

Addendum A.Policy

Member Privacy and Personal Information Disclosure

In following the guidelines of the Constitution of the Bisexual, Gay Lesbian, and Transgender Mountaineers, in regard to personal information disclosure and member privacy, it is necessary to elaborate.

A. Membership as an Indicator (See Article III, Section D)

Although BiGLTM's name may seem to indicate members of only gay, lesbian or bisexual orientation, the organization is also accepting and inviting to all persons, regardless of sexual orientation. Therefore, it is important to note that membership in BiGLTM does not indicate sexual orientation, sexual behavior or gender identification.

B. Information Disclosure (See Article IX, Section A)

Though there is not inherit shame or illegality in association with BiGLTM membership, and though membership does not indicate sexual orientation, sexual behavior or gender identification, BiGLTM feels that it is a personal decision to disclose one's membership.

C. Membership, Telephone and Mailing Lists

Again, because BiGLTM membership disclosure is a personal decision, membership, telephone, mailing and any other printed informational lists shall not be distributed to any organization or individual, including at-large members of BiGLTM. Only officers and advisors are permitted access to any printed lists.

D. Membership Honor and Respect

Most importantly, BiGLTM feels that each member should respect the wishes and situations of every other member, regarding the difficult process known as "coming out". Since it is impossible to police or regulate BiGLTM members' extra-organizational conversation, members are charged with their own honor and respect. The charge requests that BiGLTM members keep their opinions and knowledge of other members' sexual orientation, sexual behavior and gender identification a confidential matter when dealing outside of the organization.

Addendum B.Policy

Use of Assets

- A. All expenses incurred by BiGLTM are the responsibility of the organization to fulfill in whole and in a timely and legal fashion.
- B. For this policy, "funds" is defined as any asset (e.g., money, property and/or investments) that is the property of BiGLTM, channeled through BiGLTM financial accounts and/or in the possession of BiGLTM.
- C. All financial expenses incurred by or under the auspices of BiGLTM shall be classified according to the following categories:
 - 1. Standard Operating Expenses
Such expenses incurred due to necessities of operating the organization on a day-to-day basis. They include, for example: telephone expenses; photocopying expenses (e.g., minutes, agendas and other handouts); printing expenses (e.g., letterhead and envelopes); postage expenses; etc.
 - 2. Promotional Expenses
Such expenses are incurred due to efforts to promote the organization and its events and functions. They include, for example: newspaper, radio, TV, magazine or other paid advertisements; production of printed materials (e.g., posters, flyers, and pamphlets); etc.
 - 3. Sponsorship/Donation Expenses
Such expenses are incurred due to efforts of an organizational public relations nature. They include for example: sponsorship of a child for Student Administration's "Students Helping Other People" program; donations to the National Gay and Lesbian Task Force; etc.
 - 4. Political Action Expenses
Such expenses are incurred due to efforts of a political nature. They include for example: expenses incurred by co-sponsoring of a film or co-sponsoring of WVU's World AIDS Day
 - 5. Social Event Expenses
Such expenses are incurred due to the holding of social events for the organization's membership. They include, for example: a holiday season party; a spring picnic; a Halloween hayride trip; etc.
 - 6. Miscellaneous Expenses
Such expenses are incurred due to BiGLTM activities, but which do not fall into one of the above categories.
- D. No Funds shall be expended on alcoholic beverages, tobacco products or any illegal substances.
- E. No funds shall be expended on companies, organizations, individuals or entity that actively and/or knowingly works against the rights and welfare of the GLBT community.
- F. All expenses expected to be incurred shall be categorized according to the above categories, by the executive officers in advance of their incurment. Categorization to any category requires a majority vote of the EXO.
- G. All Social event expenses shall not be paid out of any general funds. Rather, the cost of any social event shall be borne only by those in attendance of the event, unless agreed upon otherwise by the Executive Officers.

