



# **LGBTQA Commission**

## **Bloomsburg University of Pennsylvania**

Bylaws of the LGBTQQA Commission of Bloomsburg University of Pennsylvania

*(Originally adopted October 6, 2010. Revised February 25, 2011 and April 13, 2012. Current revision approved May 8, 2020.)*

### **I. Mission Statement**

- a. The Commission promotes Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Ally, and affiliated identity (LGBTQIA+) 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 Commission continues to support the campus and area LGBTQIA+ communities via advocacy, education, and resources. We will collaborate with the permanent high-visibility campus resource center and the full-time staff, which serve as the home of all campus LGBTQIA+ initiatives. We look to partner with other departments, organizations, groups, and institutions on and off campus.

### **III. Goals**

- a. Enhance visibility
- b. Advocate for equality
- c. Expand advocacy efforts on campus
- d. Expand initiatives in the town of Bloomsburg and surrounding area
- e. Recruit commission members
- f. Strengthen LGBTQIA+ alumni ties to BU
- g. Support the Equality Alliance and other interested student organizations
- h. Expand and support the LGBTQQA resource center
- i. Provide educational opportunities

### **IV. Membership**

- a. The Commission should be composed of Bloomsburg University faculty and staff including a representative from each college and division, as well as Resource Center staff and student representatives from the Equality Alliance and other interested student organizations.

### **V. Responsibilities of the executive officers include but are not limited to:**

#### **a. Chair**

- i. Ensure the Commission's efforts are in line with its mission.
- ii. Schedule regular and call special meetings of the Executive Committee.
- iii. Prepare agenda for and preside over Executive Committee meetings.
- iv. Preside over General Membership meetings.
- v. Attend and/or appoint a substitute to represent the Commission at University functions (Forum, etc.).
- vi. Serve as official spokesperson of the Commission to the media, university, and non-university groups.
- vii. Commit and spend State and Foundation funds of the Commission with Executive Committee and/or full Commission approval.
- viii. Create ad hoc committees for short-term tasks.
- ix. Collect summary of activities from each committee and compose the Commission annual report.

**b. Vice-Chair**

- i. Attend all General Membership and Executive Committee meetings of the Commission.
- ii. Ensure that committees of the Commission are meeting and that reports are ready for each General Membership meeting.
- iii. Function as Chair of the Commission when requested by the Chair in the Chair's absence.
- iv. Assist the chair in the composition of the Commission annual report.
- v. Other responsibilities as agreed to with the Chair.

**c. Secretary**

- i. Attend all General Membership and Executive Committee meetings of the Commission.
- ii. Take and maintain attendance records of all General Membership and Executive Committee meetings.
- iii. Prepare the agenda for General Membership meetings.
- iv. Take and maintain minutes at all General Membership and Executive Committee meetings.
- v. Administer and maintain the LGBTQIA+ Community presence on the university website and social media.
- vi. Serve as a representative to the PASSHE LGBTQIA Consortium and chair of the Nominations Committee.
- vii. Other responsibilities as agreed to with the Chair.

**d. Treasurer**

- i. Oversee and coordinate all financial matters (State and Foundation Accounts).
- ii. Maintain records of all monetary transactions.
- iii. Prepare and present at each Executive Board and General Membership Meeting a report on the balance of accounts, income, and 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 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 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:**

*[Committees are to meet as needed. Committee chairs will report committee actions to the Executive Committee prior to each regular meeting.]*

**a. Executive Committee**

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

**b. Visibility Committee**

- i. Prepare and send annual invitation to Faculty and Staff to sign the non-discrimination statement and/or join the Commission. Prepare similar materials for inclusion with new Faculty/Staff orientation packets to be distributed by Human Resources. Update as necessary.
- ii. Attend new faculty orientation to recruit new members and allies.
- iii. Coordinate Commission, Resource Center, and Equality Alliance presence in the Homecoming Parade.
- iv. Coordinate with Resource Center, Equality Alliance, and other groups to (co-)sponsor community events for, but not limited to:
  1. Gay History Month (October)
  2. National Coming Out Day / Pride Week (October)
  3. Transgender Day of Remembrance (November)
  4. Transgender Day of Visibility (March)
  5. National Day of Silence / Ally Week (April)
- v. Organize and preside over the annual Lavender Graduation ceremony (April).
- vi. Work with Coordinator of Sexual and Gender Diversity, Commission Secretary, Equality Alliance and the University Office of Marketing and Communications to produce marketing materials (posters, websites, social media, etc.) for all public events.
- vii. Work with Coordinator of Sexual and Gender Diversity, University Office of Marketing and Communications, and/or University Bookstore to design and acquire LGBTQIA+ merchandise (t-shirts, pins, flags, lanyards, etc.).
- viii. Prepare annual summary of activities to be included in the Commission annual report.

