

Guelph Queer Equality Constitution

Last Revised: April 22th 2026

SECTION A: GOVERNING OBJECTIVES

1. NAME

1.1 The name of the organization shall be Guelph Queer Equality. The acronym used for Guelph Queer Equality shall be GQE.

2. DEFINITION OF QUEER

2.1 Queer is extended to, but is not limited to, lesbian, bisexual, trans, two-spirit, gay, intersex, questioning, non-binary, a-spec, and pansexual people – in essence, anyone who doesn't identify as cisgender, straight, allosexual and alloromantic.

2.2 This definition of queer is unique to GQE and may not necessarily represent other visions from communities as a whole.

3. PREAMBLE

3.1 Queer was previously used in a negative sense, but is currently undergoing the process of being reclaimed. Recognizing that sexual orientation/preference and gender identity are but facets of a complex human makeup, we hereby organize and constitute Guelph Queer Equality to affirm (in accordance with the Charter of Rights and Freedoms, Canadian Rights and Freedoms, Ontario Human Rights Code, Central Students Association's Human Rights Code) that such identities cannot be used as a basis for persecution, exclusion, discrimination, or harassment any more than race, creed, sex, physical ability or cultural origin. In doing so, we claim the right to be completely equal with all other persons in Canada with regard to individual rights, responsibilities, partner rights and responsibilities.

4. STRUCTURED MANDATE

4.1 To present as complete a view as possible of all facets of sexual orientation/ preference and gender identity. GQE shall work to combat stereotypes and to replace misconceptions and fears with knowledge and understanding through a variety of educational projects and social activities, distribution of pertinent information, and through fostering involvement in the University of Guelph and the community as a whole.

4.2 To explore the common basis of oppression between marginalized people

4.2.1 Including but not limited to, women, people of colour, people with disabilities, and queer people.

4.2.2 People who have been marginalized by means of (but not limited to) classism, racism, ableism, heterosexism, sexism, ageism and cissexism.

4.3 To foster a sense of community among queer people of the University of Guelph and the surrounding districts by providing opportunities for people to be in a safe, positive, inclusive, accessible and respectful environment yet reserving the right to question any oppressive perspective.

4.4 To foster communication and solidarity within GQE, community organizations and clubs on and off the University of Guelph campus.

4.5 To collect periodicals and other media pertaining to human sexuality, gender and human rights, with an effort to include materials relevant to all spheres of queer and gendered life.

4.6 Where possible and to the best of GQE's ability, provide resources to those who are experiencing personal, academic, social, legal or religious difficulties in relation to their sexual orientation/preference and/or their gender identity.

SECTION B: MEMBERSHIP

1. GENERAL MEMBERSHIP

1.1 Membership shall be open to anyone connected with the University of Guelph, the community of Guelph, Wellington County and surrounding areas, regardless of race, religious beliefs, creed, nationality, cultural identity, political beliefs, age, marital status, sex, gender identity, sexual orientation/preference, physical and mental ability.

1.2 General Membership is defined as those currently registered on our listserv or on our gryphlife organizational page.. __Revisit when Gryphlife changes platforms, and for members who don't use Gryphlife

2. VOLUNTEERS

While volunteers hold more privilege and responsibility in GQE, they hold no authority over other members of GQE.

- 2.1 All Volunteers must also be members of GQE
- 2.2 Volunteers are required to have anti-oppression training before being allowed to work in the GQE office independently
- 2.3 Anti-oppression training must be renewed every year for Volunteers, and exceptions may be made only at the discretion of the Coordinator Collective
- 2.4 Receive office training from the Office Coordinator
- 2.5 Assist with GQE activities, events, socials or queer advocacy events
- 2.6 Must work in an anti-oppressive manner and ensure that the office space is inclusive and accepting according to GQE's mandate (As outlined in Section A subsection 4 of this constitution)
- 2.7 To not miss two (2) office times per semester without informing the Office or Volunteer Coordinator prior to set office times if the volunteer is scheduled to run office hours.
- 2.8 Must have read the Constitution of Guelph Queer Equality in its most updated form.
- 2.9 While volunteers hold more privilege and responsibility in GQE, they hold no authority over other members of GQE.

