

# PREAMBLE, CONSTITUTION, AND BYLAWS OF THE FRESNO STATE LESBIAN, GAY, BISEXUAL, TRANSGENDER + ALLIES NETWORK (LGBT + ALLIES NETWORK)

Adopted November 19, 2014

## PREAMBLE

In an effort to provide for solidarity and fellowship in the community of a Lesbian, Gay, Bisexual, and Transgender academics, administrators and supportive staff and their allies at California State University, Fresno, and recognizing the historical significance of the term "LGBT" in reference to the self-concept and social justice efforts of Lesbian, Gay, Bisexual, Transgender people and their allies, it has been deemed appropriate to secure for ourselves an organization that exists to promote the awareness of the needs of its members, and to advance the interests of faculty and staff who are LGBT or allies. To that end, the "intentionality" of our purpose has been focused in the decision to utilize the name, "LGBT + Allies Network" at California State University Fresno for the organization created for the purposes outlined in the Constitution and Bylaws that follow.

## CONSTITUTION

### **Article I. Name**

The name of this organization shall be the FRESNO STATE LESBIAN, GAY, BISEXUAL, TRANSGENDER + ALLIES NETWORK or FRESNO STATE LGBT + ALLIES NETWORK.

### **Article II. Purpose**

The five-fold purpose of this organization shall be as follows:

Section 1. To organize, for purposes of support and advocacy under one governing body, all Lesbian, Gay, Bisexual, and Transgender Faculty and Staff of California State University, Fresno and their allies.

Section 2. To promote the fair and equal access by Lesbian, Gay, Bisexual, and Transgender Faculty and Staff and their allies to all relevant programs of California State University, Fresno.

Section 3. To work for the advancement of the interests of the Lesbian, Gay, Bisexual, and Transgender Faculty and Staff and their allies at California State University, Fresno, and to strive for the attainment of fair hiring practices, economic security, safe, healthful and equal conditions of employment.

Section 4. To work with other Lesbian, Gay, Bisexual, and Transgender organizations, as deemed appropriate, from time to time, in Fresno and elsewhere for the purpose of accomplishing all the foregoing similar purposes for affected Lesbian, Gay, Bisexual, and Transgender colleagues.

Section 5. To advise, support, counsel, and assist Lesbian, Gay, Bisexual, and Transgender students of California State University, Fresno in their academic and social integration into University life, through appropriate means, including office appointments and planned events.

### **Article III. Membership**

Section 1. Membership in this organization shall be extended to all faculty, staff and administrators employed by California State University, Fresno, as well as any of its auxiliary corporation employees, or retirees, who agree to be governed by its Constitution and Bylaws herein set forth, or as duly amended.

Section 2. All members shall have voting privileges. Those members who meet eligibility criteria (~~Article 2—Section 5~~) shall have the opportunity to be elected or appointed to positions in the organization. Their respective rights, qualifications and privileges shall be set forth in the Bylaws.

*Section 3. Membership in this organization may be extended to students of California State University, Fresno. Student members may attend meetings of the organization and participate in any discussions, but may not make motions, vote or be eligible to hold office.*

### **Article IV. Officers**

Section 1. The Officers of this organization shall consist of President, *Vice President*, Secretary, and Treasurer, which shall comprise the Executive Committee.

Section 2. Duties, responsibilities and terms of office of said officers shall be set forth in the Bylaws.

### **Article V. Meetings**

All business and special meetings of the organization shall be called by the President, normally in consultation with the Executive Committee, as appropriate and necessary. In unusual circumstances, the Executive Committee may call a business or special meeting.

### **Article VI. Committees**

The President, in consultation with the Executive Committee, shall establish committees and appoint individuals to all committees and special assignments to carry out the purposes and goals of the organization as deemed necessary.

### **Article VII. Finances**

~~Section 1. All funds for the operation, development and maintenance of the organization shall be provided by voluntary gifts, donations and contributions and by special fund raising efforts specifically authorized by the Executive Committee.~~

~~Section 2. All monies shall be deposited in a responsible banking institution and all disbursements shall be made in accordance with the Bylaws.~~

*Section 1. A regular budget for the operation, development and maintenance of the organization shall be provided by California State University, Fresno.*

*Section 2. Additional funds in the form of voluntary gifts, donations and contributions may be accepted with the approval of the Executive Committee.*

### **Article VIII. Amendments**

This Constitution shall be amended by the process outlined in the Bylaws.

