V).

There are no membership dues.

Article V: The ~~Cornell Women's Resource Center Executive Board~~ Gender Justice Advocacy Coalition is a body of students, open to both undergraduate and graduates, who serve as advisors to the WRC. Functions include: supporting the Administrative Director in carrying out the mission of the ~~WRC~~ GJAC and job description; making recommendations on the direction of programming, events, and projects; acting as a liaison between the ~~WRC~~ GJAC and the Cornell and Ithaca communities; and reviewing and approving annual budget, annual report, and any appeal to a University funding source (i.e. the Student Assembly) or grant for \$2000 or more. Applications to serve on the ~~Executive Board~~ Gender Justice Advocacy Coalition for each academic year are solicited in the Spring of the prior year. For more information regarding the election process, purpose or constitution of the ~~Executive Board~~ Gender Justice Advocacy Coalition, please refer to their by-laws.

Article VI: Officers: President, Vice President, Treasurer. These titles will be filled solely for the purpose of Student Organization Registration (as required through the Student Activities Office). These positions are “in name only” and the students filling them will be selected by alphabetical order of their surname. The ~~Executive Board~~ Gender Justice Advocacy Coalition operates in a non-hierarchical manner, with all student members having equal voice and equal, shared responsibility for leadership duties.

Article VII: The Advisor will be the Director of the Cornell Women's Resource Center as dictated by her/his job description.

Article VIII: ~~Executive Board~~ Gender Justice Advocacy Coalition member meetings will be held weekly throughout the semester. Sub-committee meetings will be held regularly, as needed. Volunteer meetings are run informally.

Article IX: A majority of the ~~Executive Board~~ Gender Justice Advocacy Coalition is needed to transact business.

Article X: Amendments to the constitution and by-laws require a signed written proposal and oral notice, followed by consideration of the ~~Executive Board~~ Gender Justice Advocacy Coalition.

BY-LAWS for the CORNELL ~~WOMEN'S RESOURCE CENTER EXECUTIVE BOARD~~–Gender Justice Advocacy Coalition

Revised March 2019

I. NAME: The name of the organization is ~~Cornell Women's Resource Center (WRC)~~ Gender Justice Advocacy Coalition (GJAC). The purpose of the ~~Executive Board~~ Gender Justice Advocacy Coalition is to provide support for the CWRC. The mission of the CWRC is:

- to foster a more vibrant campus community by supporting the full and active participation of women students in both their personal and educational pursuits at Cornell. By providing a centralized location for information, resources and referral; support; and educational programming and outreach, the CWRC hopes to:
- create discussion and awareness of issues pertinent to the lives of women; and
- create a safe and supportive environment for all students;

The ~~Cornell Women's Resource Center~~ Gender Justice Advocacy Coalition supports a multitude of individual and collective voices.

The ~~Executive Board~~ Gender Justice Advocacy Coalition is considered a part of the Cornell Women's Resource Center for all legal and tax purposes.

II. PURPOSE AND RESPONSIBILITIES: The purpose of the ~~Executive Board~~ Gender Justice Advocacy Coalition is to provide support for the WRC. The ~~Executive Board~~ Gender Justice Advocacy Coalition:

- supports the Administrative Director in carrying out the mission of the WRC and job description;
- makes recommendations on the direction of programming, events, and projects;
- acts as a liaison between the WRC and the Cornell and Ithaca communities; and
- reviews and approves annual budget, annual report, and any appeal to a University funding source (i.e. the Student Assembly) or grant for \$2000 or more.

The ~~Executive Board~~ Gender Justice Advocacy Coalition does not have full access to WRC office files, documents, or personal working files of the Administrative Director.

III. MEMBERSHIP: Application for membership on the ~~WRC Executive Board~~ Gender Justice Advocacy Coalition is open to all students, primarily undergraduate students, many of whom represent a variety of student groups and organizations.