3. COLLECTIVE STRUCTURE

3.1 The collective shall be of variable size limited to a maximum of twelve (12) members dependent upon duties at hand. The following executive positions will be elected by the members of the GQE community at the Annual General Meeting:

- I. Socials Coordinator
- II. Events Coordinator
- III. Financial Coordinator
- IV. Library and Information Coordinator
- V. Advocacy Coordinator
- VI. Office Coordinator
- VII. External Coordinator
- VIII. Advertising Coordinator
- IX. Volunteer Coordinator
- X. QTPOC Coordinator

3.2 GQE members in good standing can hold the position of At-Large Coordinator. They will fulfill the general responsibilities as outlined in Section C subsection 1.1 of this constitution without being responsible for a specific portfolio. At-Large Coordinators can be elected during a weekly meeting, with a maximum of two (2) positions available separate from the collective maximum of twelve (12).

3.3 All Coordinators must undergo anti-oppression training, which must be renewed every year. Exceptions may be made in extenuating circumstances, at the discretion of the Coordinator Collective.

3.4 All Coordinators must submit a digital or hard copy of their transition report - consisting of what they have done as a coordinator that year, what should be continued, what shouldn't be and future goals for that coordinator position – at the end of each term to the Office Coordinator for storage on the computer and in the appropriate binder.

3.5 Elected coordinators (as outlined in Section B subsection 3.1 of this constitution) shall only be University of Guelph students (past and present), staff members, or faculty. Exceptions may only be made under certain circumstances (See Section D, subsection 3.7)

SECTION C: DUTIES OF COORDINATORS

1. GENERAL DUTIES

1.1 The following duties are required to be performed by all elected and appointed members of GQE

- 1.1.1 Each coordinator should act in a professional manner as a representative of GQE and in every aspect of their position
- 1.1.2 Hold a minimum of three (3) office hours per week in the GQE office, with exceptions granted only by the Office Coordinator. Coordinators should refrain from rescheduling office hours where possible
- 1.1.3 Not to be absent without leave from two (2) meetings per semester. Leave may be granted upon providing notice to the Office Coordinator at least twenty four (24) hours prior to the meeting, or if the meeting conflicts with valid previous commitments such as class and volunteering.
- 1.1.4 Must have received anti-oppression training from an accredited training session.
- 1.1.5 Support other coordinators through their presence and participation at events held by GQE, and attend at least two (2) socials per semester unless this conflicts with valid previous commitments such as class or volunteering. Leave may be granted from the mandatory two socials upon providing notice to the Socials and Events Coordinator at least twenty four (24) hours prior to the social in question.
- 1.1.6 Have read, and understood, the Guelph Queer Equality Constitution in its most current draft.
- 1.1.7 GQE members who agree to sign-on as coordinators are agreeing to act in a professional and compassionate manner consistent with the values of Guelph Queer Equality and in the best interest of the community who uses GQE resources.
- 1.1.8 While GQE coordinators take on more privileges and responsibilities, they hold no greater power or authority over volunteers and general members of GQE

