Mission Statement: oSTEM is a non-profit student organization geared to influence the academic and professional progress and development of LGBTQ students & youth in the field of science, technology, engineering and mathematics. In addition, we focus our efforts in educating, increasing and retaining acceptance, tolerance and enrollment in such professions.

ARTICLE I: Purpose

A. To become a strong, cohesive, and effective voice of advocacy for the LGBTQ community while addressing the specific needs of the community’s minority groups.
B. To increase the number of LGBTQ students studying science, technology, engineering and mathematics at both the undergraduate and graduate level.
C. To reach out to LGBTQ pre-college and college students by aiding, developing, stimulating, and encouraging their interests in the fields of science, technology, engineering, and mathematics.
D. To implement or make use of an existing mentorship network linking supportive professionals in academia and industry and LGBTQ students in science, technology, engineering, and mathematics.
E. To promote public awareness of professional opportunities for LGBTQ students studying science, technology, engineering and mathematics.
F. To develop programs and collaborate with academia and industry to benefit students seeking technical and professional degrees.
G. To function as a representative body on issues and developments that affect the careers of LGBTQ science, technology, engineering and mathematics.

ARTICLE II: Membership

A. At all times, all active members shall be full-time, officially registered, undergraduate students at the Penn State University Park Campus.
B. All members of the organization shall be active members.
C. At all times, there shall be at least 10 active members.
D. The membership shall consist of active, and associate members:
   a. Active Membership shall be composed of registered students at both undergraduate and graduate levels at The Pennsylvania State University who subscribes to the objectives of oSTEM and must also meet ALL the following criteria:
      i. Have yearly or semesterly dues paid, unless member is confined by economic barriers
      ii. Must not miss no more then two consecutive general, social, professional and special assemblies.
      iii. Helps with at least 50% of major projects performed by oSTEM.
   b. Associate Membership shall be composed of all others interested in furthering the objectives of the organization including employed faculty and staff.
E. New Membership and Recruitment:
   a. All new members will be given full disclosure during recruitment, including but not limited to the disclosure of:
      i. New Membership Manual
      ii. Schedule of New Member Events and Activities
      iii. A list of responsibilities
      iv. A definition of personal rights, and a copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations.
(All of these Documents will be available upon request by the OFFICE OF STUDENT ACTIVITIES)
b. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
c. Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal law.
ARTICLE III: Officers

A. Only full-time, officially registered active student members shall be eligible to serve as appointed or elected officers. Further limitations are subject to OFFICE OF STUDENT ACTIVITIES approval.

B. The Executive Board of oSTEM shall consist, but not required to be comprised of the following positions as noted:
   a. oSTEM requires a Presidential position of whom shall follow the proceeding duties which include but are not limited to:
      i. Being the spokesperson for the organization.
      ii. Being the Chairperson of the Executive Board with appropriate agendas at hand during each meeting.
      iii. Delegating responsibilities to all officers.
      iv. Having overall responsibility for activities and programs.
      v. Establishing committees with the endorsement of its members.
      vi. Being Co-Editor of the oSTEM Newsletter.
      vii. Being responsible for registering the organization with the University at the end of the academic year with the list of all new appointed officers.
      viii. Being responsible for the group’s overall image at all times.
   b. oSTEM requires a Vice Presidential position of whom shall follow the proceeding duties which include but are not limited to:
      i. Being the aid to the President and assuming all Presidential duties upon his/her absence.
      ii. Serving as a voting member of all standing committees.
      iii. Serving as an assistant to the Treasurer in serving the functions of that office.
      iv. Being in charge of a High School Outreach Program to encourage and advise high school youth in their pursuit of a science, technical, engineering, or math degree.
      v. Being the liaison between oSTEM and the Administration. As well as informing the Executive Board members of any pertinent information during such meetings.
   c. oSTEM requires a Secretarial position of whom shall follow the proceeding duties which include but are not limited to:
      i. Keeping physical documentation of all minutes and forms filed on behalf of oSTEM.
      ii. Maintaining historical records of oSTEM by preserving awards, newsletters, pictures and newspaper articles.
      iii. Submitting any official forms/documents other than financial forms/documents on behalf of oSTEM in order to maintain the group’s daily functions. (i.e booking meetings, rooms, etc…)
      iv. Maintaining an updated attendance records of all members during each assembly and recording member’s contact information.
      v. Tallying votes in all parliamentary procedures
   d. oSTEM suggests a WebMaster position of whom shall follow the proceeding duties which include but are not limited to:
      i. Being the aid to the secretary.
ii. Maintaining and updating oSTEM’s website with pertinent information essential for the group’s functionality and interest of its members.

