CONSTITUTION  
of the  
BAKERSFIELD COLLEGE GENDER AND SEXUALITY AWARENESS CLUB  

Amended February 11, 2015

ARTICLE I  
Name

Section 1: Name

i. This organization shall be known as the Bakersfield College Gender and Sexuality Awareness Club, herein referred to as the GSA.

ARTICLE II  
Purpose

Section 1: Purpose

i. The purpose of the GSA shall be to act as an advocate for students of the lesbian, gay, bisexual, transgendered, and questioning (LGBTQ) community; to facilitate a safe environment for LGBTQ students and allies; to offer support to affiliate organizations at local high schools; and to promote a culture of acceptance through education.

ARTICLE III  
Membership

Section 1: Membership

i. Membership of the GSA shall consist of currently enrolled students at Bakersfield College.

ii. Individuals shall not be denied membership on the basis of sex, national origin, race, marital status, physical handicap, medical condition, age, sexual orientation, gender, or veteran status.

iii. In no instance shall membership be determined by a selection committee.

Section 2: Governance

i. The GSA and its members shall abide by the constitution and bylaws of the Bakersfield College Student Government Association in addition to all applicable federal, state, and local laws while acting on behalf of the GSA.

Section 3: Inactive Membership
i. Members must attend 60% of meetings and/or 60% of club activities in order to maintain active membership status.

ii. Members who fail to meet this requirement shall be deemed inactive and shall be ineligible to vote.

Section 5: Confidentiality

i. The Secretary shall make it clear that member information will be kept confidential and available only to the Executive Committee with the exception of member names and student identification numbers to be submitted to the Student Government Association.

ii. Membership information shall be used only for GSA purposes and may not be released to third parties with the exception of the Student Government Association.

ARTICLE IV

Officers

Section 1: Officers

i. The officers shall be President, Vice-President, Secretary, Treasurer, Activities Representative, High School Outreach Representative, Publicity Representative and no more than three (3) Members-At-Large and shall comprise the Executive Committee.

Section 2: Eligibility

i. Officers shall be currently enrolled students of Bakersfield College.

ii. No officer may be on academic or disciplinary probation.

iii. Officers shall carry a minimum of six (6) semester units and shall possess a minimum semester and cumulative GPA of 2.00.

Section 3: Election

i. Officers shall be elected by ballot at the last meeting of each academic year by a majority of the vote cast of members present.

Section 4: Term

i. The term of each office shall commence July 1st and expire June 30th of each academic year.

Section 5: Removal of Officers
i. Members of the GSA bringing charges against any officer for the purposes of removal from office shall present these charges in writing to the Executive Committee. Individual copies of such charges shall be considered public information and will be filed with the Student Government Association.

ii. An officer may be removed by a two-thirds majority vote of the Executive Committee if the officer in question is found to have violated this Constitution or the Constitution and Bylaws of the Bakersfield College Student Government Association.

iii. An officer shall be removed by the Executive Committee upon receipt of notice that the officer in question has failed to maintain eligibility requirements as outlined in Section 2.

Section 6: Vacancies

i. The Secretary shall inform the membership of a vacancy within three (3) days of the Executive Committee’s receipt of notice of the vacancy.

ii. If a vacancy occurs in the office of President, the Vice-President shall assume the office of President for the duration of the term.

iii. Vacancies in any office other than that of President shall be filled by special election.

Section 7: Special Elections

i. Special elections shall be conducted by ballot by a majority of the vote cast of members present and shall be conducted at the regularly scheduled meeting of the GSA following the Executive Committee’s receipt of notice of the vacancy.

ARTICLE V
Duties of the Officers

Section 1: President

i. The President shall:
   1. Preside at meetings.
   2. Appoint committee chairpersons subject to the approval of the Executive Committee.
   3. Serve as an ex-officio member of all committees except the Nominating Committee.
   4. Perform such other duties as ordinarily pertain to this office.

Section 2: Vice-President

i. The Vice-President shall:
   1. Preside at meetings in the absence of the President.
2. Perform the duties of the Secretary at meetings in the absence of the Secretary.
3. Perform such other duties as assigned by the President subject to the approval of the Executive Committee.

Section 3: Secretary

i. The Secretary shall:
   1. Record minutes and attendance of all meetings.
   2. Keep and maintain files of GSA records.
   3. Report minutes of GSA meetings to the Executive Committee and to the Student Government Association.
   4. Maintain a current roster of membership.
   5. Issue notices of meetings and conduct the general correspondence of the GSA.
   6. Perform such other duties as assigned by the President subject to the approval of the Executive Committee.