2. DUTIES OF THE SOCIALS COORDINATOR

- 2.1 The Socials Coordinator is the primary person responsible for coordinating weekly social meetings/small scale events on an evening to be determined by the collective at the first meeting of the Fall semester.
- 2.2 The Socials and Events Coordinator must serve as the Primary Student Organization (PSO) representative for GQE on the Student Events & Risk Management (SERM) committee and attend their weekly meetings. An alternate must be chosen in the event the Socials Coordinator cannot attend a meeting.
- 2.3 Responsibilities include but are not limited to
 - 2.3.1 Ensure a safe and inclusive space at all events
 - 2.3.2 Booking social and event spaces, equipment, performers and/or speakers
 - 2.3.3 Assigning tasks to other coordinators and volunteers
 - 2.3.4 Assisting in set up and take down at each planned social/ event
 - 2.3.5 To collaborate with the Financial Coordinator to establish budgets for socials
 - 2.3.6 To collaborate with the Advertising Coordinator to promote socials
 - 2.3.7 To present budgets to coordinators no less than three weeks before a planned social and maintain financial records
 - 2.3.8 Shall not be absent to bi-weekly (2 x a month) socials without prior notice to the collective at least a week ahead of time to allow the collective time to plan a social in their absence or find an alternative to run the event/social if already planned.
 - 2.3.9 Collaborate with other groups on campus to plan socials
 - 2.3.10 Be knowledgeable of Student Events & Risk Management (SERM) Policy and receive training from the SERM Coordinator.
- 2.4 The Socials Coordinator is responsible for informing other GQE coordinators about the progress of weekly socials. This includes updates of completed tasks, tasks still requiring attention, and other significant information

3 DUTIES OF THE EVENTS COORDINATOR

- 3.1 The Events Coordinator is the primary person responsible for the planning, organizing, and overseeing of large-scale events.
- 3.2 The Events Coordinator is also the main contact person for the planning and running of events such as: Queer Identities Week, Winter Pride, TDoR
- 3.3 Responsibilities include but are not limited to
 - 3.3.1 Ensure a safe and inclusive space at all events
 - 3.3.2 Booking social and event spaces, equipment, performers and/or speakers
 - 3.3.3 Assigning tasks to other coordinators and volunteers
 - 3.3.4 Assisting in set up and take down at each planned event
 - 3.3.5 To collaborate with the Financial Coordinator to establish budgets for socials and events
 - 3.3.6 To collaborate with the Advertising Coordinator to promote socials and events
 - 3.3.7 To present budgets to coordinators no less than three weeks before a planned event and maintain financial records
 - 3.3.8 Shall not be absent from weekly socials or events without prior notice to the collective at least a week ahead of time to allow the collective time to plan a social in their absence or find an alternative to run the event/social if already planned.
 - 3.3.9 Collaborate with other groups on campus to plan events
 - 3.3.10 Be knowledgeable of Student Events & Risk Management (SERM) Policy and receive training from the SERM Coordinator.
- 3.4 The Socials and Events Coordinator is responsible for informing other GQE coordinators about the progress of large events and weekly socials. This includes updates of completed tasks, tasks still requiring attention, and other significant information

4 DUTIES OF THE FINANCIAL COORDINATOR

- 4.1 The Financial Coordinator ensures that all financial expenses are recorded in the financial binder and/or GQE One Drive
- 4.2 Responsibilities include but are not limited to:
- 4.2.1 To responsibly sign checks on behalf of GQE
 - 4.2.2 Ensure transparency of finances (Section F subsection 1 of this constitution)
 - 4.2.3 To create a budget for the semester to ensure that the collective is aware which budget lines they are allowed to draw from.
 - 4.2.4 Constantly update the financial situation of the club to other Coordinators
 - 4.2.5 To deposit checks in the bank when they are received
 - 4.2.6 Insure that all GQE financial forms are used by coordinators to insure transparency.
 - 4.2.7 Present a yearly budget at the final meeting of the current school year.
 - 4.2.8 Provide the previous years budget upon request as a Special Status Group to Student Life at the beginning of the fall semester.
- 4.3 The Finance Coordinator is responsible for updating other GQE coordinators about the progress of the current monetary balance the organization has.

5 DUTIES OF THE LIBRARY AND INFORMATION COORDINATOR

- 5.1 The Library and Information Coordinator is to maintain the library resources and informational pamphlets that GQE currently has and is responsible to restock and search for new pamphlets for the resource shelves, search for new material to be purchased, and to suggest further purchases to other coordinators and members.
- 5.2 Responsibilities include but are not limited to:
- 5.2.1 Proper labeling and classifying of new and old library resources
 - 5.2.2 Reading and revising the library manual as needed
 - 5.2.3 Maintaining and restocking resource shelf pamphlets
 - 5.2.4 Create and enforce rules regarding library rentals, backed up with reasoning presented at a weekly meeting

5.2.5 Entering all the information on the resources into the ResourceMate software on the computer.

5.2.6 Teaching all Volunteers holding office hours how to use ResourceMate and training them on the resources available

5.2.7 Surveys members of GQE for library acquisitions and ensure any material requested is queer related

5.2.8 To ensure books are organized logically and are accessible, and obtaining additional resource shelves if needed.

5.2.9 To ensure there are as many issues covered by the material of the resource library as possible, particularly intersectional material.

