

LGBTQ+ ALLIANCE CLUB CONSTITUTION

ARTICLE I

CLUB NAME:

This club's name is the LGBTQ+ Alliance, which stands for: "the Lesbian, Gay, Bisexual, Transgender, Queer, plus more Alliance".

ARTICLE II

MISSION STATEMENT:

Provide resources and a safe space to LGBTQ+ students and foster learning and allyship for those who are not. This club aims to raise awareness of issues that affect the LGBTQ+ community in both the past and present tense. The LGBTQ+ Alliance should be a space for students to foster positive relationships with one another and create community for students who may otherwise may feel out-casted, as well as their allies.

ARTICLE III

MEMBERSHIP:

- A. Full membership in this organization shall only be available to students of Brookdale Community College regardless of race, color, gender, sexual orientation, or political, ethnic or religious affiliation. This organization shall not limit any member in the enjoyment of any right or privilege, advantage or opportunity.
- B. Note that members being removed from outside groups does not necessarily mean club membership is terminated or revoked. Such groups include the club's Discord server(s) and/or any group chats involving members.

RESPONSIBILITIES OF MEMBERS:

- 1.) All club members must be current Brookdale students with valid student identification.
- 2.) Be respectful of fellow members.
 - a. No gatekeeping and exclusion of other members. Homophobia, biphobia, transphobia, ableism, racism, and other forms of bigotry/discrimination are not tolerated within the group. Respect other members' identities.
 - i. Do not target other members on the basis of their identity (race, gender identity, gender presentation and expression, sexual orientation, ability, and/or other personal descriptors).
 - ii. Do not use slurs and/or other forms of harmful derogatory language or behavior to target other members.
 - b. Be receptive when a fellow member, as well as members of the executive board, confronts you about certain statements or behaviors.
 - i. Be willing to drop certain topics if another member voices discomfort within group discussions.
- 3.) Give proper warnings before discussing intense or triggering topics with the group. (It is preferred if you asked the rest of the group for permission before bringing up something sensitive as a general courtesy.)
- 4.) Members (non-executive board) have the inherent right to:
 - a.) suggest activities or meeting plans.
 - b.) vote and decide on members of the executive board.

- i.) If a member has issues with a member of the executive board, they are allowed to discuss with an advisor on what should be done. Depending on the circumstances, it is possible to have a member removed from the executive board, usually (but not always) through a club vote.
- c.) confront members of the executive board about their behavior.

Members of the executive board also count as members, therefore all previous statements apply to them as well.

ARTICLE IV

EXECUTIVE BOARD:

SECTION 1: POSITIONS & QUALIFICATIONS

- A. Club officers include: President (and/or a Co-President), Vice President, Secretary, and Treasurer.
 - 1. Students who serve in these leadership positions must be currently enrolled for a minimum of six college credits (active, not audit status) and must have an acceptable ratio of credits attempted to credits earned (as defined by the college catalog).
 - 2. Executive board members must attend at least five (5) consecutive club meetings or otherwise have consistent attendance/presence in the club.
 - 3. Executive members are required to listen and take into consideration the thoughts and feelings of active membership.

4. A level of knowledge and interest needs to be present. Having some knowledge on LGBTQ+ issues, terms, etc., and/or being willing to research and learn is imperative.

SECTION 2: DUTIES OF EXECUTIVE BOARD OFFICERS

A. President: The president is the head of the executive board and the primary public representative of the club.

1. Preside over all meetings and group conversations
2. Compile the agenda for meetings.
 - a. Act in accordance with the members' interests, curating the space for members comes first.
 - b. Keep tabs on what meeting plans are for upcoming weeks.
3. Open conversations to all members.
4. Be the primary correspondent between the rest of the club, executive board, and the advisor. Also the primary contact that other clubs can communicate with.

B. Vice President: The vice president is the secondary head of the executive board and the right hand to the president.

1. Assume the role and responsibilities of the president in their absence.
2. Act as an advocate for members. Keep track of members' concerns and bring them up to the rest of the executive board.
 - a. Be aware of members' concerns and needs.