### **Article IX. Dissolution**

~~In the event of dissolution, all assets of this organization shall be donated to such on-campus organizations as designated by the majority of the Executive Committee.~~

*This Organization may be dissolved by a two-thirds (2/3) vote of the membership. The method of distribution of the assets of the organization, in the event of a dissolution, shall be set forth in the Bylaws.*

## BYLAWS

### Article 1. Membership

Section 1. Standard of Membership. Any employee or retiree of California State University, Fresno, or its Auxiliaries, *who adheres to the organization's purpose*, is eligible to become a member ~~who adheres to the organization's purpose~~. Upon *request to any member of the Executive Committee*, ~~submission of a signed membership application form to the Executive Committee~~, the individual's name will be added to the membership roster. ~~However, the~~ *The* Executive Committee retains the right to refuse, suspend or revoke the membership of any individual whose behavior appears to contradict the Constitution and Bylaws of the organization. In addition, the Executive Committee will remove a person's name from the membership roster upon that person's written or verbal request ~~to the President~~.

Section 2. Members. There shall be no fewer than eight (8) members.

~~Section 3. Dues. A voluntary membership fee shall be payable annually in an amount determined from time to time by the Executive Committee.~~

*Section 3. Student members.*

*Any student of California State University, Fresno, who adheres to the organization's purpose, is eligible to become a student member. Upon request to any member of the Executive Committee, the individual's name will be added to the membership roster. The Executive Committee retains the right to refuse, suspend or revoke the membership of any individual whose behavior appears to contradict the Constitution and Bylaws of the organization. In addition, the Executive Committee will remove a person's name from the membership roster upon that person's written or verbal request.*

### Article 2. Officers

Section 1. President.

~~A. The President shall direct the administration of the organization in consultation with the Executive Committee. The President shall preside over all meetings of the organization and shall be an ex-officio member of all committees. The President shall be responsible for all arrangements for guest speakers in consultation with the Executive Committee.~~

~~B. The President is expected to demonstrate maturity and a commitment to the purposes of the organization on campus.~~

*Section 2. Vice President.*

*The Vice President shall assist the President in all his/her duties and responsibilities, and shall serve as acting President in the absence or disability of the President.*

### Section 2 3. Secretary.

The Secretary shall keep the minutes of all meetings of the organization, including meetings of the Executive Committee, and all special meetings called by the President. He/she shall maintain a record/documentation for the organization. In addition, he/she shall notify members of all meetings.

### Section 3 4. Treasurer.

A. The Treasurer shall be entrusted with all finances of the organization ~~which shall be deposited in a responsible banking institution, designated by the Executive Committee, in the name of the organization,~~ and shall be disbursed by check, as authorized by the President and the Executive Committee.

B. All disbursement checks over \$25.00 shall be signed with a minimum of two signatures as authorized by the Executive Committee.

C. The Treasurer shall be responsible for an itemized accounting of all receipts and disbursements, and shall make a financial report on a quarterly basis, or as requested by the Executive Committee.

D. The President may examine the books of the Treasurer at any time. ~~and by~~ Any voting member of the organization *may examine the books of the Treasurer* at a reasonable time in the presence of the President and Treasurer.

E. The Treasurer shall provide the membership with a written annual report at the first Executive Committee meeting in February.

### Section 5. Eligibility.

A. All officers shall be elected from the membership. Officers shall be currently employed by CSU Fresno or its Auxiliaries

B. Any member who has been a member for at least thirty (30) days prior to an election, **and is current in his/her dues,** is entitled to vote, or to run for office.

### Section 6. Compensation.

All **Executive Committee** officers and ~~Board~~ members shall not receive any compensation for services rendered except for out-of-pocket expenses, which have been given prior approval by the Executive Committee.

## Article 3. Committees

### Section 1. The Executive Committee.

A. There shall be ~~three~~ *four* elected officers of the organization who shall be designated as the Executive Committee: President, *Vice President*, Secretary, and Treasurer.

B. The Executive Committee shall manage the business and set the direction of the organization and assure that the Constitution and Bylaws are followed.

C. Qualifications for officers of the Executive committee are as follows:

1) Persons of mature experience, high reputation and good character, who is an active member;

2) Persons with an enthusiastic commitment and willingness to serve the Lesbian, Gay, Bisexual, and Transgender community on the campus;

3) Persons who will participate in the fulfillment of the organization's purposes and will be in harmonious accord with the Constitution and Bylaws; and

4) Persons committed to attending all regular and special meetings called by the Executive Committee.

Section 2. Special Committees.

There shall be special committees appointed as may be deemed appropriate to accomplish the purposes of the organization as determined by the President and the Executive Committee.

#### **Article 4. Meetings**

Section 1. Agenda. All meetings shall be based on an agenda issued in a timely manner prior to the meeting.

Section 2. Executive Committee Meetings. Executive Committee meetings shall be called by the President, as needed. At least three members of the Executive Committee must be present to constitute a quorum and conduct official business.

Section 3. General Meetings.

A. General meetings *of the membership* shall be called by the President ~~and include both the Executive Committee and the Membership at large.~~ These meetings shall be held at least once each month. Meetings may be canceled by the President, as appropriate.

