



The College of New Jersey Barkada Constitution

Revised 29 August 2023

Preamble:

We, the members of Barkada, are dedicated members of The College of New Jersey that seek to establish a unified organization determined to proudly represent the Filipino and Filipino-American community here at the College. Designed to ensure the general welfare and secure the rights of its members, we do hereby establish this Constitution for The College of New Jersey.

ARTICLE I: Name of Organization

The name of this organization shall be TCNJ Barkada.

ARTICLE II: Purpose

SECTION 1: The purpose of this organization is to promote greater recognition of the Filipino/Filipino-American culture, history, and heritage to The College of New Jersey community. In addition, it shall support and focus on the needs of Filipino/Filipino-American students, faculty, and staff. This is to be achieved through educational, cultural, and social programs, activities, and projects.

ARTICLE III: Qualifications for Membership

SECTION 1: It is hereby acknowledged that Barkada ensures that the policies and practices pertaining to the membership of our organization do not discriminate based on sex, race, religion, color, ancestry, national origin, marital status, handicap, age and lifestyle. It is also hereby understood that the only exemptions to this claim may be due to the sex or religious composition of our organization, which is allowable by law.

SECTION 2: Active members are those who attend 50% of all meetings for one semester and actively participate in activities. Honorary members are those who participate in a majority of club activities but are unable to attend 50% of all meetings because of other circumstances (i.e. class or employment warrants automatic honorary membership with verification to the executive board). Other situations will be dealt with according to executive board decisions.

SECTION 3: Any member not following rules and regulations of this organization will be considered inactive.

SECTION 4: Active members shall have all voting privileges. Only honorary members given special permission by the executive board will be allowed to vote.

SECTION 5: Graduation and cord eligibility for graduating students

1. Graduation stoles will be based off of the following requirements:
 - a. Barkada / District V / FIND Executive Board Member for at least 2 full years or 4 full semesters. Members on the Executive Board for 1 year are eligible to purchase a stole.

- b. Tinikling / Maglalatik / Binasuan Act Leader for at least 3 full years or 6 full semesters.
 - c. Past TCNJ Barkada presidents are always eligible to receive a stole.
2. Cord Eligibility will be based off of the following requirements:
- a. Active member for at least 2 full years or 4 full semesters
 - b. Active member for at least 1 full year or 2 full semesters AND one of the following AFTER the 1 full year or 2 full semesters of being an active member:
 - i. Involvement in Barkada Tinikling/Maglalatik/Binasuan as a performer/choreographer for at least 1.5 years or 3 full semesters
AND/OR
 - ii. Involvement in 50% of the below non general board meeting events during the academic year, this includes:
 - 1. TCNJ Barkada/PAA Cultural Events
 - 2. TCNJ Barkada Outings
 - 3. Attending Barrios with TCNJ Barkada
 - 4. FIND Dialogue / FIND Conference (depending on location)
 - 5. District V Events

3. Exceptions

- a. Eligibility to receive a graduation stole or cord can be altered under the discretion of the TCNJ Barkada Executive Board of the same academic year
- b. Eligibility may be revoked if involved in the following incidences/interventions
 - i. Pregaming any Barkada affiliated performances
 - ii. Bringing alcohol/drugs to general board meetings/community outings/cultural events
 - iii. Harassment/Intimidation/Bullying of general body members

SECTION 6: Members who meet requirements of a General Body Member and alumni from the past year are granted recognition for their birthday on our social media platforms.

SECTION 7: Only active General Body Members are eligible to apply for all pageants

- 1. In addition, members must be an undergraduate full-time student at The College of New Jersey at the time of the pageant.

ARTICLE IV: Executive Board

SECTION 1: Elected Positions

The Executive Board shall consist of six positions: President, Senior Vice President, Vice President of External Affairs, Treasurer, Secretary, and Publicity Coordinator. When necessary, executive board members shall supervise one or more committees with the assistance of an appointed committee chairperson.

SECTION 2: Eligibility

Any TCNJ student who is recognized as an active member and fulfills the standards for qualification as set by the Student Leadership Criteria (see attached). This previous requirement excludes the presidential position which requires two prior semesters as an executive board member. Executive board members must maintain a minimum of a 2.0 GPA throughout their

term. (Refer to Article IX, Section 1 for GPA requirement for executive board applications.)

SECTION 3: Term of office shall be one year beginning in May, ending in April.