**c. Advocacy Committee**

- i. Advocate for policy changes on campus to benefit the LGBTQIA+ community.
- ii. Advocate for policy changes in the Town of Bloomsburg and the surrounding area to benefit the LGBTQIA+ community.
- iii. Work with PASSHE LGBTQIA Consortium representatives to improve system-wide policies affecting the LGBTQIA+ community.
- iv. Arrange and attend meetings with faculty, staff, administration, and government officials as needed.
- v. Keep a record of policies that affect the LGBTQIA+ community. Work with Commission Secretary to publish any changes to those policies on the University web pages.
- vi. Cooperate with efforts of Equality PA, HRC, The Task Force, Campus Pride, and other local, regional, statewide, and national organizations.
- vii. Prepare annual summary of activities to be included in the Commission annual report.

**d. Recruitment & Fundraising Committee**

- i. Coordinate a fall social for commission and Equality Alliance members and guests.
- ii. Coordinate an event for alumni during Homecoming.
- iii. Coordinate a spring fundraising reception for faculty, staff, and community members.
- iv. Coordinate regular social events for Commission members and guests.
- v. Prepare annual summary of activities to be included in the Commission annual report.

**e. Scholarship Committee**

- i. Coordinate distribution of the LGBTQA Education Fund and Payne-Lyons Scholarships with Financial Aid Office and BU Foundation.
- ii. Work with the Commission Secretary, Coordinator of Sexual and Gender Diversity, and University Marketing and Communications to promote scholarships through posters, email, websites, and social media.
- iii. Select recipients annually.
- iv. Work with University Marketing and Communications to create a press release, article, and/or social media post announcing recipients each year.
- v. Prepare annual summary of activities to be included in the Commission annual report.

**f. Mid-Atlantic LGBTQA Conference Committee**

- i. Host the annual Mid-Atlantic LGBTQA Conference, which may include partnering with other organizations and institutions to share the conference responsibilities and expenses.
- ii. Select and coordinate a keynote speaker.
- iii. Call for presenters and establish schedule for sessions.
- 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.
- vii. Maintain conference web site.
- viii. Prepare annual summary of activities to be included in the Commission annual report.

**g. Nomination Committee**

*Secretary of the Commission serves as chair and sole member of this committee.*

- i. Collect nominations for:
  1. Executive committee officers
  2. Committee chairs
  3. PASSHE Consortium Representatives
- ii. Develop slate of officers and committee chairs to be proposed electronically during the spring semester.
- iii. Convene elections at the final general meeting of the academic year.

## VII. **The LGBTQA Resource Center**

*[The LGBTQA Resource Center and Coordinator for Sexual and Gender Diversity (including all staffing, funding, programming, and initiatives) report to the Dean of Students and are therefore not governed by this document. This section is included for definition of desired minimum standards and informational purposes only. The Commission serves in a supporting capacity and will work with the Coordinator of Sexual and Gender Diversity as needed or requested.]*

### **a. Physical Space, Assets, and Staffing**

- i. The Resource Center is located in Warren Student Services Center.
- ii. The Resource Center is a stand-alone (i.e. unique to LGBTQIA+ issues) center available as a gathering place for LGBTQIA+ students, faculty, and staff.
- iii. The Resource Center offers educational materials (books, videos, periodicals) and space for people to learn about and discuss LGBTQIA+ issues.
- iv. The Resource Center will establish daily business hours during the academic term.
- v. Staff (professional, graduate student, work-study, and/or volunteer) will be available during business hours to provide support to all constituents.

### **b. Promotional Activities & Social Events**

- i. The Resource Center Staff will maintain a presence at Freshman Orientation, Student Activities Fair, Homecoming, Spring Fest, and other campus wide events.
- ii. The Coordinator will work with the Equality Alliance, Commission, and other university resources to ensure that appropriate support is available to all LGBTQIA+ students, including those who may not be active members of BUEA.
- iii. The Resource Center will host a variety of social and entertainment activities such as:
  1. LGBTQIA+ Movie Series (i.e., Free Pizza and Discussion)
  2. Brown Bag Discussions (i.e., Bring your own lunch)