iii. Obtaining Executive Board approval of all material posted on oSTEM’s website.

iv. Following all policies set forth by the University and abiding by all Local, State and Federal Laws.

e. oSTEM requires a Treasury position of whom shall follow the proceeding duties which include but are not limited to:

   i. Keeping physical and accurate records of all financial forms/transactions.

   ii. Making appropriate deposits within three school days.

   iii. Making appropriate withdrawals within five school days only after receiving approval from the Executive Board.

   iv. Organizing and planning all fundraising activities.

   v. Presenting budget reports at each Executive Board meeting.

   vi. Presenting semesterly and yearly financial reports listing all liabilities and assets of the organization to the Executive Board.

   vii. Submitting the appropriate form at the end of the academic year which transitions the new appointed Treasurer.

f. oSTEM suggests a Corporate Relations position of whom shall follow the proceeding duties which include but are not limited to:

   i. Being responsible for preparing corporate proposals which must at least contain the following:

      1. Corporate Proposal

      2. Newsletter

      3. Donation Sheet

      4. Business cards from both the President and Corporate Relations

   ii. Being Editor of the oSTEM Newsletter for members and corporate representatives.

   iii. Representing oSTEM at any functions where corporate representatives may preside such as info sessions, workshops, career fairs, conferences, etc.

   iv. Maintaining business cards or similar contact information from all corporate representatives contacted.

   v. Mailing “Thank You” letters to companies within two weeks after receiving contributions.

   vi. Being the liaison between oSTEM and Corporate Representatives. As well as informing the Executive Board members of any pertinent information during such meetings.

   g. oSTEM suggests a Public Relations position of whom shall follow the proceeding duties which include but are not limited to:

      i. Being responsible for announcing and publicizing/advertising all activities that interest and benefit oSTEM’s members.

      ii. Being in charge of maintaining oSTEM’s listserv and emailing weekly eNewsletters.

      iii. Being Co-Editor of the oSTEM Newsletter.

      iv. Assisting in the organization and coordination of activities for the enhancement and development of personal and professional skills.

      v. Submitting articles to third parties in the event of any Presidential absence.

      vi. Being the liaison between oSTEM and the student body & community. As well as informing the Executive Board members of any pertinent information during such meetings.

   h. oSTEM suggests an Internal Relations position of whom shall follow the proceeding duties which include but are not limited to:

      i. Being the aid to the Public Relations Chair.

      ii. Organizing, developing, establishing and overseeing a Mentor/Mentee Program for both educational and social purposes between members.

      iii. Maintaining close relations with other student organizations by attending its meetings and educating them about oSTEM.

      iv. Being in charge of recruiting incoming freshmen.

      v. Being the liaison between oSTEM and other student organizations. As well as informing the Executive Board members of any pertinent information during such meetings.

C. Executive Board members must abide by the following terms in order to maintain office:

   a. Executive Board members shall not miss no more than three consecutive assemblies without reasonable
B. Each Executive Board member shall submit an informal report at every Executive Board meeting and a formal report at the end of each semester.

c. Executive Board members shall abide by the constitution and uphold their duties.

d. Executive Board members represent oSTEM from the time they enter office until the time they leave office; therefore, they must act professionally at ALL times.

e. No member shall hold more than one office title and no member shall be eligible to serve more than two terms of office in that same title.