- b. Keep track of members' ideas to bring to the rest of the executive board.
 - c. Act as a mediator if the meeting gets out of hand.
 3. Drive focus towards topics in group discussions by guiding conversations and being proactive in adding to the conversation.
 4. Attend SLC Leadership meetings when possible and report back to the president.
 5. Perform any duties delegated by the president.
- C. Secretary: The secretary is the club's document-keeper and keeps important notes organized.
 1. Keep notes on meetings and help structure the agenda.
 - a. Notes should ideally be shared with the members and other officers of the executive board.
 2. Facilitate conversations at the beginning of meetings, including icebreakers.
 3. Help submit proposals for events. Have notes and general documentation for any future plans available as well.
 4. Much like the Vice President, the secretary also acts as an advocate and social middle-man between general members and the rest of the executive board (see: ARTICLE IV, SECTION 2B)
- D. Treasurer: The treasurer oversees all financial matters relating to the club. They must work closely with the advisor as a result.

1. Oversee funds and finances for the club, including keeping financial records and collecting dues.
2. Try to be present at events that require funds in order to help manage them.
3. Keep tabs on needed supplies, budgeting, events that require funding, and other matters related to finance.
4. Be in open communication with advisors about club funds, including any possible plans involving funds or funding.

ARTICLE V

MEETINGS:

- 1.) Meetings will be held on Tuesdays from the times of 11:45 AM to 1:00 PM, during college hour.
- 2.) All meetings will take place in PAC 103, unless stated otherwise.
- 3.) Meetings should ideally be curated to suit the needs and interests of the club's active membership.
- 4.) Time must be kept by the secretary.
- 5.) All members are required to abide by the Club Etiquette and responsibilities (see: ARTICLE III) set forth by the executive board.
 - a. If a member does not abide, a verbal warning will be given. If a second verbal warning is given, this may constitute temporary suspension from club activities.

- b. Receiving multiple verbal warnings may result in termination of club membership. Members that have received multiple warnings may be asked not to return in the following semester.
 - i. The executive board must discuss this with an advisor.
 - ii. If there are extenuating circumstances regarding a member's behavior, an advisor must be made aware before action is taken.

ARTICLE VI

QUORUM:

- A. A minimum of three (3) active members must be present before a club meeting can commence.
- B. Formal business, including elections or the expansion of funds, must have at least five (5) active members present.
- C. Elections for nominated executive board members must be held in person through secret ballots. Nominations should be made at the meeting prior to the election and be made known to all active membership.
 - 1. Members eligible for voting should have attended at least two (2) consecutive meetings or otherwise have consistent attendance or presence in the club
- D. At least two-thirds of members must be in agreement before club decisions are made, including when an officer is instated into the executive board.

ARTICLE VII

Questions of parliamentary procedure shall be decided by the organization and/or forms laid down in Robert's Rules of Order, latest edition.

ARTICLE VIII

FINANCES:

All monies of the organization shall be kept in a special account assigned by the ASBCC and the Office of Student Life & Activities. Use of allocated funds and earned income are governed by the ASBCC Finance Committee Guidelines.

Authorized signatures for check disbursements will be kept on file with the ASBCC Treasurer and updated as needed.

ARTICLE IX

ADVISOR:

The advisor should be a regular employee of the College. The duties of the faculty/staff advisor will be as defined in the Role of the Brookdale Club & Organization Advisor. The advisor may participate in all activities of the organization. Advisor's roles begin July 1, and conclude June 30, of the following year.

The role of the advisor includes the following:

- 1.) Serve as the official staff representative of the club.
- 2.) Assist student officers in understanding their roles and duties.
- 3.) Be present for most, if not all, official club meetings and activities.
- 4.) Advise students of the policies and procedures to which they must follow as a club/organization.

- 5.) Ensure that college policies are being upheld by the club and their activities. Ensure that all reasonable steps are taken to ensure the safety & welfare of club members.
- 6.) Supervise club elections and conduct new officer orientation, as needed. Establish effective communication as well as a working relationship with the President(s) of the group.
- 7.) Offer constructive criticism, suggestions and guidance without infringing upon the freedom of the club. Advise the group of efficient operational procedures and general organization conduct.
- 8.) To sign all club/organization requisitions for the club/organization and make sure that:
 - a. their student treasurer or president or vice president signs it.
 - b. that the expenditure is correct within all existing policies.

ARTICLE X

AMENDMENTS TO THE CONSTITUTION:

This organization shall abide by all applicable rules and regulations of the College and under the privileges as granted by the ASBCC. The rules and regulations are found in such documents as the Brookdale Community College Catalog, The Student Handbook, as well as the general regulations of the college as provided by the Board of Trustees, the State of New Jersey, and the Federal Government.