



LGBTQA Commission

Bloomsburg University of Pennsylvania

Bylaws of the LGBTQA Commission of Bloomsburg University of Pennsylvania

(Adopted October 6, 2010)

(Revisions approved February 25, 2011)

(Additional revisions approved April 13, 2012)

- I. **Mission Statement**
 - a. The Commission promotes Lesbian, Gay, Bisexual, Transgender and Ally (LGBTQA) visibility, educates on issues of diversity, and advocates for equality, particularly on issues related to sexual orientation, gender identity and gender expression.
- II. **Vision Statement**
 - a. The LGBTQA Commission continues to support the campus and area LGBT communities via advocacy, education, and resources. We will establish and maintain a permanent high-visibility campus resource center with a full time staff that will serve as the home of our initiatives. We look to partner with other groups and institutions on and off campus.
- III. **Goals**
 - a. Provide educational opportunities
 - b. Advocate for equality
 - c. Enhance visibility
 - d. Expand and solidify the LGBT resource center
 - e. Expand initiatives in the town of Bloomsburg
 - f. Recruit Commission Members
 - g. Expand advocacy efforts on campus
 - h. Strengthen LGBT alumni ties to BU
- IV. **Membership**
 - a. The LGBTQA Commission should be composed of Bloomsburg University faculty and staff including a representative from each college and division, as well as a student representative from the GSA and other interested student organizations.
 - b. Resource center staff should attend general membership meetings, but are not-voting members.
- V. **Responsibilities of the executive officers include but are not limited to:**
 - a. **Chair**
 - i. Ensure LGBTQA Commission's efforts are in line with its mission.
 - ii. Schedule regular and call special meetings of the LGBTQA Executive Committee.
 - iii. Prepare agenda for and preside over LGBTQA Executive Committee meetings.
 - iv. Preside over LGBTQA Commission General Membership meetings.
 - v. Attend and/or appoint a substitute to represent the LGBTQA Commission at University functions (Forum, etc.).
 - vi. Serve as sole spokesperson of the Commission to the media, university, and non-university groups.
 - vii. Commit and spend funds of the Commission (both E&G and Foundation) with Executive Committee and/or full Commission approval.
 - viii. Create ad hoc committees for short-term tasks.
 - b. **Vice-Chair**
 - i. Attend all Commission and Executive Board meetings of the Commission.
 - ii. Ensure that committees of the Commission are meeting and that reports are ready for each Commission meeting.
 - iii. Function as Chair of the Commission when requested by the Chair in the Chair's absence.
 - iv. Other responsibilities as agreed to with the Chair.

c. Secretary

- i. Attend all Commission and Executive Committee meetings of the Commission.
- ii. Take and maintain attendance records of both executive and general meetings.
- iii. Prepare the agenda for LGBTA Commission General Membership meetings.
- iv. Take and maintain minutes at both executive and general meetings.
- v. Other responsibilities as agreed to with the Chair.

d. Treasurer

- i. Oversee and coordinate all financial matters (E&G, Foundation, and Husky Accounts).
- ii. Maintain written accounts of all monetary transactions.
- iii. Prepare and present at each Executive Board and Commission meeting a report on the balance of accounts (income/expenditures) for the respective fiscal year to date.
- iv. Prepare and process the necessary paperwork to pay bills of the Commission.
- v. Ensure that a majority of the Executive Board and/or Commission has approved any expenditure of funds of the Commission prior to submitting appropriate paperwork for payment.
- vi. In cooperation with the chairpersons of each committee and the chairperson of the Commission, prepare a budget for the following academic year to be presented at the second to last meeting each spring and approved at the final meeting of the academic year.
- vii. Other responsibilities as agreed to with the Chair.

VI. Responsibilities of the standing committees include but are not limited to:

a. Executive Committee

- i. Will consist of the Chair, Vice-Chair, Secretary, and Treasurer of the commission as well as the Chair of the Resource Center Committee.
- ii. Meet at least once per month throughout the calendar year.
- iii. Coordinate with other committees and campus organizations to (co-)sponsor events.

b. Resource Center Committee

- i. Oversee Resource Center staff – hiring/training/supervision/evaluation
- ii. Schedule staff to operate the center at least 20 hours per week.
- iii. Coordinate brochure and poster production for all related organizations and events.
- iv. Coordinate merchandise sales and replenishment. (T-shirts, etc.)
- v. Ensure LGBTA and GSA websites and Facebook pages are up-to-date.
- vi. Establish and maintain educational programming for faculty, staff, and students, e.g.:
 1. Professional development and leadership training
 2. ‘Brown Bag Discussion’ series.
 3. LGBTA movie series (‘free pizza’ and discussion)
- vii. Maintain video library and magazine subscriptions.
- viii. Coordinate the LGBTA presence at Freshman Orientation.
- ix. Provide information at new faculty/staff orientation and in packets that they receive from the Human Resources Office.
- x. Send an email in mid-September to welcome new faculty/staff and invite all to sign the non-discrimination statement and/or join Commission.
- xi. Coordinate with all other committees and executive officers to support their efforts.

c. Visibility Committee

- i. Coordinate those faculty, staff, and students who will participate in the homecoming parade. This includes building the float if desired.
- ii. Coordinate with GSA to sponsor the community events for
 1. Gay History Month & National Coming Out Week (October)
 2. Ally Week (April)
- iii. Coordinate an annual Lavender Graduation ceremony.