SECTION 4: The duties of the executive board are as follows:

1. President

- a. Call and coordinate executive functions.
- b. Supervise and follow through with events.
- c. Meet with the organization's advisor(s).
- d. Prepare and distribute copies of the agenda before the following executive board meeting.
- e. Initiate and implement the policies determined by the organization and the executive board.
- f. Delegate responsibilities to the officers and to supervise their actions.
- g. Act as the official representative of the organization in its public relations to ensure that all policies set forth by the organization conform to the purpose, ideals, and regulations as stated in the constitution.
- h. Coordinate office hours and develop proper procedures for fulfilling office hours and procedures.
- i. Attend training and information sessions that pertain to the responsibilities of President (i.e. Student Organization Summit, Passing the Torch, Treasurer's Clinic).

2. Vice President of Internal Affairs

- a. Substitute for the President whenever necessary, specifically during situations in which the President is unable to fulfill certain responsibilities pertaining to internal affairs, such as calling executive board meetings, conducting general board meetings, attending meetings with the advisor, deliberating hearings in which officer's responsibilities are questioned, etc.
- b. Faithfully perform the responsibilities delegated by the President.
- c. Supervise the following committees pertaining to activities within the College Campus.
- d. Address, discuss, and confront issues concerned with the internal affairs of the organization including but not limited to: communicating with other organizations on TCNJ's campus and reserving spaces required by Barkada.

3. Vice-President of External Affairs

- a. Substitute for the President and Vice President of Internal Affairs whenever necessary, specifically during situations in which the President is unable to fulfill certain responsibilities pertaining to public relations, such as attending campus committee meetings, events of high visibility, etc.
- b. Faithfully perform the responsibilities delegated by the President.
- c. Be a liaison between the Filipino Intercollegiate Networking Dialogue, Incorporation (FIND, Inc.), especially District V, and Barkada
- d. Be knowledgeable of the organization and responsible for updates regarding membership, dialogues, conferences, and district affairs and relay the information to current executive board
- e. Represent Barkada in external affairs, such as vendors
- f. Maintain relations with other Filipino student organizations at other colleges and universities within our district.

- g. Address, discuss, and confront issues concerned with the organization and its members within the campus community and other campus communities.
4. *Treasurer*
- a. Keep an up-to-date account of the organization's finances and to provide financial information to the executive board whenever necessary.
 - b. Finance all activities, events, projects, etc. coordinated by Barkada, as allocated by the budget or by the earnings gained through fundraising endeavors.
 - c. Maintain communication with the Student Finance Board through the organization's liaison to ensure that vouchers, receipts, cash advances, budget proposals, SFB policies and procedures, etc. are handled adequately.
 - d. Attend training and information sessions regarding the responsibilities of the position i.e. to maintain a balanced budget.
 - e. Acquire the necessary signatures for all documents specific to the position.
 - f. Organize, order, and distribute apparel to specified personnel.
5. *Secretary*
- a. Keep a written, accurate, and up-to-date account of all proceedings and decisions taken by the organization in executive board meetings
 - b. Record all voting procedures and motions occurring during those meetings
 - c. Keep a record of attendance of executive and general board meetings and maintain the organization's directory roster.
 - d. Distribute copies of the minutes before the following executive board meeting.
 - e. Keep members informed of plans and events via emails sent in a timely manner.
 - f. In the event that the secretary will not be available to take minutes (at meetings), it is the responsibility of the Secretary to find someone to fill the vacancy at the meeting to take minutes.
 - g. Keep electronic copies of the club's flyers and pamphlets organized. It is the responsibility of the Secretary to collect flyers and pamphlets from the Publicity Coordinator for upcoming club events.
 - h. Forward relevant emails to the following executive board members, i.e. cosponsor emails to Vice President of Internal Affairs and Student Finance Board emails to Treasurer.
 - i. Assist the Documentation Chair with the Barkada website and yearbook.
6. *Publicity Coordinator*
- a. Designs and creates all flyers, graphics, and overall publicity content for activities, projects, events, etc. that are prepared, coordinated, and/or sponsored by the organization
 - b. Supplies a report to provide an update about publicity at every Executive Board meeting
 - c. Follows all posting procedures as outlined by the Office of Campus Life and the Office of College Relations
 - d. The Publicity Coordinator has the right to form a publicity committee and to delegate responsibilities within that committee.
 - e. Assist the Documentation Chair with the Barkada website and yearbook.