5.2.10 Collaborate with the Financial Coordinator to ensure a budget allocates funds to the purchase of books and that budget is strictly adhered to.

5.2.11 Ensure material is not oppressive, discriminatory or provide incorrect information. If so, or informed such, verifying the information and presenting it at the next weekly meeting for action such as relabeling or removing from the library.

5.2.12 Collect digital resources and make available to GQE coordinators, volunteers, and general membership.

5.3 The Library Coordinator is responsible for updating other GQE coordinators about the progress of the resource library and consulting before purchase of any new materials.

6 DUTIES OF THE ADVOCACY COORDINATOR

6.1 The Advocacy Coordinator is to arrange meetings to determine the needs and interests in terms of queer advocacy, and organize, construct and run advocacy campaigns/events with interested GQE members.

6.2 Responsibilities include, but are not limited to:

6.2.1 Ensuring that any campaign is inclusive and accessible, and does not perpetuate oppression

6.2.2 Hold meetings for those interested in queer advocacy to discuss needs of the community and what further action can be taken

- 6.2.3 Collect contact information of those interested in queer advocacy campaigns at CSA Clubs Days or separate volunteer recruitment days and arrange meetings when most of those interested can attend.
- 6.2.4 Help facilitate meetings and discussions towards actionable items that members can work on.
- 6.2.5 Provide material and book rooms for the meetings.
- 6.2.6 Collaborate with the Financial Coordinator to ensure a budget that allocates funds for campaign materials, and that the budget is strictly adhered to.
- 6.2.7 Collaborate with the Office Coordinator and Advertising Coordinator to ensure that information about campaigns is distributed appropriately
- 6.2.8 Be knowledgeable of Student Events & Risk Management Policy (SERM) and received SERM training from the SERM Coordinator
- 6.3 The Advocacy Coordinator is responsible for updating other GQE coordinators about the status of their meetings and ongoing campaigns.

7 DUTIES OF THE OFFICE COORDINATOR

- 7.1 The Office Coordinator is to manage the daily functioning of the GQE office and to forward outside communications to the appropriate coordinator(s)
- 7.2 Responsibilities include but are not limited to
 - 7.2.1 Changing the office lock and email passwords no more than once a semester, or as needed.
 - 7.2.2 To respond to all emails where appropriate.
 - 7.2.3 To forward emails to other coordinators or bring to weekly meetings as appropriate.
 - 7.2.4 To send out the weekly informational email detailing upcoming events, socials or other relevant information to the listserv.
 - 7.2.5 To check the CSA mailbox and provide letters to appropriate people.
 - 7.2.6 Create and enforce office protocol, backed up with reasoning presented at one of the weekly meetings, or whenever a change in protocol or a major offence has occurred.

7.2.7 To train office volunteers on office protocol and ensuring all office volunteers have access to the GQE office

7.2.8 To obtain all information regarding anti-Oppression training sessions, and providing it to volunteers

7.2.9 To hold and lead the weekly meetings, and to ensure they are covered by SERM through the Socials and Events Coordinator

7.2.10 To return phone calls which are not more appropriately handled by another coordinator.

7.2.11 To restock office supplies, such as ink, paper, condoms etc. as needed

7.2.12 To execute any other office or correspondence matters which do not fall into the above description or another portfolio.

7.2.13 To add new emails to the GQE listserv

7.2.14 To ensure our social media (website, twitter, facebook) are updated and maintained with relevant information.

7.2.15 To take minutes at the weekly meetings, ensure the weekly meeting minutes are saved on the computer and that a hardcopy is printed and placed in the appropriate binder.