B. No fewer than five members of the organization must be present at a meeting to constitute a quorum and conduct official business.

Section 4. Special Meetings. Special meetings may be called by the President to address special matters.

#### **Article 5. Parliamentary Authority**

This organization recognizes Robert's Rules of Order, newly revised, as its parliamentary authority.

## Article 6. Elections and Appointments

Section 1. Elections. All ~~five~~ *four* Officers shall be elected by the membership *at a general meeting called for that purpose. Elections shall be by secret ballot unless there is only one candidate for an office.*

A. Ballots shall be ~~mailed~~ *distributed* to all members *present at the general meeting.*

B. A ~~51%~~ majority of those ~~returning~~ *casting* ballots is necessary to be elected if more than two candidates are on the ballot.

C. Both A and B above shall be required for any special election to fill a vacancy ~~on the Executive Committee in an Officer position.~~

Section 2. Nominating Committee. A Nominating Committee shall be comprised of a mix of members from the Executive Committee and the Membership at large who are not running for election. This committee shall develop a process for nominating the five officers, which shall be submitted to the Executive Committee for approval.

Section ~~3~~ 2. Terms of Office. The ~~Executive Committee~~ officers shall serve a term of two years. Officers may serve a maximum of two consecutive terms for any given office and after the second term, the person must wait at least two years before being re-elected to that same office.

Section ~~4~~ 3. Vacancies. In the event of a vacancy ~~by an Executive Committee in an~~ officer *position* with over one year remaining, a special election shall be held. In the event of a vacancy of less than one year remaining in that term, the officer shall be appointed by the Executive Committee in consultation with the Membership at large.

Section ~~5~~ 4. Resignations. All resignations by officers ~~of the Executive Committee~~ shall be submitted in writing to the Executive Committee.

Section ~~6~~ 5. Dismissal. Any ~~member of the Executive Committee Officer~~ may be removed from office involuntarily by a simple majority vote of the Executive Committee when the person has violated the Constitution or Bylaws, and is unwilling to resign voluntarily.

## Article 7. Finances

Section 1. ~~Funding~~ *Disbursement of Funds.*

All funds for the purposes, operation, development, and maintenance of the organization shall be provided by voluntary membership fees, contributions, donations, gifts from the membership and friends of the Organization, and fundraising activities approved by the Executive Committee.

*All funds used for the operation, development, and maintenance of the organization shall be disbursed in a manner consistent with the financial policies and procedures of California State University Fresno.*

### Section 2. ~~Collection~~ Deposits.

~~No monies shall be collected by individual members of the organization for any cause without consent of the Executive Committee. All funds shall be handled in accordance with Article 2, Section 4 of the Bylaws.~~

*Any funds received through gifts, donations or contributions shall be deposited by the Treasurer in the appropriate accounting line item as designated by California State University Fresno.*

### Section 3. ~~Deposits~~ Collection of Monies.

~~All monies received from the above mentioned means shall be deposited by the Treasurer in a banking institution designated by the Executive Committee except that a maximum of \$50.00 may be kept in a petty cash fund.~~

*No monies shall be collected by individual members of the organization for any cause without consent of the Executive Committee.* **Article 8. Mailing List**

### Section 1. Purpose.

An electronic mailing list (LISTSERV) of all members and other interested people on campus shall be compiled and maintained by the Executive Committee for the purpose of notifying those listed of news and activities of the organization. Names shall be placed on the list only at their request, preferably in writing.

### Section 2. Removal.

A person's name shall be removed only at his/her request, preferably in writing, or by action of the Executive **Committee**.

## **Article 9. Unauthorized Activities**

No member shall conduct or promote activities involving the Organization's name and/or membership mailing list, which has not had prior approval by the Executive Committee.

## **Article 10. Amendments**

**A.** The Constitution ~~or Bylaws~~ may be amended at a general membership meeting **by a majority two-thirds vote of the membership present**, provided the membership has been sent by way of campus **or electronic** mail, written notification of the proposed amendment at least two weeks prior to the date of the meeting.

*B. The Bylaws may be amended at a general membership meeting by a majority vote of the membership present, provided the membership has been sent by way of campus or electronic mail, written notification of the proposed amendment at least two weeks prior to the date of the meeting.*

*A. Upon receiving a written request to amend the Constitution or Bylaws, the President shall place it on the agenda of the next feasible meeting.*

*B. A two-thirds majority of those present at the meeting shall be required to pass an amendment.*

## **Article 11. Dissolution**

~~The Organization may be dissolved by a two-thirds (2/3) vote of the membership. In the event of such a vote, all assets of the Organization will be donated to the Bulldog Pride Fund.~~

*In the event of dissolution, all assets of this organization shall be donated to such on-campus organizations as designated by the majority of the Executive Committee.*