

Bylaws of Clemson Alumni Society for Equality (CASE)

Version 3: March 29, 2012

Article I: Name and Territory

Section 1. This organization shall be known as the Clemson Alumni Society for Equality (CASE).

Section 2. The Society shall have no territorial limits.

Article II: Affiliation

Section 1. The name shall be Clemson Alumni Society for Equality (CASE), hereafter to be referred to as the "Society," and shall be affiliated with Clemson University.

Section 2. The Society understands that it operates under the umbrella of the Clemson Alumni Association and will comply with its policies and procedures as they pertain to Society activities.

Section 3. The President will represent the Society at University functions.

Article III: Purpose

Section 1. The purpose of the Society shall be to establish and maintain an official interest group for lesbian, gay, bisexual, transgender, queer (LGBTQ) and questioning alumni, and LGBTQ-friendly allies who are alumni, under the auspices of the Clemson University Alumni Association:

- a. Provide professional networking and social activities for LGBTQ alumni and allies who are alumni.
- b. Work with and support the Clemson Gay Straight Alliance (CGSA).
- c. Form a scholarship fund for the benefit of an undergraduate student(s) who have made contributions to the LGBTQ community through leadership, service, volunteering or research.
- d. Work with the University in implementing its nondiscrimination, harassment and related policies to include sexual and affinity orientation.
- e. Help Clemson achieve its goal of becoming and/or maintaining its status as a Top 20 National University by promoting equality for all students, faculty and staff.
- f. CASE will work to promote the concept of "One Clemson," which endeavors to engage all students, faculty, staff, alumni and visitors, particularly freshmen and transfer students, in experiential, interactive activities aimed at facilitating dialogue and increasing awareness of and respect for different cultures and backgrounds.

Section 2. The Clemson Alumni Society for Equality (CASE) does not discriminate against individuals due to age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity or veteran's status.

Article IV: Membership

Section 1. There shall be the following types of membership: Members and Friends. The following may attain and maintain membership in the chapter upon satisfying a financial obligation, if any, provided by the bylaws of the Clemson Alumni Society for Equality (CASE).

- a. Members: Any current or former students, graduate or non-graduate, who attend or attended Clemson University.
- b. Friends: Any individual who supports the purpose of this Society.

Article V: Termination of Membership

Section 1. Any member may terminate his/her membership by notifying the President of the Society in writing.

Article VI: Board of Directors

Section 1. The Board of Directors shall consist of officers of the Society, immediate Past President and appointed Chairs. The Board of Directors shall also have, where available, a student representative.

Section 2. The Board of Directors, by majority vote, will fill any vacancies of board members and officers that occur between regular elections.

Section 3. The Board of Directors shall hold a minimum of four meetings a year, as set by the President. The presence of one-third of the board members constitutes a quorum.

Section 4. At the discretion of the President, any Board member who fails to attend Board meetings on a regular basis may be removed from the Board. The vacancy will be filled using the rules set forth in Section 2.

Article VII: Officers

Section 1. The officers of the Society shall include, but is not limited to, a President, Vice President, Secretary, and Treasurer/Endowment Chair.

Section 2. The officers shall be elected every year, each for a term of one year, by an electronic vote online by its members. The term will be from July – June.

Section 3. Nominations for such elections shall be made by the Board of Directors and/or the membership. Each member shall be allowed one vote. The candidate receiving the largest number of votes shall be elected.

Section 4. Upon failure to hold elections, or failure of the Society to notify the Clemson Alumni Association the names of the officers so elected within thirty days after the scheduled election, the Clemson Alumni Council are authorized to designate the officers for the Society for the succeeding year.

Section 5. The President must have served on the Board of Directors the previous year before serving as the President and can serve for a maximum of four years.

Article VIII: Duties of Officers

(See Attached Job Descriptions in the Appendix)

Article IX: Fiscal Year

Section 1. The Society's fiscal year shall begin on July 1 and end on June 30.

Article X: Meetings

Section 1. There shall be regular meetings each year as chosen by the President and Board of Directors.

Section 2. Notice of all meetings and agendas shall be given in writing as early as it is possible prior to the meeting.