SECTION 5: The executive board, under the leadership of the President, is responsible for determining and executing the policies of the organization. With these responsibilities, the executive board must also bear in mind the best interests of the membership, and must stay loyal to the purpose and policies of the organization.

SECTION 6: The executive board must also allocate and distribute the organization's funds appropriately and responsibly, except in cases where a particular allocation does not directly relate to the general welfare of Barkada and where a particular allocation will cause a dramatic fiscal loss.

SECTION 7: Attendance Policy

Barring any unforeseen circumstances, every officer must attend all executive and general board meetings and serve their designated office hours.

1. Each member is allowed one unexcused, non-family, or personal emergency absence from an executive board meeting and one unexcused absence from a general board meeting per semester.
2. If an executive board member's absences exceed this amount, appropriate measures will be taken.

SECTION 8: The executive board is responsible for attending retreats, specifically two retreats (although more may be necessary).

1. They must attend retreats to prepare for the upcoming year.
2. They must coordinate a Transition Meeting/Retreat at the end of the year with the newly elected executive board to assist in the annual transition of the executive boards by giving suggestions, addressing issues, and providing avenues toward securing programs, etc.
 - a. At this meeting, informative documents must be prepared and passed on.

SECTION 9: All officers are responsible for holding office hours. The minimum recommended amount of time is 2 hours per week. The purpose for holding office hours is to provide members immediate access to the executive board, and to allow executive board members time to prepare for events, to hold meetings, and to supervise committees.

ARTICLE V: Board of Committee Chairpersons

SECTION 1: The board of committee chairpersons shall consist of four positions: Fundraising, Documentation, Performance, Media, and Freshman Representative.

SECTION 2: Eligibility

Any TCNJ student is eligible for a committee chair position as long as the applicant fulfills the standards for qualification as set by the Student Leadership Criteria (see attached).

SECTION 3: All committee coordinators will be filled by appointment. Term positions will be appointed for one academic year beginning in May and ending in April, with the exception of Freshman Representative, with the term beginning in September and ending in May. Special event chairs will be responsible for coordinating events.

SECTION 4: All organization members interested in an appointed position must maintain a minimum 2.0 grade point average during their term, fulfill the qualifications as established by the Student Leadership Criteria (see attached), and submit an application to the Executive Board. Decisions will be made immediately following all election procedures by the newly elected executive board.

SECTION 5: Committee chairpersons plan, organize, and coordinate specific activities according to their specific job description, and are supervised by executive board members (as listed in Article VI). All major decisions must be agreed upon by the majority vote of the executive board. Specific duties for committee chairperson are outlined in Article VI.

SECTION 6: All committee chairpersons are required to spend a minimum of 30 minutes a week in office hours with their supervising executive board member to provide updates and information, to ask for assistance, and to share their ideas.

SECTION 7: With issues pertaining to particular events concerning their specific position, and during executive board meetings when such voting on issues will be taking place, committee chairpersons will have the opportunity to vote.

SECTION 8: Attendance Policy

Committee chairpersons must attend their designated office hours, general board meetings, and executive board meetings to discuss relevant issues and to update the executive board about their event, so that all decisions can be finalized.

ARTICLE VI: Duties of each Committee Chairperson and Performance Leaders

SECTION 1: The duties of the chairpersons are as follows:

1. *Media Chair*

- a. Organize, disseminates, and advertises any information when necessary to all members of the organization concerning its news and events via the Barkada Instagram, Facebook, and website
- b. Utilizes and maintains the security of online account information, such as passwords, etc. that must be held confidential amongst Executive Board
 - i. Responsible for maintaining Barkada's various social media accounts
- c. Works under the supervision of the Publicity Coordinator and alongside the Documentation Chair.
- d. Follow all posting procedures as outlined by the Office of Student Involvement and the Office of College Relations
- e. Assist the Documentation Chair with the Barkada website and yearbook

2. *Documentation Chair*

- a. Update the organization's albums on the Google Drive by being available for and present at major events and general board meetings to take photos of current members.
- b. Create promotional media for upcoming events.
- c. Required to attend Executive Board meetings and general body meetings
- d. Work under the supervision of the Publicity Coordinator and alongside the Media Chair.