D. Impeachment Procedures:
   a. Any active member may initiate impeachment proceedings.
   b. A committee shall be formed to evaluate the grounds in which the allegations were raised and conduct a full investigation:
      i. The committee shall be formed of:
         1. oSTEM’s advisor, who shall forth be called the Head Committee member.
         2. Four active members chosen by the general assembly by a majority vote of 50% +1, in which any active member can run to be part of the committee.
      ii. Following the investigation, the committee shall suggest one of the following recommendations:
         1. Dismissal of all allegations.
         2. Allow a two week probation period followed by a reevaluation.
         3. Confirm grounds for impeachment.
      iii. The committee shall present its findings and its recommendation to the general assembly for a general vote.
   c. A quorum of 33% of active members shall be required for a general vote.
   d. Impeachment is finalized when a super majority vote of 66% of attending active members vote for removal.
   e. A member of the Executive Board may be removed from their office due to gross dereliction of their duties as outlined in this Constitution. A vote of no confidence by all other members of the Executive Board shall constitute an Executive Board member's removal from office.

E. Filling Unexpired Vacancies:
   a. Only active members can fill vacancies.
   b. In the case of a vacancy, the President or Vice President may temporarily appoint an active member into office for no more than two weeks until the general assembly permanently appoints an active member to take his/her place. It is the President or Vice President’s responsibility to make sure that the temporary officer perform his/her duties correctly.
   c. The Executive Board must inform all members of any vacancies by three calendar days following the vacancy.
   d. Nominations for office shall occur one week after a vacancy is declared in which any member of the organization may nominate any active member of the organization by simply raising his/her hand and indicating such when recognized.
   e. Elections for vacant offices shall occur and must be confirmed by the end of the second week of vacancy declaration in which a majority vote of 50% +1 is necessary for confirmation.
   f. If a majority vote of 50% +1 is not obtained by any of the candidates, the candidate receiving the lowest number of votes is eliminated, and the active members shall vote again.
   g. It is the Executive Board’s responsibility to brief the new appointed officer(s) of all pertinent information that is crucial to run his/her office effectively.
   h. The new elected officer shall assume all responsibilities of that office immediately.

**ARTICLE IV: Committees**

A. Any Executive Board member may request the formation of a committee necessary to better oSTEM’s purpose.

B. The committee shall fall under one of the following two categories:
   a. Individual Committee, which must:
      i. Be led by the Executive Board member who requested the committee. He/She shall forth be referred to as the Head Committee member.
ii. Be composed of at least two oSTEM non Executive Board members appointed by the Head Committee member.

iii. Inform it’s committee members of their duties, responsibilities and goals.

iv. Have a predetermined deadline for which its tasks must be accomplished.

v. The Head Committee member is held solely responsible for the committee’s overall progress.

vi. The Head Committee member must debrief the Executive Board of all progress during each Executive Board meeting.

b. Board Committee, which must:

i. Be led by one active oSTEM non Executive Board member. He/She shall forth be referred to as the Head Committee member and be appointed by a majority vote of 50% +1 of the Executive Board.

ii. Be composed of at least two oSTEM non-Executive Board members appointed by the Head Committee member.

iii. Inform it’s committee members of their duties, responsibilities and goals.

iv. Have a predetermined deadline for which its tasks must be accomplished.

v. The Head Committee member is held solely responsible for the committee’s overall progress.

vi. The Head Committee member must debrief the Executive Board of all progress during each Executive Board meeting.

C. The committee shall officially be recognized if approved by a majority vote of 50% +1 from the Executive Board.

D. The membership of oSTEM must be informed of any committee establishment.

E. Resources and financial assistance for any committees shall be recommended by the Head Committee and reviewed by the Executive Board. An Executive Board majority vote of 50% +1 is necessary for any resources and financial assistance.

F. The committee will remain in existence until their appointed task is completed, in which point the committee shall be dissolved.