Positions: The ~~Executive Board~~ Gender Justice Advocacy Coalition is comprised of students, who may or may not simultaneously represent other student groups and organizations. Each member of the ~~Executive Board~~ Gender Justice Advocacy Coalition bears equal responsibilities and duties as every other member. Members will also create, organize, and run committees, especially those about annual events (e.g.: Love Your Body Day), important issues (e.g.: reproductive rights events), or anything else the ~~Executive Board~~ Gender Justice Advocacy Coalition deems appropriate.

b. Election: New members will be solicited through an application process. This process should take place during the Spring semester in order to fill vacancies for the Fall semester. Application will be considered by the current ~~Executive Board~~ Gender Justice Advocacy Coalition based on merit and available seats.

c. Terms: Members may serve longer or shorter terms at the discretion of the board. The complete board will not rotate out each year, only graduating seniors, therefore the number of open seats will vary from year to year.

d. Agendas and Minutes: Agendas will be set by the WRC Director for the first meeting of each new semester. At the first meeting and other necessary times, ~~Executive Board~~ Gender Justice Advocacy Coalition members can sign up to facilitate future meetings and set the agenda. Agenda items must be submitted to the Administrative Director for distribution by the morning of the day of the meeting. It will be the rotating responsibility of the members to take minutes. Minutes must then be submitted to the Administrative Director and distributed to the ~~Board~~ Gender Justice Advocacy Coalition in a timely fashion (preferably via email).

e. Absences: ~~Executive Board~~ Gender Justice Advocacy Coalition members who have three (3) unexcused absences from board meetings in one semester term will automatically forfeit their seat. Excused absences should be submitted to the CWRC Director and rest of ~~Board~~ Gender Justice Advocacy Coalition prior to the scheduled meeting. Determining the nature of an excused absence will be left to the discretion of the ~~Board~~ Gender Justice Advocacy Coalition as a whole.

f. Public Relations: While it is encouraged that members of the ~~Executive Board~~ Gender Justice Advocacy Coalition act as liaisons between various Cornell and Ithaca groups and the WRC, such representations should be consistent with the approved mission statement and by-laws. All other inquiries or requests (i.e.: from the press, administration, etc.) should be discussed and approved by the ~~Executive Board~~ Gender Justice Advocacy Coalition or handled by the Administrative Director.

IV. OPERATION: The ~~WRC Executive Board~~ Gender Justice Advocacy Coalition shall conduct its operation by consensus to the extent practicable. Where insufficient membership response or other exigency occurs, decisions will be made by the WRC Administrative Director. No major decisions, however, shall be made without advice of full membership.

V. MEETINGS:

a. Regular Meetings: Shall be held weekly during the academic school year. One-third (1/3) of the ~~Executive Board~~ Gender Justice Advocacy Coalition must be present to conduct business.

b. Voting procedures: A vote may pass if 80% of current members in the room vote "yes". The dissenting votes will have an opportunity to voice their opinion, following this, a second and final vote will be conducted with the same 80% required to pass.

c. Special Meetings: A special meeting shall be called when requested by two (2) or more members. Notice of the meeting shall be published at least two (2) days before the meeting and shall specify the issues to be discussed and voted on at the meeting. No other issues may be discussed or voted on.

VI. THE ADMINISTRATIVE DIRECTOR

a. The Administrative Director has ultimate institutional responsibility for the Cornell Women's Resource Center. The Administrative Director represents the WRC to the administration, Student Assembly, and to other programs and departments at the university.

b. Day-to-day decision making is the Administrative Director's responsibility. The Administrative Director is programmatically responsible to the ~~Executive Board~~ Gender Justice Advocacy Coalition. The ~~Executive Board~~ Gender Justice Advocacy Coalition will make recommendations as to the programming of the WRC and the Administrative Director will carry out those recommendations to the best of ability with the help of the ~~WRC Executive Board~~ Gender Justice Advocacy Coalition and volunteers.

c. The Administrative Director is responsible for hiring, supervising, and setting salaries for staff.

d. The Administrative Director is responsible for overseeing all student efforts that come out of the WRC.

e. The Administrative Director is also responsible for other duties as found in the job description

VII. NON-DISCRIMINATION:

a. The Cornell Women's Resource Center shall not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any combination of these factors when determining its membership and when determining the equal rights of all general members (i.e., volunteers) and ~~Executive Board~~ Gender Justice Advocacy Coalition members.

VIII. GENERAL RULES:

a. These By-laws and all actions of the organization are subject to the ethical guidelines established by the Cornell Student Assembly and the Cornell Code of Conduct.

b. These By-laws are also subject to the laws of the United States of America and the State of New York.

c. These By-laws shall become effective when approved by a majority of the membership of the Cornell ~~Women's Resource Center Executive Board~~ Gender Justice Advocacy Coalition.

d. These By-laws may be amended at any regular or special meeting of the members provided that notice is given at least ten (10) days in advance of the meeting set forth (1) the changes proposed and (2) the reason for proposing the change.

e. These By-laws shall be reviewed by committee every two years. Changes to these By-laws should be approved by unanimous consent by the ~~Women's Resource Center Executive Board~~ Gender Justice Advocacy Coalition.