

**CONSTITUTION OF THE GREATER LANSING AFRICAN FEMALE  
EMPOWERMENT PROGRAM (GLAFEP)**

[www.wovenvesselsint.org](http://www.wovenvesselsint.org)

**Purpose**

To equip girls of African descent in the Greater Lansing area with information and skills to advance in education; and to develop a mindset of resilience and self-confidence.

**Membership**

Membership shall be open to 'black and brown' teenage girls of African descent. Each regular member shall have the right to receive notice of and attend all events of the program.

**Officer Titles and Duties**

The Executive Board will be the main decision-making body of GLAFEP and shall consist of the following officers:

President  
Vice-president  
Secretary  
Treasurer  
Social Director  
Events Coordinator

**Other Executive board members**

GLAFEP Advisors  
AFSEP President

**The President shall:**

- Be the official representative and spokesperson of GLAFEP.
- Chair general and executive meetings.
- Assign projects to the other executive) board officers.
- Oversee the operations of the group

**The Vice-president shall:**

- Work alongside the President and give her support in her duties.
- Assume all the duties and responsibilities of the President in her absence.
- Keep accurate records of all meetings in the Secretary's absence.

**The Secretary shall:**

- Take/keep all minutes at all meetings.
- Prepare an agenda for meetings, with the help of other executive members.
- Oversee communication including sending out emails to members

**The Social director shall:**

- Be responsible for publicizing all activities and events of the Association.
- Be responsible for organizing all social functions.

**The Treasurer shall:**

- Be responsible for all financial transactions of the group.
- Be responsible for collecting fees and donations, as applicable
- Maintain an up-to-date account of the group's financial transactions.
- Approve all expenditure of funds at the advice of the President.
- Provide financial records at the end of the year and as requested by the executive board.

**Meetings**

The General meeting and the Executive board shall meet monthly. The secretary shall call meetings as advised by the President. Members of GLAFEP shall be notified at least 5 days before a general meeting is held via email, text and/or the group's social media. Executive board meetings shall be called by the President, or in her absence, by the vice-president.

**Code of Conduct**

Every GLAFEP member **MUST** commit to:

- Be a positive role model, act in a caring, honest, and respectful manner.
- Show respect for and cooperate with other members
- **NOT** under any circumstance, commit or threaten violence towards another person or the program.
- **NOT** under any circumstances, bring dangerous or unauthorized materials (such as fireworks, explosives, knives, weapons, or similar items) to an activity or event related to this program.
- **NOT** insult, harass, or bully a member, volunteer, or speaker, either in face-to-face interactions, social media or other communication channels, particularly when the behavior is based on the person's appearance, race, gender, color, or national origin.
- **NOT** engage in sexual activity, tell sexual jokes, comment, share sexually explicit materials with members or help in providing such materials.
- **NOT** engage members or allow members to engage them in romantic or sexual conversations or related matters.
- **NOT** touch members in an inappropriate manner that a person could interpret as threatening or unacceptable. Any resistance from the person should be respected.
- **NOT** use profanity, vulgarity, or words inappropriately.
- **NOT** engage in abusive conduct of any kind – hitting, striking, punching, poking, or restraining another member or participant.
- **NOT** use cameras or other recording materials, unless specified or requested.
- **NOT** provide medication to a member, unless authorized by the member or health care provider.