

# LGBTQ+

## Student Organization

### Constitution

#### **PREAMBLE**

We, the members of LGBTQ+, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our student organization at Marymount California University.

#### **ARTICLE I**

##### **Name**

The name of this student organization shall be LGBTQ+, hereafter referred to as LGBTQ+ Club.

#### **ARTICLE II**

##### **Purpose**

The purpose of LGBTQ+ Club shall be to provide an inclusive environment for student of all sexual orientations, gender identities, and expression to help gain a better understanding of the LGBTQ+ community at Marymount California University and for their professional growth and development.

#### **ARTICLE III**

##### **Membership**

Section 1. Membership in LGBTQ+ Club shall be limited to persons officially connected with Marymount California University as students, faculty or staff (with voting privileges restricted to students).

Section 2. Membership in LGBTQ+ Club shall not be limited to persons based on their race, color, religion, gender, national origin, age, ability, gender expression, gender identity or sexual orientation.

#### **ARTICLE IV**

##### **Club**

Section 1. The officers of this student organization shall be elected from the active members. Any student seeking to hold office must have and maintain an overall grade point average not less than 2.5.

Section 2. The elected officers of LGBTQ+ Club shall consist of leadership roles, for example – President, Vice President, Secretary/Treasurer, which shall serve as the Executive Committee.

Section 3. Elections:

A. All officers shall be elected on or before April 1 of each year, and shall serve one-year terms, which may take effect after April 1.

B. All officers shall be elected by a majority of the votes casted. Only active members are eligible to vote. If multiple candidates for an office receives equal number of votes casted, then only the top two candidates will be placed on a second ballot for that office until a majority is reached.

C. A quorum of one-half of the active membership shall be required for all meetings where officer nominations or elections take place.

D. All elections shall be conducted by secret ballot. The ballots shall be tabulated by any officer not on the ballot and the faculty/staff advisor.

Section 4. Officers' Duties:

- A. The President shall preside at all LGBTQ+ Club meetings and have the authority to appoint all committee chairpersons, to create new committees, to nominate a faculty advisor to be approved by the active members, and to act as a spokesperson for the Club.
- B. The Vice President shall preside at all LGBTQ+ meetings in the President's absence, and in the event of her/his/them resignation, shall become the President of the student organization for the duration of the term. The Vice President will support the President on special projects.
- C. The Secretary shall handle and keep a record of all LGBTQ+ Club business and correspondence, including, but not restricted to recording minutes at all LGBTQ+ Club meetings, keeping an up-to-date file on all members, and informing members of all LGBTQ+ Club meetings and activities.
- D. The Treasurer shall handle all financial transactions of the student organization, including, but not restricted, to recording all transactions.

Section 5. The faculty/staff advisor to LGBTQ+ Club shall be nominated by the Executive Committee and approved by a majority vote of a quorum of active members. The faculty/staff advisor must be selected from full-time faculty or administrative staff members of Marymount California University.

**ARTICLE V**  
**Meetings**

Section 1. The first meeting of the fall semester shall be within two weeks after classes start.

Section 2. Regular meetings shall be held at least once a month during the school year at times set by the student organization.

Section 3. The meetings shall be conducted in accordance with the revised edition of *Robert's Rules of Order*.

Section 4. The basic agenda at regular meetings shall follow:

- A. Call to order
- B. Roll call (optional)
- C. Approval of minutes
- D. Executive committee report
- E. Officer reports
- F. Committee reports
- G. Old business
- H. New business
- I. Announcements
- J. Adjournment

Section 5. Action on any business, old or new, requires a quorum of one-half of the active membership of the Club.

**ARTICLE VII**  
**Removal from Office**

Section 1. An LGBTQ+ Club officer whose dereliction of duty adversely affects the operations of the student organization shall meet with advisor for request of removal from office.

Section 2. A written request stating the reasons for dismissal and signed by at least three (3) active members of the student organization must be submitted at a regularly scheduled meeting.

Section 3. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak.

Section 4. A two-thirds (2/3) affirmative vote of all active members is required to remove the officer from office.

**ARTICLE VIII**  
**Constitutional Amendments**

Section 1. The Constitution is binding to all members of LGBTQ+ Club but is not binding unto itself.

Section 2. Amendments to the Constitution must be proposed in writing by an active member of LGBTQ+ Club at a regular meeting at which two-thirds (2/3) of the active members are present.