7.3 The Office Coordinator is responsible for updating other GQE coordinators about the progress of e-mails and other office interactions.

8 DUTIES OF THE EXTERNAL COORDINATOR

8.1 The External Coordinator ensures that GQE's collective voice is heard and represented on committees external to the organization itself, serves as the liaison between other groups and GQE, and represent the best interests of the collective.

8.2 Responsibilities include but are not limited to:

8.2.1 Representing GQE at respective external meetings if it does not fit in another coordinator portfolio.

8.2.2 Will serve as the board representative for GQE on the Central Students Association, attend their meetings and determine an alternate if a meeting can not be attended

8.2.3 If the External Coordinator is not able to make any or all of their meetings, they may delegate other members to attend those meetings in their stead.

8.2.4 Will report to the collective before making any large decisions, and also brief the collective at weekly meetings with relevant information from external meetings that they have attended since the last weekly meeting.

8.2.5 Respond to emails from external organizations unless it fits under another coordinator portfolio.

8.2.6 The External Coordinator has the discretion to determine if a meeting GQE has been invited to is relevant to GQE's best interests, backed up with reasoning presented at the weekly meeting following the external meeting.

8.2.7 Must keep up communication with external organizations relevant to GQE and must ensure that those organizations have relevant up to date information about GQE.

8.3 The External Coordinator, and any alternates or members delegated to certain meetings are responsible for updating other GQE coordinators about the progress of those meetings.

9 DUTIES OF THE ADVERTISING COORDINATOR

9.1 The Advertising Coordinator ensures the creation, organization, and distribution of promotional materials for GQE events with accurate information and is a resource for the community regarding the promotion of activities.

9.2 Responsibilities include but are not limited to:

9.2.1 Creating posters for GQE events, the contents of which are decided on by the collective.

9.2.2 Having knowledge of all places to distribute and input event information (*Ontario*, *Peak*, *Poster Runs* etc.)

9.2.3 Understand that posters will have to work within the budget set out with the Financial Coordinator.

9.2.4 Distribute a sample poster to the other coordinators before the primary distribution of the information for a general consensus.

9.2.5 Ensure that the External Coordinator is informed of all events so that they are able to present the correct information during their external committees.

9.2.6 Provide information to the Office Coordinator so they may advertise the event on the listserv with the weekly email

9.2.7 Work with the Socials and Events Coordinator to organize advertising and to ensure the event is properly represented

9.2.8 Use social media (GQE's twitter, facebook and website) to promote events.

9.3 The Advertising Coordinator is responsible for updating other GQE coordinators about the progress of event promotion, which venues have been obtained, and to ensure a collective decision is made before undertaking any large costs (to be determined by the current coordinators).

10 DUTIES OF THE VOLUNTEER COORDINATOR

10.1 The volunteer coordinator is responsible for obtaining GQE volunteers for the school year in which they are elected. They maintain active contact with all volunteers, organizing volunteer run socials for the year, recruiting for specific events, list of contact information, etc...

10.2 Responsibilities

10.2.1 Recruiting for events

10.2.2 Organize yearly Volunteer Run Social in which a group of volunteers plan an event in order to gain more experience and participate more actively

10.2.3 Manage Volunteer appreciation

10.2.3.1 Proposing to coordinators a budget and/or activities for volunteer appreciation outside of the yearly appreciation dinner. Coordinate with financial coordinator

10.2.3.2 Maintain accurate records

10.2.4 Hold regular meetings with volunteers outside the coordinator meetings at minimum every other week for the duration of the year

11 DUTIES OF THE QTPOC COORDINATOR

11.1 The Queer and Trans People of Colour (QTPOC) Coordinator is responsible for connecting GQE with voices of racialized folks on and off campus, ensuring inclusion and equity for racialized folks that are also part of the LGBTQ+ community on campus, and holding the other Coordinators accountable for representation, inclusion, and appropriate council with racialized community members.

