



The Frederick Center

General Operating Procedures & Policies

1. Mission

The mission of The Frederick Center (TFC) is to support, educate, link, organize and provide outreach to the Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) community and its allies.

2. Vision

TFC is dedicated to being the leading organization for LGBTQ resources and advocacy in central Maryland.

3. Values

We value

- Respect - We believe all individuals deserve the right to dignity and respect.
- Privacy & Security - We value participant's right to privacy and will provide a secure environment for all people within TFC.
- Authenticity - We value and encourage honesty and self-expression.
- Equality - We will treat all people equally and strive for equality for all individuals.
- Awareness - We will create a means for identifying at-risk individuals and provide intervention as required.
- Community - We will connect members in various stages of acceptance and create a community of support for youth, adults and families.
- Action - We seek to organize and engage the LGBTQ community and their allies in order to educate and engage the public.

4. Code of Business Ethics

TFC is committed to conducting business with integrity and in accordance with all applicable federal, state and local laws. Staff, board members and volunteers are expected to act with honesty, integrity and impartiality while representing TFC.

It is TFC's policy to:

- Prevent and detect any violations of the law and ethical standards
- Respond appropriately to any misconduct

Any known or suspected violations of the law or TFC's policies shall be reported to the Board.

Board members, the Executive Director, and those negotiating contracts on behalf of TFC are required to sign and adhere to the TFC Conflict of Interest Policy.

5. Confidentiality and Privacy

Discretion is of utmost importance at TFC. Anything seen, heard, read, observed, or already known about a guest, visitor, employee, volunteer, Board member or others affiliated with TFC must be kept confidential.

6. Safety

The Frederick Center is committed to creating a safe and healthy environment in which people can have fun, learn, socialize, grow, be supported and find acceptance. Separate policies specify unacceptable actions and behavior by TFC participants, volunteers, TFC approved Supervisors of Minors, TFC employees, and TFC board members.

Other than a legal guardian, individual minors are not to be left alone with anyone other than a person that has been approved as a TFC Supervisor of Minors. This position requires a background check among other qualifications. In addition, certain programs will have age restrictions on attendees. Any violation, or potential violation, should be brought to the attention of the Program Coordinator, the Executive Director, or any member of the Board of Directors.

7. Advocacy & Position Statements

a) Civic Engagement Policy

TFC will become engaged on issues related to respect, equality, support and acceptance of LGBTQ people. Suitable issues on which TFC will engage the community will be those which

are especially relevant to TFC's Mission and Vision, and those which stimulate TFC's stakeholders to act on their own behalf.

b) Determination of TFC's Position on Matters of Public Policy or Public Interest

Positions and advocacy on matters of public policy or public interest shall be approved by the Board of Directors (hereinafter "the Board") and communication/actions on such positions is the responsibility of the Board or others who may be designated by them as spokespersons. Exceptions to the requirement for approval by the Board include those objectives that are clearly outlined in the organization's statements of mission or vision.

For purposes of this policy, a "matter of public policy or public interest" is defined as, but not limited to:

- A position on a federal, state or local ballot initiative
- A position on a matter under review or a decision taken by the court system
- A position on a current event
- A position on any other matter of political or social interest that could reasonably be expected to engage the organization in controversy
- A position relating to an existing or proposed law or regulation or the need for a law or regulation

Unless specifically designated by the Board, no other person is authorized to communicate a position on behalf of TFC.

8. Alcohol and Substance Use

Except for qualifying events, TFC is an alcohol-free zone. Use of any other substances (illegal drugs, inhalants, misused over-the-counter medication and/or misused prescription medication) in the facility or at TFC-sponsored events is always prohibited. Use of tobacco within the TFC facility is always prohibited.

a) Off-site

Alcohol and/or tobacco use during off-site TFC-sponsored activities is allowed as approved by the Board Chair or Vice Chair, as permitted by the facility, and as permitted under the law. Staff and volunteers working the event are always to be in a state to effectively uphold TFC mission, policies, and procedures.

b) Qualifying Events for Alcohol on-site

TFC only permits the use of alcohol for TFC's sponsored or private on-site events provided:

- The event takes place outside the advertised hours of operation OR TFC is closed specifically for the purpose of hosting the event. TFC does not close during advertised hours of operation for the purpose of hosting an event more than four times per year unless otherwise approved by the Board.
- Event must be approved by the Chair or in the absence of the Chair, then the Vice-Chair.
- Staff and volunteers working the event are always to be in a state to effectively uphold TFC mission, policies, and procedures.
- As permitted by law.

9. Membership

a) Membership Requirements

Membership is open to anyone who supports the purpose and values of the organization. It shall be conferred upon the payment of the dues, the amount of which is determined by the Board.

b) Membership Application

The application for membership shall be made on the standard form provided by TFC, and together with the required dues, fees, assessments and/or fee waivers shall be supplied to TFC's Secretary or a designated person. Should there be any questions concerning a denied application for membership, the applicant or Secretary should bring the matter to the Executive Director, or of last resort, to the Board Chair. The Board will make the final decision.

c) Voting

Members who are in good standing shall be entitled to vote at the annual meeting of the Members or at any special meeting.

d) Attending Meetings

Membership shall entitle Members in good standing to attend the annual meeting. They shall have the right to attend and to speak at any open meeting of the Board except when the Board calls an executive session. They are also eligible to be appointed to any committee, task force, or working group of the organization.

e) Dues, Fees and/or Assessments: Good Standing

A requirement for membership in the organization may be the payment of dues, fees, and assessments as determined by the Board. The amount, frequency and calendar

dates of payment of such dues, fees, and/or assessments shall be determined by the Board. In order for a member to be in "good standing," all obligations to the organization, including dues, fees and assessments, for the current membership year, must be paid in full and/or received by the organization

No person shall be denied membership in this organization because of race, color, disability, age, nationality, ancestry, ethnicity, religious affiliation or belief, income/economic hardship, sexual orientation, gender identity and expression, veteran status or any other status protected by law.

f) Resignation of Members

Members may resign from TFC by giving notice in writing to the Board Secretary.

g) Transfer of Membership

Membership resides with an individual or household and may not be transferred except when approved by the Board.

h) Termination of Membership

Membership shall be terminated automatically without notice to the member upon failure to pay the annual dues. Membership may also be terminated by a 2/3 vote of the Board for just cause. The organization shall no longer accept monetary donations or dues from any member whose membership is terminated for just cause.

"Just cause" in this section means statements or conduct on the part of a member that indicates their unwillingness to support the purpose and values of the organization, or that violates TFC bylaws and/or policies. Just cause may include, but is not limited to, abusive conduct, theft of or damage to property belonging to TFC, physical violence, criminal conviction, or other action which conflict with the mission or spirit of TFC.