Section 3. Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

Section 4. Proposed amendments will become effective following a three-fourths (3/4) affirmative vote of the active members.

## Sample President's Position Description

### **Meetings:**

- ✓ Prepare for all meetings
- ✓ Preside at student organization meetings
- ✓ Facilitate Executive Board meetings
- ✓ Meet weekly with the advisor
- ✓ Inform the Executive Board of other meeting information

### **Representation:**

- ✓ Represent the student organization to the institution
- ✓ Serve as spokesperson for the Executive Board and Club
- ✓ Serve on various committees or task forces
- ✓ Prepare prior to all interviews

### **Club Effectiveness:**

- ✓ Lead the setting and accomplishing of goals
- ✓ Assess and fulfill the purpose and needs of the Club
- ✓ Assist all executive officers
- ✓ Be aware of all money matters
- ✓ Coordinate campus-wide programs
- ✓ Provide follow up to student organization tasks
- ✓ Coordinate the Executive Board transition
- ✓ Create a shared vision with the group and enable others to articulate the vision

### **Recognition and Motivation:**

- ✓ Provide motivation for the student organization
- ✓ Be open to all opinions and input
- ✓ Prepare for the annual banquet

## Sample Vice President's Position Description

- ✓ Preside at student organization meetings in absence of the President
- ✓ Serve as Parliamentarian
- ✓ Direct constitutional updating and revision
- ✓ Facilitate elections
- ✓ Submit term reports
- ✓ Serve as liaison to committees
- ✓ Perform other duties as determined by the needs of the student organization

## Sample Secretary's Position Description

- ✓ Prepare and maintain minutes of all student organization meetings
- ✓ Send minutes to all appropriate members
- ✓ Prepare an agenda with the President for all meetings
- ✓ Maintain attendance (roll call) at all meetings
- ✓ Maintain a calendar of events
- ✓ Maintain a phone and e-mail directory of all members
- ✓ Inform members of upcoming meetings and events
- ✓ Reserve meeting rooms if needed
- ✓ Oversee the student organization's public relations and advertising of meetings and events
- ✓ Maintain the office and any supplies; work with the treasurer when new supplies need to be purchased
- ✓ Organize an end-of-the-year slide show

### ***Minutes should include the following information:***

- ✓ Type of meeting (executive, student organization, standing committee, etc.)
- ✓ Date, time, and place
- ✓ Time of call to order
- ✓ Approval and/or amendments to previous meeting minutes
- ✓ Reports from officers, standing and special committees
- ✓ General matters
- ✓ Record of proposals, resolutions, motions, seconding and final disposition (and the names of people making these)
- ✓ A summary of the discussion
- ✓ A record of voting
- ✓ Time of adjournment

## Sample Treasurer's Position Description

- ✓ Prepare the Club budget
- ✓ Prepare money request/deposit forms and submit according to institutional procedures
- ✓ Maintain financial records in an organized manner
- ✓ Serve as chair of the Finance Committee
- ✓ Audit books twice a semester with the advisor
- ✓ Make regular reports to the Executive Board and the student organization
- ✓ Coordinate solicitations and fundraisers
- ✓ Maintain an inventory of all equipment and its condition
- ✓ Serve on various committees and task forces

## Sample Advisor's Position Description

### **Meetings/Information Sharing:**

- ✓ Meet weekly with the student organization's President and/or Executive Board
- ✓ Attend Club meetings and events when possible
- ✓ Give a report during the Club's regular meeting
- ✓ Keep the Executive Board informed on institutional matters
- ✓ Provide a background history and insight to the student organization
- ✓ Understand institutional requirements for the student organization

### **Club Effectiveness:**

- ✓ Encourage and assist in the setting of student organization goals
- ✓ Help the officers assess and fulfill their duties
- ✓ Develop the effectiveness of the officers and members through coordinating leadership development/team-building opportunities
- ✓ Confront ineffective leadership, negative behaviors, or lack of follow through
- ✓ Assist Treasurer with budgeting and financial issues
- ✓ Assist with risk management decisions
- ✓ Assist with election concerns

### **Recognition and Motivation:**

- ✓ Promote involvement and discussion
- ✓ Provide motivation for the student organization
- ✓ Encourage annual celebrations and recognitions