- e. In charge of the Barkada Website and the Yearbook with assistance from the Publicity Coordinator, Media Chair, and Secretary.
3. *Fundraising Chair*
 - a. Organize, coordinate, and participate in all fundraising events for the organization.
 - b. Ensure that funds are accrued for philanthropic needs specified by the current executive board.
 - c. Required to attend Executive Board meetings and general body meetings
 - d. Work under the supervision of the Treasurer.
 4. *Performance Chair*
 - a. Responsible for administrative tasks (i.e. Book-It, Fall/Spring timeline, PAA meeting minutes).
 - b. Book individual rooms/group rehearsals for each cultural performance group.
 - c. Regarding performance timelines, give hard deadlines for choreography templates (i.e. a week to 3 days before) and give soft deadlines for audio files/cues.
 - d. Communicate with act leaders and choreographers regarding updates pertaining to performances and rehearsals.
 - e. Appoint act leaders at the end of each academic year and obtain contact information of act leaders before the end of each semester.
 - f. Reprimand regarding absences and unresponsiveness, both from Act leader, choreographers, and dancers.
 - g. Required to attend Executive Board meetings and general body meetings.
 - h. Must be mindful of PAA meeting minutes.
 - i. Attend PAA meetings for the spring semester for the Mystique show.
 - j. Serve as Act Leader for one or more of the organization's cultural performance groups.
 - k. Serves as liaison for internal and external dance groups.
 - l. Must manage contestants of pageants.
 5. *Freshman Representative*
 - a. Be a liaison between the freshmen and the executive board and discuss concerns or ideas the freshmen might have in order to improve the organization's outreach approach.
 - b. Required to attend Executive Board meetings and general body meetings
 - c. Responsibility of establishing and maintaining freshman communication

SECTION 2: The duties of Barkada Performance Leaders are as follows:

1. *Act Leaders*
 - a. Update Performance Chair regarding needs pertaining to their designated act.
 - b. Organize and schedule any performances with co-sponsorships.
 - c. Communicate with dancers regarding updates about events where the act is performing.
 - d. Collect money for Mystique fundraising from all performers within the act.
 - e. Organize all music onto one audio file.
 - f. Act Leaders are selected for every academic year through an application process. The Performance Chair and executive board will appoint act leaders.
 - g. Must be a choreographer for their designated act.
 - h. Must attend Passport to Mystique.

- i. Oversee weekly performance schedules for their designated act.
2. *Choreographers*
 - a. Must cut their own music, make their own cue sheets, and submit them to Act leader in a timely manner.
 - b. Inform dancers of updates regarding their performance within GroupMe.
 - c. Update attendance spreadsheets for each rehearsal.
 - d. If choreographer is also Performance Chair, they have equal amount of decision power as Act Leader.
 - e. Must have at least 1 semester of experience to choreograph.
 - f. Must schedule rehearsals for their performances with appropriate performers.
 - g. Must update Performance Chair and Act Leader of their designated rehearsal times.
 - h. Must attend Passport to Mystique.

ARTICLE VII: The Advisor

SECTION 1: The advisor must be a faculty member, staff member, or administrator of the College.

SECTION 2: The organization shall have the power to select a cultural advisor annually. This selection is limited to The College of New Jersey faculty, administration, or staff.

SECTION 3: The President, Senior Vice President, Treasurer, and Secretary must have at least one informal meeting with the advisor each academic year.

ARTICLE VIII: Requirements of Recognized Student Organizations

SECTION 1: Maintaining Active Status

1. All organizations must adhere to all guidelines as established in the [Recognized Student Organization Training Manual](#), [Student organization privileges and responsibilities](#), and any other guidelines as communicated by the Office of Student Involvement and Student Government
2. Failure to do any of the above may result in sanctions placed on the organization including referral to student conduct, being placed in inactive status and derecognition of the organization.

SECTION 2: Appealing Inactive Status

1. If your organization is placed on inactive status, you will be notified by the Vice President for Governmental Affairs.
 - a. The Governmental Affairs committee will hear all appeals at the regularly scheduled meetings during the semester.
2. If your organization fails to appeal within 1 semester of being on inactive status, the organization will be formally derecognized by the Office of Student Involvement and Student Government.
 - a. The organization will then be required to apply as a new organization to be granted recognition by Student Government.

ARTICLE IX: Meetings

SECTION 1: Communication between the executive board, board of committee chairpersons, and the general board will consist of email distribution lists established by the Secretary.

SECTION 2: The executive board, consisting of President, Senior Vice President, Vice-President of External Affairs, Treasurer, Secretary, Publicity Coordinator, Fundraising Chair, and Performance Chair, shall have a weekly informal officer's meeting in order to prepare themselves for the general board meeting and discuss matters pertaining to the organization.