11.2 Responsibilities

11.2.1 Meet regularly with representatives from other special status groups and independent members known as the “QTPOC Collective”

11.2.1.1 “Regularly” is determined by those within the QTPOC Collective

11.2.2 Communicate the wants and needs of the QTPOC collective in relation to funding, volunteers, resources, etc from GQE

11.2.3 Actively assist other GQE Coordinators in making events, socials, office policies, campaigns, etc inclusive of racialized folks

11.2.4 Advocate for inclusion of racialized representation, equity, justice when other members of GQE purposefully or **unconsciously** perpetuate harm for racialized folks.

12 DUTIES OF THE AT LARGE COORDINATOR (S)

12.1 The At Large Coordinator (s) is/are responsible for providing, upon request, assistance to the other coordinators in fulfilling their commitments to GQE.

12.2 The At Large Coordinator (s) is/are free to do independent projects with the supervision and guidance of the other coordinators.

The At Large Coordinator (s) is/are responsible for updating other GQE coordinators about the progress of their work in their various duties and to also ensure that aid is extended to all coordinators equally. No more than two (2) At Large Coordinators may exist at a time.

SECTION D: ELECTIONS AND TERMS OF OFFICE

1. TERM RESPONSIBILITIES

1.1 All collective members, upon election, will serve a term of a minimum of one semester as a coordinator.

1.2 At the end of their term, all collective members must provide their transition report detailing their duties and other important information (See Section B, Subsection 3.4) so that future coordinators will be equipped in their new roles. The out-going executives must also provide in-person training to the new coordinator taking their role.

1.3 Duties must be performed as outlined in this constitution to the best of a member's ability

2. NOMINATION PROCESS

2.2 Elections will take place at the Annual General Meeting (AGM) near the end of the winter semester (March or April). Appointments for At-Large Coordinator (s) will take place as necessary during the next fiscal year.

2.3 Notice of the election will be given at a regular weekly meeting in February. Nominations in writing will be accepted from four weeks leading up to the election.

2.4 Candidates must fulfill the following requirements to run or be elected as a Coordinator:

2.4.1 Candidates must have a strong standing in GQE

2.4.2 Must have been a previous volunteer for at least one (1) semester

2.4.3 Must have a strong understanding of and commitment to anti-oppression

2.5 Must attend the Annual General Meeting and give a short speech, either verbal or written to the members of GQE before voting commences.

3. ANNUAL GENERAL MEETING (AGM)

3.1 The Annual General Meeting will be held one week after nomination period ends.

3.2 Quorum shall be set at 50% + 1 of the current active volunteers of GQE, as determined by the meeting minutes.

3.2.1 Current active volunteers must have attended at least eight (8) weekly meetings during the fall and winter semester combined, or have volunteered at events/advocacy campaigns

3.2.2 Members and other interested parties may attend the meeting, however, only students of the University of Guelph may vote, and only volunteers count towards quorum.

3.3 All members of GQE may have one vote for each coordinator position in the election.

3.4 Voting will be done by secret ballot and shall be counted by an outgoing coordinator or an external party in order to ensure tallying is fair.

3.5 Each position in the executive will be filled by the candidate drawing the largest number of votes.

3.5.1 If that candidate wishes, depending on the workload of that position, the second most voted candidate may also be elected and both may serve as co-coordinators for that position, as long as it does not interfere with Section B subsection 3.1

3.6 In the case of any vacancy on the executive between elections, the remaining members of the collective may appoint a member in good standing and must also fit the criteria outlined in Section B Subsection 3.5 to fill the vacant position until the next election.

3.7 If no current members in good standing are willing to fill those vacant positions, the callout may be extended to the general community at the discretion of the Coordinators.

3.7.1 Any Coordinator elected from the general community must still fulfill the requirements listed in Section D, subsection 2.4.

