

# The Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual Plus Alliance



## Constitution

### Preamble

We, the Students of New Jersey City University, in order to provide a safe and social space for Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual students and allies, do hereby establish this constitution for The Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual, Plus Alliance.

### Article I. NAME

The Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual, Plus Alliance (The LGBTQIA+ Alliance, or simply The Alliance).

### Article II. MISSION STATEMENT

Unity we share, Power we have, Love we give, as we congregate to better our community and ourselves. To grow and to learn from each other we will put forth our purest of mindsets as we deliberate democratically. For our community deserves a space to feel heard as our voices are not whispers to the world.

### Article III. PURPOSE

The Alliance aims to serve the NJCU LGBTQIA+ community through Collaboration, Advocacy, Support, and Empowerment (C.A.S.E.):

1. Collaboration through working closely with the community-at-large toward the common goal of safety & equality for all
2. Advocacy through education utilizing media, technology, and a multitude of educational lenses to inform the NJCU community of the ongoing issues, needs, and challenges of the LGBTQIA+ community
  - a) Educational Lenses
    - i. Psychology
    - ii. Philosophy
    - iii. History
    - iv. Linguistics
    - v. Sociology
    - vi. English
    - vii. Biology
    - viii. Art's
3. Support all NJCU students, specifically the LGBTQIA+ population through networking with friends and allies to provide a safe and non-judgmental environment
4. Empowerment through providing the resources and guidance to assist each individual with their journey toward self-actualization and enlightenment

### Article IV. NON-DISCRIMINATION CLAUSE

The LGBTQIA+ Alliance does not discriminate on the basis of age, sex, race, religion, disability, size, sexual orientation, gender identity, ethnicity and/or cultural beliefs.

## Article V. STRUCTURE

The LGBTQIA+ Alliance shall be composed of:

1. Faculty Advisor
2. Executive Board
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
  - e. Public Relations Officer
  - f. Executive Assistant (optional)
3. Student Active Membership

## Article VI. THE FACULTY ADVISOR

The Faculty Advisor serves as a representative for NJCU in conjunction with the LGBTQIA+ Alliance. Providing support and guidance to E-board and student members of the LGBTQIA+ Alliance, they not only serve as a representative in an official capacity, but also as a student advocate. They hold authority over the E-board and student members of the Alliance. The duties and responsibilities for this position include:

## Article VII. THE EXECUTIVE BOARD

The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, and the Executive Assistant. The duties and responsibilities of the Executive Board members shall be as follows:

### **A. THE PRESIDENT:**

The President is the official student representative for the LGBTQIA+ Alliance who regularly interacts with other student organizations and University administrators. The duties and responsibilities for this position include:

1. Presiding at all meetings of the Executive Board and Student Membership
2. Fill out and complete forms and reports in accordance with NJCU and SGA
  - a) End of The Year report
  - b) Current SGA and NJCU requirements
3. Serving as the official liaison between the Student Government Association (SGA) and the LGBTQIA+ Alliance
4. Assisting the Treasurer in gathering and preparing information for the annual budget and the end of year report
5. Completing project planning and required paperwork for events including scheduling locations for meetings and events
  - a) Providing this information to the secretary
  - b) Contacting co-sponsors and community partners for collaboration
  - c) Attend SGA Presidential Committee Meetings and report back to E-board
  - d) Represent The LGBTQIA+ Alliance at all meetings of the SGA Council
    - i. If the president isn't able to attend, responsibilities will go down the line of Vice President, Treasurer, Secretary to active member

### **B. THE VICE PRESIDENT:**

The Vice President is the head of the Judicial system of the LGBTQIA+ Alliance. As they help maintain order within the community to de-escalate conflicts and resolve any discrepancies within the Alliance. The duties and responsibilities for this position include:

1. Head of Standards Board
2. Be responsible for the annual review of the LGBTQIA+ Alliance Constitution and by-laws
  - a) Ensuring that the Alliance is abiding by SGA and NJCU guidelines
3. Keep track of the corresponding committees by guiding them, being realistic, ethical, and impartial to their creative junctures
4. Facilitating elections alongside the Faculty Advisor
5. Attend SGA Internal Affairs Committee Meetings and report back to E-board
6. If the president isn't able to attend, responsibilities they will go down the line of Vice President, Treasure, Secretary to active member
7. In the event of the President discontinuing their presidency, the Vice President will serve as Acting President until elections are held and a new president has been elected