**ARTICLE V: Meetings**

A. oSTEM shall hold three type of assemblies:

a. Executive Board meetings:

i. Only officers may attend such meetings unless formally invited by the Executive Board with a majority vote of 50% +1.

ii. Weekly meetings shall be held during the academic school year and twice during the summer unless otherwise specified by the Executive Board.

iii. Canceling Executive Board meetings:

1. Such meetings can be cancelled by the President with appropriate cause.

2. Such meetings may also be cancelled by its officers with a majority vote of 50% +1.

3. The President shall notify its officers at least three days before such cancelled meetings were supposed to take place.

iv. Officers shall notify the President three days in advance if he/she will be tardy or cannot attend an Executive Board meeting, otherwise it will be considered an unexcused absence.

b. General Meetings:

i. Such meetings are open to the public.

ii. A minimum of six meetings per semester shall be held.

iii. The time and date for the meetings shall be determined by the Executive Board.

iv. Members shall be notified at least one week in advance.

v. Such meetings can only be cancelled by the Executive Board with a majority vote of 50% +1.

vi. The Executive Board shall notify its members at least three days before such cancelled meetings were supposed to take place.

vii. General Meetings fall under two different categories:

1. Professional Meetings – at least two must be held per semester.

2. Social Meetings – at least four must be held per semester.

c. Special Meetings:
i. Such meetings can be called upon by the President.
ii. Such meetings can be called upon written request of at least ten active members:
   1. the purpose of such meeting shall be stated in the request.
   2. at least three potential dates to meet shall be stated in the request.
   3. member limitations to attend such meeting shall be stated in the request.
iii. Unless of an emergency, at least a two day notice shall be given to participating members.
iv. All other members shall be informed of the Special Meeting’s details during the next Social Meeting.

B. All meetings will be parliamentary conducted as specified by the Executive Board depending on the nature of the purposes of the meeting.
C. A 33% of the active membership of oSTEM shall constitute a quorum to conduct any meeting of the General Assembly.
D. If less than 33% of active members are present in time for the meeting, the meeting will be postponed for fifteen minutes. After those fifteen minutes, the meeting will be conducted with the members present and will be considered a special meeting and not a General Assembly.

ARTICLE VI: Voting

A. Only active members have the privilege to vote.
B. A general vote is defined as any vote dealing with routine business pertinent to oSTEM.
C. A quorum of 33% of active members shall be required for a general vote.
D. A 50% +1 vote from all present active members shall constitute a majority vote quorum.
E. A 66% vote from all present active members shall constitute a super majority vote quorum.

ARTICLE VII: Finances

A. All of oSTEM’s funds will be deposited through the Associated Student Activities Office (ASAO).
B. Transactions shall be first approved by the Treasurer and then pass for final approval by a majority vote of 50% +1 of the Executive Board.
C. Terms of dues:
   a. Dues shall be a consideration for membership in oSTEM.
   b. Members may choose one of the following forms of membership:
      i. Yearly – no more than $25 per year.
      ii. Semesterly – no more than $15 per semester.
   c. A member may be exempt to pay dues if that member has economic barriers as deemed by the Executive Board.
   d. Dues are recommended to be kept reasonable as deemed by its members. The value of dues shall be determined during the first general assembly and shall be effective from there on.
D. The Executive Board shall not spend more than $500 in one week without the membership’s approval. A majority vote of 50% +1 is required for such approval.

ARTICLE VIII: Elections

A. Election Timeline:
   a. March 1st – the Executive Board will inform all members of the place, date and time in which nominations will be accepted, elections will be held and titles and duties relating to that office will be presented.
   b. First general meeting in March – nominations for officers and committee chairpersons shall be accepted.
   c. Second general meeting in March – elections will take place and officers will be confirmed.
B. Nomination Procedures:
   a. The quorum to conduct nominations shall be 33% of the membership.
   b. Any member may nominate any active member by raising his/her hand at the appropriate time and being recognized by the presiding official.
c. Any member not present may also nominate any active member by submitting a signed notification with the:
   i. Name of the Nominator.
   ii. Name of the Nominee.
   iii. Office that the nominee was nominated for.
   iv. Notification signed and dated by Nominator.

C. Nominees may:
   a. Be nominated for more than one title, but only allowed to hold one office title.
   b. Choose to decline their nomination(s).
   c. Have the option of running a campaign between the time nominated and date of the elections.
   d. Not bribe any active members for their vote. If so, that nominee will automatically be disqualified.