3.8 In the case the AGM does not meet quorum, it will be rescheduled within two weeks of the original date.

3.9 Physical ballots must be destroyed one week (1) after the AGM in case of dispute, and all votes present at the AGM must be recorded

4. DISMISSAL OF A COORDINATOR

4.1 The coordinator collective may vote to dismiss any of its coordinators. Dismissal requires a 2/3 majority vote of the collective in favour of dismissal, and must have solid reasoning behind dismissal which can include complaints by members.

4.2 A formal meeting will be requested in order to follow transparent procedure during the dismissal process and in a location other than the GQE office. This meeting will require a notice of motion one week before the motion is to be voted on.

4.2.1 If the member under review by the collective is not present at the meeting during which notice of motion is served, that member must be contacted with such notice within three days of the meeting via e-mail as well as served a hard copy to be signed by the member under review. A hard copy of this email must be kept on file in the GQE office and made available upon request.

4.3 Any member under review has the right to know the specific nature of the complaint levied against them. This shall be detailed in the notification sent to them.

4.4 If the collective fails to supply proper notification, the vote to take disciplinary action is automatically deferred to the next collective meeting following the fulfillment of the proper procedure.

4.4.1 In the event that the collective fails to follow proper dismissal procedure and a dismissal vote takes place, the dismissed party has the right to appeal that process at the collective level within two weeks of the original vote.

4.5 Any member under review has the right to respond to the complaint levied against them at the collective meeting at which their performance is discussed. The member under review may not be in attendance for any vote concerning disciplinary action.

4.6 The member under review has the right to resign their position prior to the meeting at which the dismissal vote will take place.

5 Honorariums

5.1 At the end of each semester each coordinator can become eligible for an honorarium. The honorarium value will be determined by the collective but a maximum value will be set for each coordinator position and are as follows:

5.1.1 Socials Coordinator (value TBD)

5.1.2 Events Coordinator (value TBD)

5.1.3 Financial Coordinator (value TBD)

5.1.4 Library and Information Coordinator (value TBD)

5.1.5 Advocacy Coordinator (value TBD)

5.1.6 Office Coordinator (value TBD)

5.1.7 External Coordinator (value TBD)

5.1.8 Advertising Coordinator (value TBD)

5.1.9. Volunteer Coordinator (value TBD)

5.1.10 QTPOC Coordinator (value TBD)

5.1.11 At-Large Coordinator (value TBD)

5.2 An Individual may not receive a complete honorarium if a coordinator holds two or more positions.

5.2.1 Instead they can receive a maximum of half of what they would have been awarded had they not held another position (this only applies if they are awarded a second/third honorarium).

5.2.2 A vote and discussion must take place for each honorarium for each position an individual may hold.

5.3 Honorariums are considered awardment to coordinators for several reasons:

5.3.1 In order to incentivize volunteers in becoming coordinators.

5.3.2 It is also to encourage coordinators to perform their portfolios to the utmost of their abilities.

5.3.3 To show appreciation for the dedication that coordinators have demonstrated to the organization.

5.4 The coordinator cannot put forward their own name for an honorarium, instead must be put forth by a different coordinator during the last weekly meeting of the semester and must be seconded before voting.

5.4.1 The requirements for a coordinator to be considered for an honorarium are as follows (they must meet at least two of the following three requirements):

5.4.1.2 The coordinator has done an exemplary performance of their portfolio over the past semester.

5.4.1.2The coordinator has performed duties not only within their portfolio but that were also outside of it as well.

5.4.1.3The coordinator is vital to the success of GQE and is essential for the organization as a whole to function.

5.4.2 The vote must be unanimous otherwise the motion fails to pass.

5.5 Honorariums may not exceed a total of more than 10% of the total budget of the semester's budget.

5.6 The coordinators may vote an alternative to the honourarium if consensus is met, the alternative can be a coordinator appreciation event as discussed and voted on by the current coordinator collective.