### **C. THE TREASURER:**

The Treasurer should keep all E-board and student members informed about the LGBTQIA+ Alliance's financial activities. The duties and responsibilities for this include:

1. Being responsible for the records of all financial accounts of the LGBTQIA+ Alliance
  - a) Keeping financial records for up to two years in the treasurer binder
2. Present the annual budget to the Executive Board for Approval
3. Prepare and present a financial report of the LGBTQIA+ Alliance to the Student Government upon request
4. Submitting purchase requests and tending to the status of all purchase requests
5. Enforcing all aspects of the SGA Finance Committee by-laws
6. Auditing the financial records each semester
  - a) Auditing instructions are in the official Treasurer binder
7. Be responsible for making deposits with the SGA Vice President of Finance and Administration
8. Keep inventory of Alliance merchandise, place orders of merchandise with SGA
9. Attend SGA Finance Committee Meetings and report back to E-board
10. Ensure ethical spending in all committees

### **D. THE SECRETARY:**

The Secretary is responsible for storing the important files for the fiscal year in accordance with contracts, upcoming dates, and archived data. The duties and responsibilities for this position include:

1. Recording minutes at meetings
  - a. Submitting minutes to Student Organization Officer (SOO)
2. Organizing and distributing meeting agendas
3. Keeping a copy of all official documents in the official secretarial binder and Google Drive:
  - a) Meeting Guidelines
  - b) Contracts
  - c) Reports
  - d) Agendas
  - e) Contact Information
  - f) Sign-up/sign in sheets
4. Keeping Google Drive organized
5. Be responsible for sending out minutes and mass emails of meetings and events

- a) E-board meeting minutes may be requested by active members at any point. The secretary must send these out upon request.
- 6. Calculate and keep track of SGA Accreditation Points throughout each semester
- 7. Serves as second E-board member on the Standards Board program

**E. THE PUBLIC RELATIONS OFFICER**

The Public Relations Officer is responsible for the media marketing of the Alliance. The duties and responsibilities for this position include:

- 1. Designing flyers for events, general meetings, and co-sponsorships when applicable.
- 2. Managing the Alliance Instagram
  - a) Posting flyers
  - b) Posting on the Alliance story consistently throughout the work week.
  - c) Interacting with other NJCU Instagram accounts.
- 3. Managing media and marketing for the Alliance.
- 4. Takes pictures and/or videos during meetings and events.

**F. THE EXECUTIVE ASSISTANT:**

This is an optional position where any E-board member feels they will need help during the fiscal year they can recruit an active member as an Executive Assistant to help accomplish other duties they may need assistance on. This position would preferably be filled by an active member interested in gaining experience being on the E-board.

- 1. The duties and responsibilities for this position will be determined by the E-board member requesting assistance
- 2. One Executive Assistant per E-board member is allowed
- 3. If at any point the Executive Assistant feels they are taking on more duties than the initial E-board member they have the right to bring their complaints through Standards Board
- 4. Executive Assistants have the right to vote in E-board decision-making

**Article VIII. MEMBERSHIP**

**A. Student Members**

Any duly registered student, undergraduate or graduate, with a minimum credit load of one (1) credit per semester, who has paid an activity fee to NJCU, is eligible to be a member of the LGBTQIA+ Alliance. This includes all students who identify within the LGBTQIA+ community as well as allies.

**B. Active Members**

The student membership shall have the following rights and responsibilities:

- 1. Attend 75% of regular meetings and 50% of events each semester to maintain active membership
- 2. Voice comments and concerns regarding Executive Board decisions
- 3. Allowed to use Standards Board
- 4. Students who attend at least one general meeting and one event (solo or co-sponsorship) are allowed access to the Alliance Discord
- 5. Allowed to join 1 E-board sanctioned committee
- 6. Right to vote during elections

### **C. Executive Board Members**

1. All E-board members must have a minimum 3.0 GPA. They also need to be enrolled, registered for classes, and in good standing with NJCU
  - a) Unless the member in question is apart of O.S.S. they are held to NJCU Standards of Academic Excellence which is a 2.5 GPA
2. Be present at all meetings, unless there is a documented reason for absence
  - a) Every E-board member is allowed up to three (3) excused absences
  - b) If absences exceed three (3), Standards Board will be notified.
3. Attend and assist at as many Alliance sponsored and cosponsored events as possible
  - a) At least two (2) E-board members should be present at large scale events
  - b) An E-board member who agrees to a scheduled date and time of attendance, only to not be present will be sent to Standards Board
4. Conduct self in accordance with University Policies and the LGBTQIA+ Alliance Code of Conduct

