

# **CONSTITUTION OF ALLIES**

## **ARTICLE I**

### **NAME OF THE ORGANIZATION**

Section 1:

The name of this organization will be:  
**ALLIES.**

## **ARTICLE II**

### **MISSION AND PURPOSE OF THE ORGANIZATION**

Section 1:

The mission of the ALLIES is to provide a strong, supportive community on campus to increase awareness and acceptance, as well as to provide resources regarding LGBTQ issues and culture.

The club will attempt to provide a discussion forum about topics relevant to LGBTQ students and allies. The club will host events and activities to provide an outlet for current students, staff and community.

The club aims to strengthen the links between the college and the local community with regards to LGBTQ issues. Our intent is to encourage support through positive exposure and increased visibility of LGBTQ residents of Monroe County.

## **ARTICLE III**

### **QUALIFICATIONS FOR MEMEBERSHIP**

Section 1:

The club will accept any students (part-time or full-time), community members, faculty, alumni, and/or staff who wish to participate – regardless of age, disability, nationality, religion, race, religion, race, ethnicity, sexual identity, gender identity and expression, or political affiliation.

The only requirement for membership is to be open-minded, tolerant, and accepting.

Section 2:

Votes on club activities and decisions shall be determined by a simple majority vote of the members who are present at a duly called meeting. There will be no absentee voting. Any person may become a member of the club. However, only members who attend a minimum of 2 meetings prior to voting will be eligible to vote on any club matter.

## ARTICLE IV

### OFFICERS OF THE ORGANIZATION

In order for a club member to be eligible to serve on the executive committee, they must be a currently enrolled student or staff member, in good standing at Clarion University.

Section 1:

The term of office will be a period of one (1) academic semester. In the event an officer withdraws from Clarion, the club, or their elected position, a date for an emergency election will be determined at the next meeting to fill that position.

The nominations for elections for officers will be held during the third week of each new semester. If a position is left open by an exiting officer, the rules for an emergency election will be followed. Exiting executive committee members may appoint interim officers, with advisor approval, to fulfill their duties until a new officer can be elected.

Advisor has the right to deny club member to run for office if sufficient evidence supports the denial – i.e. past performance, club member concern, etc.

Section 2:

**Duties of the President and Vice President – responsibilities of this position will be shared:**

- a. Preside over all meetings.
- b. Request meeting minutes and miscellaneous reports.
- c. States motion made.
- d. Calls for votes.

- e. Votes in case of tie.
- f. Announces results of vote.
- g. Plan agenda.
- h. Appoints officers pro term.
- i. Preserves order and decorum.
- j. Calls special meetings.
- k. Order audits.
- l. Enforces observation of Constitution.
- m. Recruit members.
- n. Acts to improve and maintain positive relations between the Clarion campus and other clubs and alliances.
- o. Attends campus meetings to report and promote the goals of the Allies organization.
- p. Relates the concerns of the Allies members to the appropriate campus and/or community members
- q. Assists committee members in publicizing the ALLIES events (i.e. memos, light board, verbally).

Section 3:

**Duties of the Recording Secretary:**

- a. Acts as presiding officer in absence of Chair and Co-Chair
- b. Takes minutes of all GSA meetings
- c. Writes meeting in permanent record upon completion
- d. Records motion-makers, seconders, and disposition of the motion.
- e. Records in minutes the number of ayes, nays if voting is done.
- f. Receives and preserves correspondences, records, reports, etc. for future use and recall.
- g. Attends to necessary correspondence.
- h. Sends out notice of special meetings.
- i. Reads communications, resolutions, and motion as needed.

Section 5:

**Duties of the Treasurer:**

- a. Acts as presiding officer in absence of Chair, Co-Chair and Recording Secretary.
- b. Receives, deposits, and disburses funds.
- c. Keeps complete and accurate records of all financial transactions.
- d. Tracks of all statements, bills, receipts, vouchers, and checks.
- e. Prepare and submit a detailed financial report every semester.
- f. Assist in preparing and approving all budgets.
- g. Makes all records and material available for authorized audits.
- h. Send copy of all audits to the Vice President and Information Services.

- i. Authorize, upon approval, payment of bills and accounts.

Section 6

**Duties of Public Relations**

- a. Promote all events on social media that ALLIES is hosting or helping with.
- b. Contact other organizations on campus

**ARTICLE V**

**EXECUTIVE COMMITTEE**

Section 1:

In order for a club member to be eligible to serve on the executive committee, they must be a currently enrolled student or staff member, in good standing at Clarion.

The executive committee will consist of the elected officers and the Advisor(s).

The term of office will be a period of one (1) academic semester. In the event an officer withdraws from Clarion, the club, their elected position, or is no longer employed at Clarion, a date of an emergency election will be determined at the next meeting to fill that position.

Negligence of officer duties or responsibilities is grounds for termination.

Section 2:

A simple majority vote of the executive committee, with the approval of the Advisor(s), will be necessary to pass any business which is referred to the executive committee. This includes, but is not limited to, the removal or termination of an officer from the executive committee. The vacant position will then be filled through an emergency election.

**ARTICLE VI**

**MEETINGS**

Section 1:

The club will announce and hold regular meetings throughout each semester. The executive committee will determine meeting times and locations. Meetings are open to all students, community members, staff,

faculty, and alumni of the college. Best effort will be made to announce meetings through electronic correspondence in advance to all members. Minutes from each meeting will be available to club members in a timely manner by the Recording Secretary.