SECTION 3: Executive board meetings are not open to general board members of Barkada. However, committee chairpersons are required to attend executive board meetings to stay informed with the affairs of the organization and to share information on their specific program, event, or project, unless a request of absence is approved by the president. Chairpersons must attend at least 75% of executive board meetings each semester.

SECTION 4: A quorum during executive board meetings is the President, and three other members of the executive board. Without this quorum, no action can be taken.

SECTION 5: The President does possess the privilege to vote during executive board meetings. If there should be a tie at the conclusion of the voting process, the advisor has the responsibility to make the final decision.

SECTION 6: Special and/or mandatory meetings of the executive board may be called upon by the President or by two-thirds agreement of the executive board.

SECTION 7: Weekly general board meetings shall be held at a time selected by the organization. The format of these meetings shall include attendance (signing-in), distribution and carrying out of the agenda (which would include president's report, various officer and committee reports, voting on various motions on the floor, announcing future Barkada and college programs, and other miscellaneous business), and adjournment.

SECTION 8: Special meetings of the general board may be called upon by the President, or by two-thirds agreement of the executive board, or by written request by 10% of the Barkada membership.

SECTION 9: A quorum for general board meetings shall consist of half plus one of the current voting members, a.k.a. active and honorary members. A simple majority of quorum is required to pass a motion.

SECTION 10: All executive board meetings and general board meetings shall be convened by the President or the relevant executive board member.

SECTION 11: Individual committee meetings shall occur at the discretion of the committee chairperson and the supervising executive board member of that committee.

ARTICLE X: Elections

SECTION 1: Nomination shall be made by members only, excluding self-nominations, and must be seconded by another member to be accepted as a viable nomination. All candidates (nominees who have accepted their nominations) must be active members, have a minimum 2.5 grade point average, and submit a written application supplied by the Executive Board. It is recommended that nominations be held two weeks prior to the day of elections, so that the active membership roster can be submitted to the Office of Campus Life for review of eligibility. It is highly recommended that candidates shadow at least one executive board meeting before elections.

SECTION 2: Voting privileges are ultimately determined by attendance. Therefore, only active members and honorary members shall be eligible to vote in elections.

1. An active member qualifies as someone who attends at least 10 events throughout the entire school year. General board meetings count as events, as well as major events (i.e. D5 events, TCNJ Barkada events).
2. Current choreographers and act leaders are eligible to vote.
3. Performers have a four meeting attendance quota per semester in addition to their performance (i.e. Barangay, Mystique, outside events, etc.) in order to be eligible to vote.

SECTION 3: In order for honorary members to secure their privileges to vote, they must submit a written or oral request for voting privileges. This request must explain what other commitments prevent them from attending meetings on a regular basis and what participation they have provided outside the meetings. This request must be submitted to the executive board during its meeting before the week of elections will be held.

SECTION 4: Formal elections for Executive Board Positions will be held once a year during the Spring semester.

SECTION 5: All voting will be conducted by secret ballot and the results tabulated by an unbiased third party.

SECTION 6: Elections will occur in the following order: President, Vice-Presidents, Treasurer, Secretary, Publicity Coordinator. The specific election procedure for each position is as follows:

1. Final nominations, per Article IX, Section 1.
2. An open forum shall be held prior to the balloting at which time the candidates shall have a reasonable time to present their platform to the executive board and the general board.
3. A closed door discussion about the candidates will be held following this open forum.
4. Voting.

SECTION 7: All officers shall be elected by a majority vote. If there is no majority winner after the initial vote, the first two candidates with the most votes will present their cases again. All non-graduating executive and general board members will vote again. The candidate with the most votes will be elected.

SECTION 8: All committee chair positions will be filled by appointment. Interested candidates must submit an application of interest to the newly elected executive board. An interview session will be established between the executive board and the candidate. Prior to this interview, the executive board will review the candidate's application. During the interview, the candidate will be asked several questions, and these answers will provoke discussion of the candidate's potential amongst the executive board after the interview. If other candidates wish to be appointed for the same position, the same procedure applies. Following all interviews (for one position), the executive board will appoint by majority vote the candidate it feels will fulfill the responsibilities of the job and will perform to the satisfaction of the organization.

SECTION 9: There will be a transition of power beginning at the conclusion of elections until the designated date of that year's graduation. The term of office for each newly elected officer and chairperson shall extend from the time of graduation until the next designated election.

SECTION 10: The executive board shall determine any additional election procedures or details as it deems necessary that year. (For example, following a tie-breaker between two individuals for a single position, the executive board reserves the right to determine any procedure to choose who will receive the position.)