### **D. Member Confidentiality**

1. No members of the LGBTQIA+ Alliance shall be required to disclose their sexual orientation or gender identity unless they choose to share that information.
  - a) Enforcement of the Non-Discrimination Clause: The LGBTQIA+ Alliance does not discriminate on the basis of age, sex, race, religion, disability, size, sexual orientation, gender identity, ethnicity and/or cultural beliefs.
2. The members of the LGBTQIA+ Alliance will not be disclosed to outside parties, with the exception of the Executive Vice President of SGA and the Student Organization Officer of SGA.
3. Any personal information disclosed in a general meeting cannot be discussed outside the general meeting without the consent of the involved parties.
4. A photo/video consent form may be signed by all active club members in order to post their photos on Instagram or other social media. Declining to sign will result in no penalties.

### **Article IX. MEETINGS**

1. Parliamentary Authority – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.
2. Executive Board Meetings – Are a weekly occurrence to discuss Agendas for the upcoming General Meetings, events with NJCU, etc. This is the official opportunity for every Executive Board member to bring issues and discussions to the table to be dealt with at an executive level
  - a) The Executive Board is expected to meet outside of the fiscal year to plan for the upcoming semester
3. General Meetings – Regular meetings may be held weekly during the fiscal year
4. Quorum – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

### **Article IX. ELECTIONS OF EXECUTIVE BOARD MEMBERS**

1. The minimum qualifications of the nomination for an office are that the student nominee be a registered student of New Jersey City University, maintain a cumulative GPA of 3.0, and be an active member of the Alliance
  - a) If the member in question is apart of O.S.S., they are held to NJCU Standards of Academic Excellence which is a 2.5 GPA

2. Officials that must attend elections:
  - a) SGA representative
  - b) Faculty Advisor
3. When running for an E-board position officially, the candidate will nominate themselves and, in order to continue onto the oral presentation phase, they must have someone second their nomination
4. Nominations shall be taken from the general membership at the first general meeting in April. All nominees must address the organization in an oral presentation outlining their ideals and how they plan to best serve the organization. At this time, the Alliance members are free to question the nominees' responses.
5. Elections will be carried out through democratic ballot providing a justification for why you are choosing that candidate
  - a) In the event the LGBTQIA+ Alliance reaches 50+ members the ballot system will be up for discussion, consider the "Alternative Vote" method of election.
6. In the case of a close election, the Faculty Advisor will break the tie with unbiased intentions
  - a) The Faculty Advisor will review the ballots with a closed discussion of why each person believes they deserve the position.
7. All other guidelines and stipulations will be followed in accordance with the Elections and Credentials by-laws

## Article X. STANDARDS BOARD

### A. Standards Board Officers

1. Standards Board consists of the Vice President as the President holds too much jurisdiction of power to help resolve conflict. Standards Board is comprised of two (2) E-board and two (2) active members:
  - a) Vice President (Head Standards Board)
  - b) Secretary
  - c) Active Member 1
  - d) Active Member 2
2. In the case that a Standards Board issue concerns either the Vice President or the Secretary, the Treasurer may temporarily take their place on the Standards Board in order to resolve the conflict at hand
  - a) If no other E-board members are available to take part in Standards Board, the Faculty Advisor should be contacted
  - b) As a last resort, the President may be asked to participate in Standards Board

### B. Anonymous Reports

1. Confidentiality is of the utmost importance when addressing a problem to ensure the safety of club members.
2. All reports must be submitted through the official LGBTQIA+ Alliance Standards Board Email/Google Form to ensure confidentiality and record of the incident.
3. Anonymous reports are specifically for:
  - a) Reporting an incident that doesn't involve you
    - I. In the instance that a discrepancy involves you, Standards Board will work with you personally
    - II. Addressing something positive that you would like to give recognition to
      - a. Example: You noticed a member of the Alliance has done exceptionally well this semester! You are able to fill out the anonymous form to spread positivity among the community.

### C. Positives

1. By submitting a form through the official Standards Board email/Google Form you can send a person to Standards Board for being an outstanding member, so they can be recognized for their efforts in the Alliance or even their exceptional life achievements
  - a) Praising people for their achievements raises morale and self-esteem as we should be constantly looking for ways to support our alliances community

#### **D. Code of Conduct**

Behavior in regards to members at all events and meetings:

1. It is expected that every member will behave appropriately and respectfully at every meeting and event. If any member feels a member is acting inappropriately, they may refer the member to Standards Board. Standards Board will deliberate the plan of action, which may include but is not limited to a discussion with the member of membership obligations and appropriate behavior.
2. Inappropriate behavior and/or disturbances include but are not limited to speaking out of turn, cellular phones, and any other disrespectful outbursts and disruptions. E-board members will keep track of disturbances and other inappropriate behaviors at meetings and other events.

