

Armadillo Equality Club Constitution and Bylaws

Article I. Name

The name of the club shall be "Armadillo Equality Club".

Article II. Mission and Purpose

- A. The mission of this club shall be to provide for the common welfare of LGBTQIA+ students on campus and to represent all LGBTQIA+ students at Randolph Community College
- B. The purpose of this club shall be as follows:
- C. To provide an on campus safe haven for students that are gay, lesbian, bisexual, transgender, pansexual, asexual, questioning, and any other not mentioned group of the LGBTQIA+ community, and straight allies. Allies are here defined as a person who is supportive of the LGBTQIA+ community, but does not identify themselves as a member of any of the aforementioned groups.
- D. To educate the student body of resources, support services, and volunteer opportunities on campus and in the local area.
- E. To promote campus-wide discussion of the state of civil rights and of LGBTQIA+ progress to equality.
- F. To coordinate and orchestrate on campus events, activities, and demonstrations that fulfill previously stated purposes.

Article III. Membership

- A. Membership is obtainable to any currently enrolled student of Randolph Community College, including Early College students. Individuals interested in membership cannot be discriminated against on the basis of race, color, religion, creed, political affiliation, sexual orientation, gender identity, sex, age, disability, medical condition, national origin,

and veteran status, and all other categories protected by federal, state, and local antidiscrimination laws.

- B. Membership can be obtained by attending meetings, and participating in club based events.
- C. As a member, your responsibility is to attend meetings, participate in events, provide a safe haven for fellow LGBTQIA+ students, educate the student body on resources, support services and volunteer opportunities, promote and discuss the progress of the LGBTQIA+ community to equality, and assist the officer board in coordinating and orchestrating on campus events.
- D. Members may be removed from club officiations by personal choice or by majority vote. Involuntary removal will be a result of not cohering to the bylaws set forth by the club.
- E. Benefits of membership include: Becoming active on campus and in the community, meeting new people and making new friends, participating in the LGBTQIA+ events on and off campus, access to LGBTQIA+ resources, support services and volunteer opportunities, becoming aware of the social issues and problems faced by the LGBTQIA+ community, becoming informed on issues faced by the LGBTQIA+ communities around the world, further leadership opportunities, and volunteer opportunities.

Article IV. Officers and Duties

- A. The Armadillo Equality Club shall consist of six (6) positions as follows: President, Vice President, Secretary/Treasurer, Public Information Officer, Early College Representative, and Student Government Representative. Advisor positions may be filled or vacated at the discretion of the Advisory Council.
- B. The duties of the President shall be as follows:
 - i. To chair all meetings of the Armadillo Equality Club,
 - ii. To prepare an agenda for all meetings of the Armadillo Equality Club,
 - iii. To vote only in the instance of a tie,
 - iv. To appoint chairs to all ad hoc committees approved by the Officer Board,

- v. To ensure the club is acting in accordance with all Student Life and Randolph Community College policies, guidelines and bylaws, and
- vi. To approve and revise minutes as necessary before sending them to advisors for approval.

C. The duties as the Vice President shall be as follows:

- i. To assist the President in their duties,
- ii. To assume responsibilities as President if in the event that the President cannot fulfill their duties for any given amount of time,
- iii. To assist the secretary in maintaining permanent records of the Armadillo Equality Club, and
- iv. To chair the Event Committee for planning events and maintaining a scheduled approach to the events.

D. The duties of the Secretary/Treasurer shall be as follows:

- i. To record meeting minutes and provide the President with a copy of them for approval,
- ii. To assist in facilitating and running meetings,
- iii. To maintain a current roster of membership,
- iv. To create a budget for the Armadillo Equality Club, requesting all appropriate requisitions and all other actions pertaining to the finances of the club,
- v. To update the club at every meeting as to actions taken with respect to the club budget, and
- vi. To assist the Vice President in maintaining permanent records of the Armadillo Equality Club.

E. The duties of the Public Information Officer shall be as follows:

- i. To assume responsibility of all club advertising and promotion
- ii. To assume responsibility for information, resources, and opportunities that must be distributed to the club and community,
- iii. To maintain a list of all contacts within and outside the club,
- iv. To assist the Vice President in planning and coordinating recurring events, including flings, club day and drop-ins, as a member of the Event Committee,

- v. To schedule and plan events, outside of flings, club days and drop-ins, according to club needs, and
- vi. To maintain and update all promotion materials on campus, in the showcase, and in the community.

F. The duties of the Early College Representative shall be as follows:

- i. To act as a liaison between the Early College and the Armadillo Equality Club,
- ii. To assist the Public Information Officer in maintaining and updating all club materials held within the Early College building, and
- iii. To assist the Vice President in planning and coordinating events as a member of the Event Committee.