SECTION 11: Information from deliberation must remain confidential among executive board members. If someone is caught sharing disclosed information, they will be ineligible to participate in executive board deliberations. (For example, Information from pageant deliberations, freshman representative interviews, etc. must not be disclosed to the general body)

ARTICLE XI: Removal of Officers or Committee Chairs

SECTION 1: Impeachment, Recall, and Removal of Office

1. Criteria for Impeachment

- a. Any officer of Barkada can be removed from their position through this impeachment and recall process for:
 - i. Consistent failure to meet expectations or perform the specific duties of their position as set forth in the organization's constitution;
 - ii. Any deliberate action that is determined to be contrary to the mission or purpose of the organization as stated in the organization's constitution; or
 - iii. Receiving a status sanction of pending suspension or higher from the Office of Student Conduct, the Office of Title IX and Sexual Misconduct, or the Office of Academic Affairs.
 1. This criteria is dependent on the organization requiring all officers to sign a waiver allowing the organization to confirm this status as a written requirement of holding the position.

2. Impeachment Information

- a. An impeachment process is initiated by the submission of information to an executive officer or advisor of the executive board. This information can be shared via any digital or physical means (e.g. email, text, direct message [DM], letter, note, picture, etc.). Any information shared verbally should be re-shared digitally or physically to ensure proper communication of the information.

- i. A written request or petition by one-fourth of the active general board or two-thirds of the executive board is necessary to begin the process of removal of an executive board or committee chairperson.
 - b. After this information is received by an executive officer or advisor, that individual will confer with all other members of the executive board, except for a) the individual(s) whom the information is referring; and b) the organization advisor, if the advisor did not receive the information directly; within seven (7) days to review the information and decide on next step options.
 - i. The President must confront the officer in question (via formal letter and meeting) to determine whether or not there is substantial evidence that an open hearing is required. The President must inform the officer in question of their violations and/or conduct and the concerns as addressed by the members. The officer in question must discuss the causes and situations that have allowed or perpetuated these actions.
 1. In cases where the President is under question, the Vice-President of Internal Affairs will assume the responsibilities toward deliberation.
 - ii. Failure by the officer in question to meet the President's request for a meeting is just cause for (1) the officer's resignation per President's request and/or (2) the immediate impeachment of the officer in question by a two-thirds vote of the executive board.
 - c. A decision on which of the following option(s) to pursue should be made within seven (7) days of that meeting. In the event the executive board chooses Option 1, 2, or 3, the board shall notify the member presenting information to the board immediately upon completion of that option.
3. Next Step Options:
 - a. Option 1: No Potential Violation
 - i. Executive board decides that the information received does not indicate a potential violation
 - b. Option 2: Conversation with officer
 - i. The Executive board will coordinate a mutually agreeable time with the officer who is the subject of the information received. The meeting will discuss the information received and ask the officer to share their perspective. The meeting will educate the officer about expectations and responsibilities of the position and resolve without a formal agreement.
 - c. Option 3: Conversation with formal agreement
 - i. The Executive board will coordinate a mutually agreeable time with the officer who is the subject of the information received. The meeting will discuss the information received and ask the officer to share their perspective. The meeting will educate the officer about expectations and responsibilities of the position and resolve with a written formal agreement delineating measures to address said violation.
 1. If the officer in question responds to the request for a meeting with the President, and substantial evidence for impeachment is acquired, the officer in question must be prepared to address these concerns to the organization during an open hearing, which will be announced to all active and honorary members.