d. Education Committee

- i. Safe Zones Project
 1. Maintain and update the Safe Zones program regularly.
 2. Schedule training sessions throughout the year for new members.
 3. Communicate relevant information to current members.
- ii. Panel Project
 1. Train panelists on appropriate topics and current information to present.
 2. Coordinate panels.
 3. Record information about each panel
 - a. Panelist names
 - b. Venue and contact person
 - c. Number of participants
 - d. Pre- & post-test assessments
- iii. Student Development Project
 1. Coordinate with Student Activities, Residence Life, and Admissions offices to establish training sessions for student employees.

e. Advocacy Committee

- i. Advocate for policy changes on campus to benefit the LGBTQA community.
- ii. Set up and attend meetings with faculty, staff, and administration as needed.
- iii. Keep a record of policies that affect the LGBTQA community and any changes to those policies.
- iv. Work with PASSHE Consortium representatives to improve system-wide policies affecting the LGBTQA community.
- v. Cooperate with efforts of Equality PA, HRC, the Task Force, and other regional, statewide, and national organizations.
- vi. Work on Diversity Project in area schools in cooperation with the College of Education – In-Service for teachers and administrators, Diversity Gallery, Cooperative Diversity Panels.
- vii. Prepare an annual summary of activities for the last meeting of the academic year.

f. Social Events Committee

- i. Plan and coordinate a Fall Social for commission and GSA members and their families.
- ii. Plan and coordinate a spring fundraiser.
- iii. Plan and coordinate an event for alumni at Homecoming.

g. Mid-Atlantic LGBTQA Conference Committee

- i. The LGBTQA Commission hosts the annual Mid-Atlantic LGBTQA Conference and may choose to partner with other organizations and institutions to share the conference responsibilities and expenses.
- ii. Call for presenters and establish schedule for sessions.
- iii. Select and coordinate a keynote speaker.
- iv. Organize meals and entertainment elements of the conference.
- v. Publicize conference and record registration.
- vi. Collect registration fees and disburse payments with assistance of the treasurer.

h. PASSHE LGBTQIA Consortium Representatives

- i. Coordinate efforts with statewide colleagues.
- ii. Disseminate pertinent information from state system to local groups.

i. Gay Straight Alliance Advisors

- i. Work to ensure the Commission is supporting the GSA.
- ii. Work to ensure the Commission is supporting all LGBTQA students who may not be active members of the GSA.

j. Nomination Committee

- i. Collect nominations for:
 1. Executive committee officers
 2. Committee chairs
 3. PASSHE Representatives (two faculty/staff, two students)
- ii. Committee is formed at the first spring meeting
- iii. The slate is developed and proposed at the March meeting
- iv. General elections held at the April meeting

VII. LGBTQA Commission Meetings

- a. The executive board will set the time and date of regular LGBTQA Commission meetings.
- b. A minimum of 3 LGBTQA Commission meetings will be held each academic year. Meetings for the fall will be announced at the last meeting of the previous spring semester and meetings for the spring will be announced no later than the last regular meeting of the fall semester.
- c. At each meeting, the executive board will report on any actions or decisions it has made and/or events that have occurred since the last general body meeting.
- d. At each meeting, each standing committee, ad hoc committee, or task force will present a report on its activities since the last LGBTQA Commission meeting.
- e. Decisions made during LGBTQA Commission meetings will be made on a majority vote of the commission members present at the meeting.
- f. Agendas (unless modified the day of the meeting by a two-thirds vote of those present) will follow this format:
 - i. Approval of agenda for meeting (additions/deletions/modifications)
 - ii. Reading and approval of prior meeting minutes
 - iii. Presentation by any special guest
 - iv. Executive Committee Reports & Action Items
 - v. Committee Reports & Action Items
 - vi. Review of upcoming events
 - vii. Open forum

VIII. Removal from membership/office/chairmanship

- a. Commission members are expected to attend each regularly scheduled meeting and each committee meeting. Failure to attend two regular LGBTQA Commission meetings in a row is reason for automatic removal from the Commission by a majority vote of the Executive Committee.
- b. For failure to perform duties as described in this set of bylaws, any member of the Executive Committee may be removed from office. This requires a submission in writing to all members of the Commission, signed by at least two members of the LGBTQA Commission, listing reasons for removal from office/committee chairmanship. At the next LGBTQA Commission meeting a vote of two-thirds of the LGBTQA Commission members present is needed for removal.

IX. The LGBTQA Resource Center

- a. The LGBTQA Resource Center is a stand-alone (i.e. unique to LGBTQA issues) center available as a gathering place for LGBTQA students, faculty, and staff.
- b. The Resource Center offers educational materials (books, videos, periodicals) and space for people to learn about and discuss LGBT issues.
- c. There will be study and support groups held through the semester, as well as various training workshops.
- d. The Resource Center is located in 266 Warren Student Service Center.

X. Funding

- a. Budget allocation through Provost.
- b. Foundation accounts for student scholarships and awards.
- c. Conference fund center with annual rollover potential
- d. Husky fund for GSA activities.

- e. Husky fund for resource center merchandise.

XI. **Bylaws**

- a. The bylaws will serve as guidelines to the LGBTQA Commission Executive Board and the LGBTQA Commission.
- b. Any proposed amendment will have a first reading via Commission list email, and a second reading at the next regularly scheduled meeting of the LGBTQA Commission or via email if warranted. Only after a second reading may a motion be entertained for the adoption of the amendment.
- c. Amendments or additions to bylaws require a two-thirds vote of those LGBTQA Commission members responding.
- d. Any amendments will become effective after approval.