Article XI: Chairs/Liaisons

Section 1. The following Chairs/Liaisons are to be appointed for the Society. Additional Chairs/Liaisons can be added as needed by the Board of Directors

- a. Marketing/Communications Chair
- b. Pride/Events Chair
- c. CGSA Liaison
- d. University Liaison Chair
- e. Regional Reps
 - i. Atlanta/Georgia
 - ii. Lowcountry SC
 - iii. Midlands SC
 - iv. Upstate SC
 - v. Charlotte/North Carolina
 - vi. Florida
 - vii. Maryland/DC/Northern Virginia
 - viii. California
 - ix. Chicago/Illinois

Article XII: Dissolution

Section 1. In case of dissolution, the assets of the Society may only be used as follows:

- a. To pay all indebtedness of the Society.
- b. Remainder of the assets be paid to the Clemson Gay-Straight Alliance (CGSA); however, if the CGSA no longer exists, then to a student organization benefiting lesbian, gay, bisexual and transgender students; however, if no such student organization exists,

then to the Clemson University Division of Student Affairs, Gantt Intercultural Center, Diversity Education Programs, Safe Zone Program.

Article XIII: Amendments

All proposed amendments must be submitted to the membership of the Society and the Alumni Association at least ten days prior to a called meeting at which time the amendment is to be considered. These bylaws may be amended by a two-thirds majority vote of the Board of Directors at any duly called meeting of the Board. Notifications of such amendments shall be forwarded immediately to the Clemson Alumni Association.

APPENDIX



PRESIDENT - JOB DESCRIPTION

LENGTH OF ROLE

One year (July – June)

RESPONSIBILITIES

- Participate in monthly CASE board conference calls
- Preside over all board meetings and set the agenda
- Appoint all chairs & make sure all board members and chairs are fulfilling their responsibilities
- Works on long term plans and goals for CASE
- Serve as CASE spokesperson
- Be the main contact for the Clemson Alumni Association & press releases
- Attend the Alumni Council meetings twice a year on campus to report on CASE and then report back to the CASE board updates from the Alumni Council
- Participate in Alumni Council sub-committees
- Attend any meetings with potential large donors for the CASE Endowed Scholarship Fund
- Support CASE Mission

CASE MISSION

- Provide professional networking and social activities for LGBTQ alumni and allies who are alumni.
- Work with and support the Clemson Gay Straight Alliance (CGSA).
- Provide mentoring/networking opportunities for CGSA students in regards to career planning
- Form a scholarship fund for the benefit of a Clemson student(s) involved in GLBT equality work
- Work with the University in implementing its nondiscrimination, harassment and related policies to include sexual and affinity orientation.
- Help Clemson achieve its goal of becoming a Top 20 National University by promoting equality for all students, faculty and staff.
- CASE will work to promote the concept of “One Clemson,” which endeavors to engage all students, faculty, staff, alumni and visitors, particularly freshmen and transfer students, in experiential, interactive activities aimed at facilitating dialogue and increasing awareness of and respect for different cultures and backgrounds.



VICE PRESIDENT - JOB DESCRIPTION

LENGTH OF ROLE

One year (July – June)

RESPONSIBILITIES

- Participate in monthly CASE board conference calls
- Back up for President if President is not able to attend a meeting or event
- Responsible for CASE elections (i.e. finding candidates and the voting process) In the event the VP is running for another role the President will appoint another board member to manage the elections
- Responsible for managing the Mentoring & Networking program for CGSA students
- Responsible for managing the CASE LinkedIn Group
- Provide support to any chairs that need help
- Support CASE Mission

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SECRETARY - JOB DESCRIPTION

LENGTH OF ROLE

One year (July – June)

RESPONSIBILITIES

- Participate in monthly CASE board conference calls
- Responsible for taking minutes at all board meetings
- Responsible for sending out meeting reminders, setting up the conference call number and sending out the previous meeting minutes and the current meeting agenda the day before the meeting
- Responsible for producing the Annual Report at year end (June)
- Responsible for managing the membership list and reporting monthly on numbers and locations in conjunction with the alumni office
- Support CASE Mission

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TREASURER/ENDOWMENT CHAIR - JOB DESCRIPTION

LENGTH OF ROLE

One year (July – June)

RESPONSIBILITIES

- Participate in monthly CASE board conference calls
- Submit all Alumni Grant requests for CASE and track income & expenses
- Work with Alumni Office & Marketing/Communications Chair to develop fundraising marketing plan & identify donors to raise money for the CASE Endowed Scholarship Fund
- Report monthly how the endowment fundraising is coming along
- Support CASE Mission

There is a possibility we will have to open a CASE bank account and if we do, we will need the Treasurer/Endowment Chair to be responsible for this.