SECTION E: MEETING STRUCTURE

1. WEEKLY MEETINGS

- 1.1 Meetings shall be held once weekly, or in accordance to the needs of the organization, decided upon by a consensus of the coordinators.
- 1.2 All coordinators should be present at regular meetings, when possible, to help in the facilitation and to give announcements regarding their duties, actions, and upcoming events etc.
- 1.3 When required, votes of the members at regular meetings shall be decided on by a simple majority of those present. Votes shall be conducted by a show of hands, unless any one member present requests them to be done by secret ballot or role call.
- 1.4 All members shall be given notice of upcoming regular meetings with a general description of their itinerary through publication of the events through some sort of communication medium, such as group e-mail.
- 1.5 Coordinator meetings may be held independent of the weekly meetings when required
 - 1.5.1 Coordinator meetings consist only of coordinators, and may only be held in an emergency situation that cannot wait for a regular meeting or in cases of constitutional review
 - 1.5.2 Members must be informed of any motions brought up during the coordinator meeting afterwards, and have the right to contest it in a weekly meeting
 - 1.5.3 Quorum for coordinator meetings shall be two-thirds (2/3) of the current coordinators
- 1.6 Quorum for weekly meetings shall be fifty percent (50%) of the current coordinators
- 1.7 Chairing and scribing shall be done by the Office Coordinator at every meeting, or alternated as required.
- 1.8 Coordinators shall send their agenda items to the Office Coordinator via pre-approved, by the Office Coordinator, communication pathways (e-mail, Facebook messenger, Insta, text, etc) to ensure fair discussion regarding all agenda items.

SECTION F: ORGANIZATIONAL POLICIES

1. FINANCIAL ACCOUNTABILITY

- 1.1 GQE shall maintain up-to-date financial records for any and all financial accounts, including “Petty Cash.”
- 1.2 These records shall be made available to any member of the University of Guelph Community during regular office hours.
- 1.3 GQE shall adhere to the Financial Accountability as outlined in the Student Organizational Policy available through Student Affairs.
- 1.4 All GQE coordinators will ensure that the spending of student fees is responsible, and with the benefit of the queer community in mind.

2. TERMS OF REFERENCE

- 2.1 As an organization that promotes the equality and equal rights of queer people (Section A subsection 2.1), GQE advocates inclusiveness in all events. In the spirit of inclusiveness, all efforts should be made to make events accessible to everyone in the community, particularly those affected by the event. To that end, GQE shall sponsor or put on events that shall remain open to everyone unless needing to adhere to specific event guidelines, or for reasons of harassment or discrimination.
- 2.2 The previous clause does not prevent the holding and/or sponsoring of events geared toward a specific theme and/or segment of the community. Members of GQE come from diverse backgrounds and hold different interests and views. GQE as an organization should seek to foster awareness and understanding of these differences and not create an atmosphere where members feel unwelcome. To that end, all members are welcome at all events and GQE, as an organization, will strive to provide an atmosphere that is accepting, inclusive, respectful and welcoming to all.
- 2.3 GQE will not recognize any student group that advocates sexist, racist, or militarist policies, or that practice discriminatory membership procedures such as those outlined in the SOP.
- 2.4 GQE will adhere to the University of Guelph’s Sexual and Gender Harassment Policies, as well as the University of Guelph’s Human Rights Guidelines.

3. CONSTITUTIONAL AMENDMENT

3.1 Any motion to amend or delete any part of this constitution outside of the AGM must be moved and seconded at a coordinator meeting.

3.1.1 General members shall be informed of any amendments that arise from the above mentioned coordinator meetings and hold the right to approve, contribute, or question the current constitution; this will be addressed and resolved at another coordinator meeting.

3.1.2 Referring to concerns addressed by general members, new decisions made by the coordinators will be relayed back to the members for further approval, contribution, or clarification.

3.2 Motions to amend or delete any part of this constitution shall require two thirds (2/3) of the vote of the Coordinators present during the meeting.

4. CENTRAL STUDENT ASSOCIATION (CSA) STUDENT ORGANIZATIONAL POLICY (SOP)

4.1 GQE agrees with the SOP as issued by Student Life. This constitution will be amended if it is found that it is not in accordance at any time with any CSA/University of Guelph policies regarding organizations and/or Special Status Groups.