Section 4: Treasurer

i. The Treasurer shall:
   1. Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
   2. Keep an itemized account of all receipts and expenditures and make reports as directed by the Executive Committee.
   3. Perform such other duties as assigned by the President subject to the approval of the Executive Committee.

Section 5: Activities Representative

i. The Activities Representative shall:
   1. Recruit membership.
   2. Serve as chairperson of the Activities and Fundraising Committee.
   3. Perform the duties of the Treasurer at meetings of the GSA in the absence of the Treasurer.
   4. Perform such other duties as assigned by the President subject to the approval of the Executive Committee.

ii. The High School Representative shall:
   a. Maintain list of current high school GSAs
   b. Maintain list of under 21 LGBTQ upcoming events
   c. Coordinate outreach from BC GSA to High School GSAs

iii. The Public Relations representative shall:
   a. Maintain club websites and social networks
   b. Produce flyers and promotional materials for club events
c. Maintain list of past and future club activities
d. Maintain historical record of club on website

ARTICLE VI
Meetings

Section 1: Meetings

i. Regular meetings of the GSA shall be held semi-monthly during each fall and spring semester.
ii. The frequency of regularly scheduled meetings may be increased subject to the approval of the Executive Committee.

Section 2: Attendance

i. With exception to the Executive Committee, attendance roll call shall not be taken under any circumstance.
ii. With exception to the Executive Committee, disclosure of attendance or identity is voluntary and shall be confined to first name only.
iii. Attendance is required of officers at all regularly scheduled membership and Executive Committee meetings.

Section 4: Special Meeting

i. Special meetings may be called by the President subject to the approval of the Executive Committee.

Section 5: Quorum

i. A quorum shall exist when the Advisor and at least fifty-one percent (51%) of the officers of the Executive Committee are in attendance of any meeting.

Section 6: Parliamentary Authority

i. Robert’s Rules of Order shall govern the GSA in all cases to which it is applicable and in which it is not inconsistent with this Constitution or the Constitution and Bylaws of the Student Government Association.

ARTICLE VII
Executive Committee

Section 1: Responsibility
Management of the GSA shall be vested in an Executive Committee responsible to the entire membership to uphold the GSA Constitution and the Constitution and Bylaws of the Student Government Association as well as all applicable federal, state, and local laws.

Section 2: Membership

ii. The Executive Committee shall consist of officers as prescribed in Article IV, Section 1.

Section 3: Meetings

iii. The Executive Committee shall gather at each regularly scheduled meeting of the GSA membership.

ARTICLE VIII
Advisor

Section 1: Selection

iv. The membership shall select a faculty advisor each academic year.

Section 2: Duties

i. The Advisor shall:
   1. Maintain an awareness of the activities and programs sponsored by the GSA.
   2. Meet on a regular basis with the leadership of the GSA to discuss upcoming meetings, long-range plans, goals, and problems of the club.
   3. Attend all regularly scheduled meetings of the GSA and Executive Committee.
   4. Assist in the orientation of new officers.
   5. Explain and clarify campus policy and procedures that apply to the club.
   6. Maintain contact with the appropriate college offices.
   7. Provide direction in the area of parliamentary procedure, meeting facilitation, group building, goal setting, and program planning.
   8. Assist the treasurer in monitoring expenditures, fundraising activities, corporate sponsorship, and the maintenance of an accurate and up-to-date account ledger.
   9. Inform members of those factors that constitute unacceptable behavior on the part of the members and the possible consequences of such behaviors.

ARTICLE IX
Committees

Section 1: Activities and Fundraising Committee

i. The Activities and Fundraising Committee shall be headed by the Activities Representative and shall be comprised of the Activities Representative, the President, and four other members appointed by the Activities Representative subject to the approval of the Executive Committee.

ii. The Activities and Fundraising Committee shall be charged with the duty to plan the overall program of the GSA.

Section 2: Nominating Committee

i. A Nominating Committee composed of four members not intending to run for an office shall be appointed by the Secretary at the end of each spring semester.

ii. The Nominating Committee shall be charged with the duty to recruit potential nominees for offices for the following academic year.

iii. The Nominating Committee shall elect a chairperson from its membership who shall organize and preside over all officer elections.

Section 3: Other Committees

i. The President shall have the authority to appoint other committees as needed. Such appointments are subject to the approval of the Executive Committee.

ARTICLE X
Amendments

Section 1: Selection

ii. This Constitution may be amended by a two-thirds (2/3) majority vote of the membership present at a regular meeting.

Section 2: Notice

iii. The Secretary shall notify the membership of all proposed amendments at least three (3) days before the vote.