2. The President or Senior Vice President shall preside over the hearing.
 3. A two-thirds vote by current active and honorary voting members is necessary to remove an officer.
 4. The removal of the individual through this process prevents him or her from holding another position in the organization during the next academic year.
- d. Option 4: TCNJ Peer Mediation
- i. Refer matter to TCNJ Peer Mediation services from the Office of the Dean of Students: <https://mediation.pages.tcnj.edu/>.
- e. Option 5: Impeachment and Recall of Officer
- i. In the event a majority of the executive board members (excluding the officers negatively involved in the information received) determine sufficient grounds exist that, if all information submitted is assumed to be true, would constitute grounds for recall, the executive board shall issue a formal charge of impeachment to said officer.
 1. “Impeachment” shall refer to the formal determination that the officer in question meets the criteria for impeachment. If an officer is impeached, they shall henceforth be referred to as the “impeached officer” or “impeached party.”
 2. “Recall” shall refer to the collective vote and decision of the membership on whether to remove the impeached officer.
 - ii. Upon a vote of impeachment, a recall vote shall be held at the next regularly scheduled organization meeting **at least five (5) days** out from notification, unless the vote is postponed to a later date for good cause.
 - iii. The officer subject to impeachment shall be advised of the grounds for impeachment; notified of the date, time, location of the recall vote; and provided copies of all documents or other evidence that has been provided to the executive board and/or may be used during the recall proceeding **at least five (5) days prior to the recall proceeding**.
 - iv. The recall proceeding will be run by the President of the organization or next highest ranking member of the executive board not facing impeachment changes, who shall be referred to as the “presiding officer.”
 - v. All recall proceedings will be fully documented by the organization Secretary, or equivalent. If the Secretary is the impeached officer, another member of the executive board will assume this responsibility.
 - vi. The alleged violation(s) will be shared with the organization at the start of the procedure by the presiding officer.
 - vii. Information that supports the alleged violations will be presented by the presiding officer or their designee.
 - viii. The impeached officer will have the ability to present any information they wish to share with the organization.
 - ix. After all information has been presented, the presiding officer will allow questions from organization members to be asked of the presiding officer or the impeached officer.
 - x. After questions have ended, the impeached officer will be given the opportunity to make a final statement and then asked to leave the meeting room.

- xi. The organization will vote by secret ballot whether to remove the officer from their executive board position.
- xii. A $\frac{2}{3}$ vote of members present and constituting quorum will signify removal of office, or recall, of the impeached officer.
- xiii. The results will be shared with the impeached officer by the presiding officer and advisor to the organization outside of the meeting space.
- xiv. The presiding officer and officer will return to the meeting space and share the outcome with the organization membership.
- xv. The presiding officer will send formal notification of the vote within 24 hours to the impeached officer via email. The notification shall advise the officer of the appeal rights detailed below. If the impeached officer is recalled, and files no appeal to the Student Government, the Impeachment and Recall process is finished.

SECTION 2: Appeals Process

1. All appeals will be heard by the Student Government Governmental Affairs Committee
 - a. For appeals requested by the recalled officer:
 - i. The recalled officer can submit an email to sggovaffairs@tcnj.edu within seven (7) days of receipt of formal notification of removal from office.
 - ii. Appeals may be submitted on the following grounds:
 1. Information presented did not meet the criteria for impeachment.
 2. The organization voted in a manner contrary to the information presented.
 3. There is new information available that was not available when the impeachment procedure occurred.
 4. The organization did not follow its own processes resulting in an unfair impeachment procedure.
 - iii. The Governmental Affairs Committee will review the appeal at its next scheduled meeting. The Committee can take the following actions:
 1. Affirm the impeachment and recall of the officer;
 2. Identify any error in the process, consideration of information, or new information presented and return the matter to the organization for a new recall proceeding.
 - b. For appeals requested by the individual formally submitting information to the executive board:
 - i. In the event the executive board takes no action in response to the information submitted (Option 1), the individual may appeal to the Governmental Affairs Committee by submitting an email to sggovaffairs@tcnj.edu within seven (7) days of receipt of the executive board's decision.
 - ii. The member must document the information presented to the executive board and identify the impeachment criteria it violated.
 - iii. If the Governmental Affairs Committee grants the appeal, the executive board must send all archived information and communications regarding the impeachment request.
 - iv. If the Governmental Affairs Committee upholds the appeal, the executive board must formally issue an impeachment charge to the officer in question and proceed with the impeachment and recall proceedings.

- c. For appeals requested by any individual in the organization
 - i. In the event the executive board fails to adhere to the organization's constitutional guidelines for impeachment and recall or that the established guidelines for Options 2, 3, and 4 are not carried through completion, the individual may appeal to the Governmental Affairs Committee by submitting an email to sggovaffairs@tcnj.edu at any time during the academic year.
 - ii. The member must provide any relevant documentation and/or reasoning when identifying the constitutional guidelines violated.
 - iii. If the Governmental Affairs Committee grants the appeal, the executive board must send all archived information and communications regarding the original information submitted, as well as any documents procured from Options 2, 3, and 4.
 - iv. If the Governmental Affairs Committee upholds the appeal, the executive board must formally issue an impeachment charge to the officer in question and proceed with the impeachment and recall proceedings.