D. Election Codes:
   a. The quorum to conduct elections shall be 33% of active members.
   b. Only active members shall be allowed to vote.
   c. A 50% + 1 of active members present shall constitute majority in order to elect candidates.
   d. If 50% +1 cannot be obtained, the candidate with the lowest number of votes shall be dropped from consideration and the active members shall vote again.
   e. Active members shall cast secret written ballots for the candidates of their choice.
   f. Active members can only cast vote for one candidate per office.
   g. Absent votes shall be accepted only on those cases in which the absent member submits a signed notification which includes the:
      i. Name of the Nominator.
      ii. Name of the Nominee.
      iii. Office that the nominee was nominated for.
      iv. Notification signed and dated by Nominator.
   h. Only two members not running for office or not currently holding office will be allowed to tally all votes.
   i. The newly elected officer shall be announced without mention of the amount of tallied votes.
   j. Officers shall hold office from the time elected till the end of the following academic year.

E. Responsibilities immediately proceeding elections:
   a. It is the current Executive Board’s responsibility that all newly appointed officers understand and can perform all duties as stated in the constitution before they leave office.
   b. Newly elected officers shall shadow current officers from the time elected till the end of the academic year.
   c. All appropriate forms must be filled out and submitted to the University before the old Executive Board members leave office.

ARTICLE IX: Amendments to the Constitutions

A. Amendment proceedings by membership:
   a. Any active member may propose an amendment to the constitution at the end of any social meeting.
   b. A committee shall be formed to evaluate the suggested amendment:
      i. The committee shall be formed of:
         1. oSTEM’s advisor.
         2. Four active members chosen by the general assembly by a majority vote of 50% +1, in which any active member can run to be part of the committee.
      ii. Following the evaluation, the committee shall present all the advantages and disadvantages of the proposed amendment to the general assembly.
   c. A quorum of 33% of active members must be present to vote on the proposed amendment.
   d. A super majority vote of 66% of active members is required for passage of such amendment.

B. The vote of any and all proposed amendments shall occur concurrent with the elections.

C. All amendments are subject for approval by the OFFICE OF STUDENT ACTIVITIES.

D. Final approval of any and all amendments will become effective by the next academic year.
ARTICLE X: Parliamentary Authority

A. The rules contained in the current edition of Robert’s rules of Order, Newly Revised by Sarah Corbin Roberts shall govern oSTEM in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules or order oSTEM may adopt.

ARTICLE XI: Accessibility of this Constitution

A. Copies of oSTEM’s constitution shall be made available to anyone upon request.

ARTICLE XII: Advisor(s)

A. It is required that oSTEM retain at least one Faculty Advisor at all times. Only full-time currently employed members of the University’s Faculty or staff shall be eligible to serve as a Faculty Advisor.

B. It is suggested that oSTEM retain at least one Corporate Advisor. Corporate representatives that demonstrate commitment and are interested in the concerns of the organization will be eligible for this title.

C. Procedures for nominating Advisors:
   a. Any member may nominate either type of Advisors.
   b. A committee shall be formed to evaluate the proposed Advisor(s):
      i. The committee shall be formed of:
         1. The President, who shall forth be called the Head Committee member.
         2. Four active members chosen by the general assembly by a majority vote of 50% +1 vote, in which any active member can run to be part of the committee.
      ii. Following the evaluation, the committee shall present the information about the candidate(s) to its members by the next General Assembly.
      iii. A majority vote of 50% +1 is required for confirmation.
   c. The elected Advisor(s) shall sign a statement acknowledging his/her responsibilities and knowledge of the guidelines set in place.

ARTICLE XIII: Considerations

A. oSTEM will also abide by the following safety guidelines:
   a. Members shall not use any undue force in any contact activity.
   b. Members shall not use any weapons in conjunction with any of oSTEM’s activities.
   c. Members shall wear safety equipment as outlined in the Participation Waiver during all activities.
   d. oSTEM shall abide by the Pennsylvania State University Department of Health and Safety’s current version of Safety Considerations for Registered Organizations.
   e. Members are required to acknowledge and abide by all of the above safety considerations and must sign a participation waiver as a condition of membership.

B. Any member who violates such stated guidelines will be grounds for immediate dismissal from oSTEM.