Section 2:

Special meetings can be called by any of the club officers or the Advisor(s), 24 hours' notice must be given. Phone and/or e-mail will be the preferred modes of notifying members of unscheduled meetings.

Section 3:

Meeting Protocol:

- a. Call to Order
- b. Announcements
- c. Old Business
- d. New Business
- e. Open
- f. Adjournment

## **ARTICLE VII**

### **QUORUM**

Section 1:

In order for a club meeting to proceed, a minimum of 2 executive committee members and a quorum of additional club members must be present.

## **ARTICLE VIII**

### **AMENDMENTS**

Section 1:

Amendments must be approved by the executive committee before they can be presented to the club for voting.

Section 2:

Notice to the club concerning amendments to this Constitution will be given at least two (2) weeks prior to any vote on said amendment. This vote will be decided by a simple majority.

# CLUB BY-LAWS

## ARTICLE I

### MEMBERSHIP

#### Section 1:

To join the Clarion ALLIES interested parties submit a membership form listing their contact information and acknowledgement of membership terms and conditions. Due to possible privacy concerns, only the member's name and an e-mail address will be required. Initial membership inquiries are forwarded to all executive board members for completion and filing.

#### Section 2:

##### **Limitations of Membership:**

There will be no limit to the number of members.

#### Section 3:

##### **Termination of Membership and Reinstatement:**

The executive committee, in conjunction with the findings of any investigation, may deem it necessary to terminate a membership if they find that the member has brought the club into disrepute, discredited it or otherwise caused the club financial hardship and/or good standing in the college and/or community.

Hate crimes, hate speech, or bigotry of any form will **not** be tolerated and will result in the immediate termination of membership.

The executive committee will impose penalties on any member(s) causing such infringements, including, but not limited to, verbal warnings fixed term suspension, or total expulsion from the club.

Members and club officers will be expected to perform all duties assigned to their respective positions and to participate in any activities to which they are assigned or for which they volunteer, unless doing so would be unreasonable hardship and so long as appropriate accommodations are made and the executive committee and/or Advisor(s) are informed.

Requests for reinstatement of membership must be made in writing and submitted to the President and/or Advisor(s). The executive committee will review the case in question. The committee will then reassess their

decision to determine a possible change in their findings. The executive committee will then give their findings directly to the member within one week of receiving request.

Executive committee voting on all disciplinary actions will be by secret ballot and carried by a simple majority. In the case of a split decision, the Advisor(s) will be asked to vote on the matter.

## **ARTICLE II**

### **FINANCIAL PROVISIONS**

#### Section 1:

Membership to the Clarion ALLIES is free. Participation in some activities and events may require a fee or donation. Effort will be made to inform the club at least two (2) weeks in advance for any event or activity which would require a fee or donation. Such events and activities will never be considered mandatory.

## **ARTICLE III**

### **NOTIFICATION OF MEETINGS**

#### Section 1:

With the exception of emergency executive committee meetings, which require 24 hours' notice, each member must be notified at least one week prior to meetings. Member will also have access to an online social media page where notices of meetings will be posted.

## **ARTICLE IV**

### **ELECTIONS**

#### Section 2:

The nominations for elections for officers will be held by the third week of each new semester. The nominations for the treasurer and secretary positions will be held at the conclusion of voting and tally for chair/co-chair – thus allowing nominees for chair/co-chair that were not voted in to run for these positions. If a position is left open by an exiting officer, the rules for an emergency election will be followed. Exiting executive committee

members may appoint interim officers, with advisor approval, to fulfill their duties until a new officer can be elected.

In the event a position is left open by an exiting officer, the rules for an emergency election will be followed. Exiting executive committee members may appoint interim officers, with Advisor(s) approval, to fulfill their duties until a new officer can be elected.

#### Section 3:

Any member can nominate themselves for office. Members may also nominate each other. However, the nominations must be accepted by the member in question. Each member will be given a secret ballot with the names of the nominees. Members will have the opportunity to choose the nominees. Completed ballots will then be given to the Advisor(s). The Advisor(s) will count the ballots and the results will be announced to all members in person, via e-mail, and/or on the social media page. Write-in votes will be allowed. However, a candidate elected by write-in must accept the office. Candidates may vote for themselves.

A simple majority is required for a nominee to take office.

All members and executive committee members are allowed one vote each.

#### Section 4:

In the case that an executive committee member must be replaced, the following Emergency Election Rules will be followed:

- a. Nominations will be held for one week following vacancy
- b. An election will be held the second meeting after the vacancy has been announced
- c. Each nominee will be allowed to speak to the group for 3 minutes prior to the vote
- d. A passing vote requires a quorum of members to be present
- e. The vote will be by secret ballot

The Advisor will tally the votes.

## **ARTICLE V**

### **CONFIDENTIALITY**

#### Section 5:

Members are asked to keep in mind that any personal information revealed during a meeting is kept confidential. Confidential information must not be discussed outside the private meetings of the group. Members will be expected to sign a pledge to insure confidentiality. Members may ask if there are any guests in the room before releasing confidential information. Guests will be made aware of confidentiality requirements but will not have signed a membership form acknowledging their responsibilities. A breach of misuse of confidential information will result in revocation of membership and also may result in legal action. Extreme care should be taken in dealing with confidential information.

## **ARTICLE VI**

### **AMENDMENTS**

#### Section 1:

The By-laws and Constitution may be subject to amendment at any time.