### **c. Educational Programs**

- i. The Resource Center Staff will host study and support groups for faculty, staff, and students throughout the semester, as well as various training workshops such as:
  1. Speak Out! Program
  2. LGBTQIA+ 101
  3. LGBTQIA+ Ally Training Program (formerly Safe Zones)
  4. Trans 101
  5. Leadership Training
- ii. The Coordinator will work with Student Activities, Residence Life, and Admissions offices to establish training sessions for student employees.
- iii. The Coordinator will conduct training of students, faculty, and staff to host Speak Out! Panels, maintain current records, and schedule panelists for requested sessions.
- iv. The Coordinator will maintain records of each Speak Out! Panel including outcomes assessment data.
- v. The Coordinator will maintain current records of all students, faculty, and staff that have completed training programs and work with the Commission Secretary and/or University Web Team to update the published Ally list and email listserv as needed.
- vi. The Coordinator will review and update all program materials regularly.
- vii. The Coordinator will distribute relevant new content to the listserv when appropriate.
- viii. The Coordinator will plan and implement at least one large scale educational opportunity on campus per semester such as:
  1. Co-programming with Visibility Committee for Affinity week events.
  2. High profile guest lectures.

VIII. **The Bloomsburg University Equality Alliance**

*[The Bloomsburg University Equality Alliance (BUEA) (including funding, programming, and initiatives) is an independent student organization governed by its own constitution and the policies of The Community Government Association (CGA) and is therefore not governed by this document. This section is included for definition of desired minimum standards and informational purposes only. The Commission serves in a supporting capacity and will work with the organization officers and advisors as needed or requested.]*

- a. The advisors will work with the Commission to ensure appropriate support is in place for Bloomsburg University Equality Alliance activities.
- b. The advisors will coordinate with the student membership to organize volunteers to assist with Commission and Resource Center events and activities.

IX. **The President's Commission on Diversity and Inclusion**

*[The President's Commission on Diversity and Inclusion is an independent body established by the University President and is therefore not governed by this document. This section is included for informational purposes only.]*

- a. The representative(s) will convey concerns of the LGBTQIA+ Community to the President's Commission.
- b. The representative(s) will report to the LGBTQIA Commission on current activities of the President's Commission.
- c. The representative(s) will coordinate initiatives and events with other campus constituencies.

X. **The PASSHE LGBTQIA Consortium**

*At minimum, the Secretary of the Commission and Coordinator for Sexual and Gender Diversity will serve in this role.*

- a. Representatives will consist of at least two full time Bloomsburg University Employees and two current Bloomsburg University Students.
- b. Representatives will participate in regularly scheduled conference calls.
- c. Representatives will coordinate efforts with statewide colleagues.
- d. Representatives will disseminate pertinent information from state system to local groups and vice versa.

XI. **General Membership Meetings**

- a. The Executive Committee will set the time and date of General Membership Meetings.
- b. A minimum of three General Membership Meetings will be held each academic year.
- c. At each meeting, the Executive Committee will report on any actions or decisions made and/or events that have occurred since the last general meeting.
- d. At each meeting, each standing committee, ad hoc committee, or task force will present a report on its activities since the last meeting.
- e. At each meeting, the Coordinator for Sexual and Gender Diversity will be invited to report on recent activities of the Resource Center.
- f. At each meeting, the advisors and executive board of the Bloomsburg University Equality alliance will be invited to report on recent activities of the organization.
- g. Decisions made during General Membership Meetings will be decided by a majority vote of the members present.
- h. Agendas (unless modified the day of the meeting by a two-thirds vote of those present) will follow this format:
  - i. Call to order
  - ii. Introductions
  - iii. Approval of agenda for meeting (additions/deletions/modifications)
  - iv. Approval of prior meeting minutes
  - v. Presentation by any special guest
  - vi. Executive officer reports & action items
  - vii. Committee reports & action items
  - viii. Auxiliary organization reports
  - ix. Review of upcoming events not already discussed
  - x. Open forum
  - xi. Adjournment

XII. **Removal from office**

- a. For failure to perform duties as described in this set of bylaws, any elected officer 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 Commission, listing reasons for removal from office. At the next General Membership meeting, a vote of two-thirds of the members present is needed for removal.

XIII. **Funding**

- a. State Funding allocation through Bloomsburg University to be used for programming.
- b. BU Foundation Education Funds to be used for events, development, and student support.
- c. BU Foundation Endowment accounts to be used for scholarships.
- d. Conference fund center with annual rollover for all conference related income and expenses.

XIV. **Bylaws**

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

## **Standard Operating Procedures**

- I. All Commission sponsored events, on or off Bloomsburg University's campus, where alcohol is present must be conducted in accordance with the following provisions:
  - a. All attendees must be of the legal age of consumption, unless accompanied by a legal guardian.
  - b. In accordance with state law, no alcohol will be served to individuals under the legal age of consumption.
  - c. Attendance by current Bloomsburg University traditional undergraduate students must be approved in writing by at least two members of the Executive Committee.