ARTICLE XII: Disciplinary Action within Barkada

SECTION 1: If a member of Barkada who is in violation of the organization's purpose or constitution as described above, may incur consequences up to the discretion of the executive board via the following procedure:

1. The executive board is informed by a possible victim of harrassment, intimidation, bullying and/or sexual violence
2. The executive board appropriately gathers evidence of presumed action from respective parties
3. Select any unbiased members of the executive board to conduct meetings with individuals from those respective parties.
 - a. The meetings shall be structured as follows:
 - i. **Introduction.** Introduce the incident and provide any applicable evidence to the respective party. Disclose the executive board's intentions for the process.
 - ii. **Individual Perspective.** Each party is permitted and encouraged to share their perspective of the incident that had occurred.
 - iii. **Executive Board Perspective.** Sharing the perspective of the executive board and what action has/will be taken
 - iv. Reference applicable violations in respect to TCNJ's Student Conduct Code and/or Barkada Constitution
 - v. **Closing Remarks.** Thank each respective party for their cooperation, answer any follow-up questions, and inform them of further steps in the process.
 - *Individuals involved will be directed to contact the Office of General Counsel, Title IX, Mental Health Services, or any other resources TCNJ has to offer if the respective parties and Executive Board collectively decide after the process that the addressed matter should be handled by those more equipped to handle the situation*

4. Select members will present information to the rest of the executive board and deliberate on the appropriate consequences and then notify all parties of the final decision.
 - a. **No Consequences Given**
 - b. **Verbal/Written Warning**
 - c. **Suspension.** Temporary ban from the organization as well as all Barkada-related events
 - d. **Dismissal.** Immediate removal and permanent ban from the organization as well as all Barkada-related Events
5. In the event of an appeal of the Executive Board's Decision, it is up to the discretion of the current executive board to take the next steps.

ARTICLE XIII: Succession

SECTION 1: At the conclusion of the election process, the two newly elected Vice-Presidents must agree upon who will succeed the President when circumstances arise that would warrant the dismissal or resignation of the President.

SECTION 2: If, for a valid reason, the position of the Presidency shall be vacated, one of the two Vice-Presidents shall fill the vacancy as agreed upon during the past election.

SECTION 3: If, for a valid reason, the position of Presidency is vacated again, the order of succession then follows: remaining Senior Vice President, Vice President of External Affairs, Treasurer, Secretary, and Publicity Coordinator.

SECTION 4: If, for a valid reason, a position besides the Presidency is vacated within the first semester term, election procedures will be utilized to fill the position.

SECTION 5: If, for a valid reason, a position besides the Presidency is vacated during the second semester term, then the President may choose to appoint any organization member to fill the vacancy until the next election. This appointment must be agreed upon with a majority vote by the executive board.

SECTION 6: Resignation of any executive board member or committee chairperson from his or her position requires two weeks formal notice to the President and / or the executive board.

ARTICLE XIV: Financial Provisions

SECTION 1: Barkada will be funded through fundraising and by the Student Finance Board.

ARTICLE XV: Amendments to the Constitution

SECTION 1: This Constitution shall be binding upon all organization members. Amendments to the Constitution may be proposed in writing by any voting member at any meeting, in which a majority of voting members must vote to allow further discussion of the proposed amendments. These proposed amendments will be placed on the agenda for the next general board meeting for this purpose. Proposed amendments will become effective following approval of a two-thirds vote of current active members.

SECTION 2: Except as otherwise provided in this section, student organizations are open and limited to all TCNJ students who meet the criteria of these organizations. No student who meets the other criteria of an organization can be denied membership on the basis of a protected class: age, race, creed, color, national origin, nationality, ancestry, sex/gender (including pregnancy), marital status, civil union status, domestic partner status, familial status, religion, sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

1. Exceptions include:

- a. Religious qualifications may be required by organizations whose aims are primarily sectarian.
- b. Sororities or fraternities that have been traditionally single sex organizations may limit membership to a single sex or gender expression.
- c. Club Sports teams recognized and advised through the College recreation program may limit membership to a single sex or gender expression provided there is a co-existing team of the same or substantially similar sport for the opposite sex or gender expression.

SECTION 3: The Vice President for Governmental Affairs, or designee, will notify an organization on the approval status of the submitted amendment. Amendments are enacted into effect only after Student Government approval.

ARTICLE XVI: Ratification of the Constitution

SECTION 1: This Constitution shall be ratified by the affirmative vote of two-thirds of the voting members present at the meeting for this purpose.