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CLEMSON Alumni 
SOCIETY FOR EQUALITY
MARKETING/COMMUNICATIONS CHAIR - JOB DESCRIPTION

LENGTH OF ROLE

One year (July – June)

RESPONSIBILITIES

- Participate in monthly CASE board conference calls
- Create and manage all marketing programs for CASE in conjunction with the Alumni office to help educate others about CASE and the CASE scholarship
- Review and approve all CASE communications to make sure they are consistent with our marketing plan
- Write all emails to be sent out to CASE members regarding events and announcements and work with Alumni office to get them sent out
- Manage producing a newsletter twice a year to be sent out via snail mail
- Manage the CASE webpage on the CU Alumni website and manage the Facebook Page by posting stories and pictures of CASE events and/or accomplishments
- Responsible for any CASE Press Releases
- Invite potential CASE members to join the Facebook group <https://www.facebook.com/groups/ClemsonAlumniforEquality/>
- Invite potential CASE members & CGSA students to join the LinkedIn group to help current students network http://www.linkedin.com/groups?gid=2203241&trk=hb_side_g
- Making sure potential CASE members code themselves in the Alumni Database to receive communications <http://cualumni.clemson.edu/page.aspx?pid=1210>
- Support CASE Mission

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PRIDE & EVENTS CHAIR - JOB DESCRIPTION

LENGTH OF ROLE

One year (July – June)

RESPONSIBILITIES

- Participate in monthly CASE board conference calls
- Plan & manage yearly CASE events (i.e. Tailgates, homecoming events, joint events with CGSA, education events)
- Team with CASE regional representatives to organize local social gatherings and provide administrative support
- Manage & track the location of the CASE banner
- Determine which Pride events CASE wants to participate in and find local people to be responsible for promoting CASE and make sure they receive CASE banner for their events
- Work with Marketing/Communications Chair on all communications and marketing materials in regards to all events
- Invite potential CASE members to join the Facebook group <https://www.facebook.com/groups/ClemsonAlumniforEquality/>
- Invite potential CASE members & CGSA students to join the LinkedIn group to help current students network http://www.linkedin.com/groups?gid=2203241&trk=hb_side_g
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REGIONAL REPRESENTATIVE - JOB DESCRIPTION

LENGTH OF ROLE

One year (July – June)

RESPONSIBILITIES

The purpose of the CASE Regional Representative role is to be the regional contact for a specific area of the United States to support the mission of CASE with local Clemson Alumni by doing the following:

- Participate in monthly CASE board conference calls
- Hosting a regional event twice a year to promote CASE to local Clemson Alumni, for CASE members to get to know each other and to help raise funds for the scholarship
- Team with Marketing/Communications Chair to produce local event promotion materials
- Encouraging local members to attend CASE on-campus events during homecoming weekend
- Help with marketing the group to potential members through education
- Inviting CASE members to join the Facebook group <https://www.facebook.com/groups/ClemsonAlumniforEquality/>
- Inviting CASE members to join the LinkedIn group to help current students network http://www.linkedin.com/groups?gid=2203241&trk=hb_side_g
- Making sure local members code themselves in the Alumni Database to receive communications <http://cualumni.clemson.edu/page.aspx?pid=1210>
- Review the membership list monthly to see who is missing from the list
- Support CASE Mission

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CGSA LIAISON - JOB DESCRIPTION

LENGTH OF ROLE

1 year (July – June)

RESPONSIBILITIES

- Must be a current CGSA member
- Participate in monthly CASE board conference calls
- Update the CASE board on upcoming CGSA events and successes/concerns on campus
- Liaison between CASE & CGSA on mentoring opportunities for current students
- Help plan joint CGSA & CASE events on campus
- Communicate to CGSA members about CASE events they can attend
- At graduation time get all graduates to sign up to be a CASE member
- Support CASE Mission

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UNIVERSITY LIAISON - JOB DESCRIPTION

LENGTH OF ROLE

1 year (July – June)

RESPONSIBILITIES

- Must be a faculty/staff member at Clemson University
- Participate in monthly CASE board conference calls
- Liaison between CASE & the University
- Update the CASE board of on-campus GLBT initiatives
- Support CASE Mission

CASE MISSION

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- Work with and support the Clemson Gay Straight Alliance (CGSA).
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