#### **E. Penalties**

1. Failure to meet attendance requirements will be subject to the Standards Board review.
2. Four (4) days of tardiness is equivalent to one (1) absence
  - a) Three (3) absences during term of office from any required meeting shall get sent to Standards Board of The LGBTQIA+ Alliance E-board
    - i. E-board meetings that must be attended:
      1. Alliance General and E-board Meetings
      2. SGA Student Council Meetings (specific to President and another E-board member)
      3. SGA Presidential Committee Meetings (specific to the President)
      4. SGA The Internal Affairs Meeting (specific to the Vice President)
      5. SGA Finance Committee Meeting (specific to the Treasurer)
3. Failure of not handing in your paperwork three (3) times is subject to review of the standards board and possible termination of position.
  - a) Paperwork is referred to as
    - i. Weekly Agenda
    - ii. NJCU/SGA required paperwork
    - iii. Alliance paperwork
    - iv. Event Planning Paperwork
      1. Anything required from or for submission and completion of the LGBTQIA+ Alliance can fall under this category
4. Failure to comply and complete your E-board duties as described in the constitution and bylaws will send you to Standards Board
5. Any matters not resolved by the Standards Board will be referred to the Advisor

#### **F. Infraction Protocol**

In such a situation in which a member is found to be in breach of any clauses or stipulations found in this constitution the following penalties will be enacted:

1. Upon the first infraction, the incident will be documented and a facilitated meeting between the Head of Standards Board and the member(s) in question to better understand the situation at hand. From there,

Standards Board will work with the member(s) to create an action plan for their overall success not only in the Alliance but their NJCU obligations and personal lives.

- a) Creating an action plan can refer to anything from placing that person out of office to helping them find better suiting positions and obligations if that is what's best for them and the Alliance.
2. Following the second infraction, a meeting will be called between the member, a representative of the Executive Board, and the Advisor in order to discuss the situation and find a way to resolve it and prevent further occurrence.
3. Upon the third infraction, the member will be asked to leave the club and their membership suspended for the rest of the semester.
  - a) Upon the students request, the E-board will have the authority to consider membership reinstatement into the organization.
4. Should the student persists in provocation of either Board members or Alliance members then a complaint should be lodged with the Office of the Dean of Students following attempted mediation between members and the student in question.

## **G. Membership Termination**

1. Any E-board member whom has been rendered unfit for the position and is subsequently removed from office immediately ceases to be a part of the E-board, but may remain as an Active Member.
2. Any member who withdraws from NJCU will cease to be a member of The LGBTQIA+ Alliance.
3. In the event of termination, elections shall be held and through democratic deliberation of ballot a new E-board member will be selected
  - a) Refer to Article IX for election processes

## **H. Impeachment Status**

In the event that an E-board member fails to comply with their duty, they will face the possibility of being impeached. Any E-board member can raise the issue of impeachment of any other E-board members, but they must provide a valid reason for doing so. This matter must be presented to Standards Board where the Head of Standards Board will facilitate a conversation addressing the conflict.

1. In the case the E-board member wishes to keep their position after their meeting with Standards Board
  - a) A ballot vote of E-board and Faculty Advisor (as a tie-breaker, if needed). If there is a 2/3 majority vote in favor of impeachment, that Executive Board member is immediately removed from the position.
  - b) The Executive Board member who brought charges and the executive board member in question of impeachment cannot count the votes.
2. If the Executive Board member that is charged with impeachment is not present, they can still be charged an impeachment and be voted on. This is to account for executive board members that are negligent of their duties and are frequently absent without notification.
  - a) If there is a 2/3 majority vote in favor of impeachment, that officer will be removed from office.

## **Article XI. AMENDMENTS**

1. Amendment to the Constitution may be proposed by any E-board or active member of The LGBTQIA+ Alliance
  - a) Open discussion to the Alliance of the proposed change in the constitution to decipher its possible change shall commence
  - b) If the Alliance is especially divided, a balloted vote will take place

2. An amendment to this Constitution shall be ratified by a 2/3 vote of The LGBTQIA+ Alliance