Addendum C. Office Description

Co-Chairs

- A. Responsibilities include but are not limited to the following:
1. Locate and reserve meeting spaces for all BiGLTM and EXO meetings.
 2. Coordinate the meeting agendas with the other officers. Present a typewritten agenda at each BiGLTM and EXO meeting.
 3. Lead and maintain order at BiGLTM and EXO meetings using a loose interpretation of Robert's Rules of Order.
 4. Maintain organizational adherence to the constitution, policies, and procedures of BiGLTM.
 5. Operate all voting, election, and amendment procedures.
 6. Represent BiGLTM to the public and act as a spokesperson for the organization, except when the issue is specifically related to another EXO member, in which case, refer the press to the appropriate officer.
 7. Coordinate a minimum of four educational programs per semester. These programs may include but are not limited to the following examples:
 - Speakers
 - Films and videos
 - Discussion sessions
 - Coordinate community service events.
 8. Establish and maintain a relationship with other programming bodies on campus, and provide written or verbal reports to BiGLTM, as necessary, regarding programming efforts and involvement with the programming bodies.
 9. Coordinate all other promotional efforts by BiGLTM, including the design, writing and booking of all advertising.
 10. Serve as chairperson of any ad hoc promotional committees.
 11. Coordinate the placement of announcements regarding meetings, elections, events and other activities.
 12. Serve as chairperson of the Political Action Committee.
 13. Coordinate all politically oriented activities of BiGLTM, including but not limited to the following:
 - National Coming Out Day
 - Trips to events such as the AIDS Quilt exhibitions and the Gay Rights March on D.C.
 14. Serve as the voice to or as the representative from BiGLTM with University and community groups. Provide verbal or written reports to BiGLTM, as necessary, regarding involvement with and the activities of the groups.
 15. Each Co-chair must work at least four office hours each per week.
 16. Form committees and appoint members to various positions.
- B. The co-chairs may choose to either divide up these duties fairly and equally as they see fit, or they may use the division of responsibilities as described in Addendum D.
- C. If a co-chair is either removed from office or has resigned, the Secretary will be granted an option to take his/her place within ten (10) business days. If the Secretary chooses not to take the position of co-chair, a special election will be called.

Addendum D. Officer Description

Co-Chair Responsibilities Division

- A. The following duties are to be performed by both co-chairs, either alternating or working together: Addendum C, article A, section 1-5, 10, 16.
- B. Co-Chair A will perform the following responsibilities: Addendum C, article A, section 6, 8, 12-14.
- C. Co-Chair B will perform the following responsibilities: Addendum C, article A, section 7, 9-11.
- D. Each co-chair is individually responsible for maintaining her/his four office hours per week (Addendum C, article A, section 15).

Addendum E. Officer Description

Treasurer

- A. Responsibilities include but are not limited to:
1. Serve as chairperson of any ad hoc fundraising committees, including Gay Pride Week fundraising Committee.
 2. Maintain the currency and the integrity of all BiGLTM charge accounts and bank accounts.
 3. Maintain the financial records of BiGLTM.
 4. Coordinate the writing and filing of all grant applications and business filings.
 5. Coordinate funds collection for social events.
 6. Maintain records of dues paid by BiGLTM members.
 7. Prepare and present a monthly financial report detailing all financial activity for that month (i.e., deposits, withdraws, dues, donations, etc.).
 8. Provide written or verbal reports, as necessary, regarding the financial status of BiGLTM accounts and/or fundraising efforts, in addition to the monthly report.
 9. Maintain appropriate records of position responsibilities and activities.
 10. Must work no less than four office hours per week.
- B. If treasurer is either removed from office or has resigned, a special election will be called.

Addendum F. Officer Description

Secretary

- A. Responsibilities include but are not limited to the following:
1. Coordinate the dissemination of BiGLTM information to local, regional, and national LGBT organizations as well as organizations that are gay positive, and all other inquiring individuals.
 2. Coordinate the dissemination of BiGLTM mail, both electronic and regular, to the appropriate officer.
 3. Maintain appropriate filing system within the office, keep list of all existing files, and update all outdated materials.
 4. Coordinate all speaking engagements. This includes all University related engagements and all non-university affiliated events.
 5. Maintain mailing list and contact list for all local, regional, and national LGBT organizations, as well as all organizations that are LGBT friendly/positive or LGBT owned/operated.
 6. Maintain resource guide for membership containing material listed in article E above, as well as other material enclosed in the existing guide, and update as necessary.
 7. Maintain records of membership and attendance.
 8. Take the minutes for each meeting and report on them at the following meeting and/ or posting them electronically
 9. Maintain records of office hours.
 10. Must work no less than four office hours per week.
- B. If the Secretary is either removed from office or has resigned, a special election will be called.

Addendum G. Office Description

Events Coordinator

- A. Responsibilities include but are not limited to the following:
1. Establish and serve as chairperson for the Events Committee
 2. Coordinate a minimum of three social events per semester.
 3. Establish the following committees and appoint heads to each (depending on membership):
 - Advertising
 - Programs
 - Fundraising (See Addendum E, article A)
 4. The heads of the three committees above will form the Gay Pride Week Steering Committee, which will be headed by the Events Coordinator.
 5. Coordinate events with appropriate organizations and community.
 6. Provide a typewritten Calendar of Events to BiGLTM at least on a semesterly basis.
 7. Must work no less than four office hours per week.
- B. If the Events Coordinator is either removed from office or resigns, a special election will be called.