G. The duties of the Student Government Representative shall be as follows:

- i. To assume responsibility for attending all Student Government Association meetings,
- ii. To bring relevant information to the club based on the proceedings at the Student Government Association meetings,
- iii. To act as a liaison between the Armadillo Equality Club and the Student Government Association, and
- iv. To vote in Student Government Association meetings in the best interest of the club and the needs of the club.

H. The duties of the Advisory Council shall be as follows:

- i. To maintain an awareness of activities and programs that the club is involved in,
- ii. To correspond regularly with the President and other advisors about the proceedings of the club,
- iii. To attend meetings when their schedule permits,
- iv. To act as a liaison between the club and the policies of Randolph Community College,
- v. To explain and clarify campus policies and procedures that may apply to the club,
- vi. To provide direction and feedback on events and past experiences,
- vii. To maintain contact with the Student Life Department and the Student Activities Coordinator,
- viii. To assist the Treasurer in monitoring finances and preparing the annual budget, and

- ix. To inform club members of unacceptable behavior on behalf of the club members, and possible consequences of said behaviors.
- I. All officer positions must be filled and voted on by current members of the Armadillo Equality Club, excluding the Student Government Representative, which shall be appointed by the President.
- J. All officers must be in good standing with Randolph Community College.
- K. All officers must be in good standing with the club and must be able to make decisions based on the best interest of the club and the LGBTQIA+ students on campus.
- L. The officers shall serve for one year and their term of office shall begin at the commencement of the new academic year dated the first of July.

Article V. Elections

- A. Officer positions for the following year will be voted on by club members and will be filled at the end of the Spring Semester before the following year. A representative for any vacant position may be appointed by the President no sooner than the second meeting of the fall semester after relaying to interested club members that the position is vacant.
- B. Officer positions are not designated to solely LGBTQIA+ students. Allies may also run and obtain officer positions.
- C. All officers must be present for voting during all votes that involve the standings and finances of the club, unless an officer provides a notice of absence beforehand.
- D. Officers will be voted on by club members by paper ballots or an electronic forum. Ballots must be given an option to be anonymous.
- E. Majority ruling establishes who has gained the privilege of being an officer. Majority hereby is defined as fifty-one percent (51%) or more of all recorded votes.
- F. If a position becomes vacant during the year, elections may be held after the position has been announced vacant for one week.

Article VI. Amendments to Constitution and Bylaws

- A. All amendments to the constitution and bylaws must be formally proposed during a business meeting and must follow the rules set forth by Robert's Rules of Order.

- B. Amendments will be considered on a case by case basis.
- C. No amendment may be made or considered that goes against the ideals, beliefs or missions of the Armadillo Equality Club.
- D. No amendment may be instituted during the semester it is made. The earliest an amendment can be instituted, shall be at the beginning of the following academic year.
- E. The proposed amendment must be considered and advised upon by every participatory advisor of the Armadillo Equality Club.
- F. Amendments may be passed by a two-thirds (2/3) majority vote.

Article VII. Membership Removal and Impeachment

- A. Any member of the club may be removed from the club if in violation of the constitution or bylaws hereby set forth.
- B. Officers may be impeached if in violation of the constitution or bylaws hereby set forth.
- C. Impeachment procedure shall be as follows:
 - i. Impeachment charges must be brought against the officer during a business meeting in which the officer is present.
 - ii. The officer in question will be relieved of all duties in which time the President will appoint an ad hoc committee to oversee all responsibilities are being met.
 - iii. The officer in question will meet with the Officer Board, and Advisory Council simultaneously, to discuss the charges and be considered for reinstatement or impeachment.
 - iv. The Officer Board will vote in favor, and against impeaching the officer in question. The vote must be unanimous. If a unanimous vote cannot be reached, the officer in question will hereby be impeached without the chance for reinstatement.
- D. Impeached officers shall not be given another chance at being an officer of the Armadillo Equality Club.

Article VIII. Meetings, Events, and Activities

- A. Meetings

- i. Meetings shall be held weekly or bi-weekly at the discretion of the members and their availability.
 - ii. Officer Board meetings may be called by the President with the approval of the board members. Officer Board meetings may be called without the approval of the board, only in the event of impeachment proceedings.
 - iii. Robert's Rules of Order shall govern this club in all cases to which they are applicable and in which they are not consistent with these bylaws.
- B. All community activities, and events must be presented to the club in the form of a written document including the following:
- i. The purpose of the event or activity,
 - ii. The member(s) planning the event or activity,
 - iii. The intended location and date of the event or activity,
 - iv. The intended method of execution for the event or activity,
 - v. The finances necessary to execute the event or activity, and
 - vi. Any other information needed by the club to make a decision in the best interest of the club.