



Montgomery College Pride and Allies Bylaws

A. PARTICIPANTS

I: The MC Pride and Allies group is open to all current College employees and retirees. We are an employee affinity group that works to foster a welcoming environment for our lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual (LGBTQIA)+ employees and students at Montgomery College.

II: Employees can participate and be added to the MC Pride and Allies' email distribution list by emailing PrideandAllies@montgomerycollege.edu or by completing the Interest Form on the website, montgomerycollege.edu/life-at-mc/mc-pride/index.html.

III: Students are welcome to attend meetings as guests to ask questions, raise concerns or get connected to student groups. However, students will primarily be directed to join the student group on their primary campus.

IV: By attending any MC Pride and Allies meeting or event, all participants and guests acknowledge and agree to abide by the [Montgomery College Code of Conduct](#) and Civility Norms (included below).

Civility Norms

- a. We aspire to be welcoming, equitable, inclusive, and culturally competent.
- b. We are polite in our interactions by:
 - greeting and acknowledging others;
 - saying please and thank you;
 - respecting others' time, space, and individuality;
 - being direct, sensitive, and honest.
- c. We listen for common ground.
- d. We treat each other with respect by:
 - welcoming feedback with an open mind and giving others the benefit of the doubt;
 - acknowledging the contributions of others and recognizing successes;
 - acknowledging the impact of our behavior on others with a caring heart.
- e. We address incivility in a polite, courteous, and responsible manner.

From MC Office of Equity and Inclusion – Civility Norms inspired by Mastering Civility by Christine Porath

B. OFFICERS AND THEIR DUTIES

I: MC Pride and Allies shall have a chair, vice chair, and secretary. The group may elect other officers.

II: Executive Officers' Duties

Chair

- a) Set the agenda for meetings
- b) Preside over all meetings
- c) Ensure adherence to Code of Conduct and Civility Norms during meetings and events

Vice Chair

- a) Preside over meetings in the absence of the chair
- b) Assume duties of chair if the chair is unable to perform responsibilities
- c) Perform other duties as assigned by the chair

Secretary

- a) Assure an accurate record of all meetings
- b) Maintain attendance records and participant list
- c) Ensure communication with collegewide community through website and other means as directed by the chair

III: Nominations for all officers will take place via an online form that is open for a defined period. Participants may self-nominate. After the nomination period, individuals can choose to accept/decline nominations. Those who accept a nomination must provide a short bio prior to the election to be included on the ballot.

IV. Elections for all officers will take place via an online ballot (form) that is open for a defined period. The nominee to receive the greatest number of votes for each office will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the nomination and another vote would be taken. In cases where there is a tie among all nominees, a name will be randomly drawn by the meeting convener or chair. Election results will be announced via email to MC Pride & Allies participants.

V: If the chair position is vacated, the chair may put forth a nominee who can be voted in (through a showing of hands) at the next meeting if the vice chair is unable to assume the duties of the chair. If another officer position is vacated, the chair shall appoint another participant to fill the office.

VI: The term for executive officer positions is two (2) academic years.

C. MEETINGS

I: MC Pride and Allies shall meet at least once a month. Unless otherwise announced in advance, all meetings shall take place via Zoom.

II: The time and place of the meeting shall be set by all participants.

III: Agendas for each meeting will be sent out to all participants in advance of the meeting.

IV: Notice of regularly scheduled meetings shall be given to all participants via e-mail.

V: Special meetings shall be called by request. Notice of special meetings shall be sent out in advance of the meeting via e-mail.

VI: A quorum to conduct business shall be 2/3 of the Executive Officers plus three or more (3) participants.

VII: Meeting minutes shall be shared on Teams and will be maintained and archived as required. Only Executive Officers' names will be published in the minutes plus a count of participants who are present at the meeting. Executive Officers will maintain an unpublished list of attendees' names for each meeting for event organization and outreach purposes.

VIII: Regular meetings will only be conducted during the academic year. There will be informal meetings during the summer semesters as needed.

D. COMMITTEES AND CONSTITUENT LIAISONS

I: The group may create committees as needed. The types of committees created shall be designated as standing or ad hoc.

II: The group may nominate constituent liaisons (campus-based or employee designation-based).

III: The standing committees are permanent committees of the group and are empowered to review and act on issues related to their charge and make recommendations to the group within the time specified by the group. If deemed no longer necessary, Executive Officers may call for a vote to dissolve a standing committee.

IV: An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

V: The chair, vice chair, secretary and any constituent liaisons serve as the members of the Executive Officers. The group may assign specific duties to the Executive Officers.

E. RECOMMENDATIONS AND COMMUNICATION

I: The group, through the Executive Officers, may make formal recommendations concerning policies and procedures affecting the College community to the appropriate person(s) and department(s)/unit(s), either in writing or verbally.

II: The group, through the Executive Officers, may refer issues, in writing, to the appropriate person(s) and department(s)/unit(s).

III: The group, through the Executive Officers, may communicate opinions to the appropriate person(s) and department(s)/unit(s), either in writing or verbally.

IV: The Executive Officers must respond formally, in writing, to all issues referred to the group and to all expressions of opinions from other person(s) and department(s)/unit(s) within a reasonable amount of time.

F. AMENDING THE BYLAWS

I: The group's bylaws shall be reviewed every academic year to make updates and recommendations as needed.

II: After the participants are notified of a proposed amendment to the bylaws, the proposed amendment will be posted on Teams for a defined period and distributed to all participants.

Approval of Bylaws: February 14, 2024