

**Consortium of Higher Education LGBT Resource Professionals
Bylaws – REVISED 2009**

Article I: Name and Purpose

1. Name
The name of this organization shall be the “Consortium of Higher Education Lesbian Gay Bisexual Transgender Resource Professionals” (hereafter referred to as the “Consortium”).
2. Purpose
This organization shall exist to:
 - a. Provide support to colleagues serving lesbian, gay, bisexual, and transgender communities in higher education.
 - b. Consult with higher education administrators in the interest of improving campus climate and services for lesbian, gay, bisexual, and transgender faculty, staff, students, administrators, and alumni/ae.
 - c. Advocate for institutional policy changes and program development that recognize the needs of lesbian, gay, bisexual, and transgender people.

Article II: Membership

1. Eligibility
 - a. Membership in the Consortium shall be available to any professional staff, faculty, or graduate student at an institution of higher education who supports the mission of the Consortium, completes an application for membership, and remits appropriate dues.
 - b. No individual shall be denied membership in the Consortium if they meet the eligibility requirements.¹
 - c. The Executive Board (hereafter referred to as the Board) may grant membership to individuals who support the mission of the Consortium, but who do not meet other eligibility requirements.
2. Membership Rights and Responsibilities
All members shall act in accordance with all published policies and guidelines of the Consortium, which shall include, but not be limited to, the following:
 - a. Members are requested to attend all scheduled meetings of the full membership as often as possible.
 - b. Members shall be respectful of the rights of all other members and consent to the “Agreements of Consortium Membership” (see Appendix A).
 - c. Each member is granted one vote (per institution/entity) on any matter that comes before a meeting of the full membership of the Consortium.

¹ Equal Opportunity Clause: The Consortium welcomes and encourages participation from all individuals and values all diversity, including, but not limited to, race, color, nationality, sex, sexual orientation, gender identity, gender expression, appearance, age, religion, class, ethnic origin, or ability. Membership in the Consortium does not indicate the sexual orientation or gender identity of the member.

- d. Members may designate a substitute for any meeting, and that substitute may vote in the member's place.
 - e. Any member deemed by the Board to be acting in a way that jeopardizes the mission of the Consortium may have their membership revoked by rules of modified consensus.
 1. Any member whose membership has been revoked will receive written notification from the Board. Upon receipt of such notification, all rights and privileges of membership in the Consortium shall be considered suspended.
 2. Membership revocation decisions by the Board may be appealed at a general membership meeting. The full membership shall have the authority to override the decision by the Board to revoke membership by majority vote.
3. Dues
- a. Membership dues are determined according to a sliding scale (low of \$25 to a high of \$150) based upon the institutional and/or individual member situation. Institutional memberships must be at least \$25 per person covered by that membership (a three person office needs to pay at least \$75 if all three people are on that institutional membership).²
 - b. The Board may impose sanctions, including suspension of voting privileges, against those members who are derelict in their payment of dues.

Article III: Executive Board

1. Purpose and Authority
 - a. The Board is the governing body of the Consortium, though any of its actions can be superseded by the general membership.
 - b. The Board shall coordinate the activities of the Consortium and it shall exercise budgetary responsibility for the Consortium. No individual member shall take any action on behalf of the Consortium unless specifically delegated to do so by the Board, acting on behalf of the full membership.
 - c. The Board is empowered to establish additional working/constituency-based groups and positions on the Board, based on needs for specific skills and abilities.
 - d. All policy decisions and major expenditures of funds must be approved by the Board.
2. Composition³

The Board shall consist of the following individuals:

 - a. The two most recent Past-Chairs or the Co-Chairs-Elect
 - b. The Co-Chairs
 - c. The Recorder
 - d. The Treasurer

² Institutions with established centers are encouraged to remit the maximum dues.

³ For position duties and expectations, please refer to Appendix C

- e. The chairs of each of the standing Working Groups:
 - 1. Publications and Communications
 - 2. Support Services
 - 3. Education, Outreach, and Advocacy
 - 4. Membership, Structure, and Process
 - 5. Anti-Racism
 - 6. Regions Working Group Chair
 - f. The chairs of each of the standing Constituency-Based Groups:
 - 1. People of Color
 - 2. LGBT2s (Assistant Directors, Program Coordinators, and other center staff beyond the director)
 - g. The chair(s) of any ad-hoc committees created by the Board
3. Qualifications
- a. Individuals elected shall be people interested in and willing to contribute to advancing the mission of the Consortium. In conducting elections, members shall be reminded that the Consortium is committed to inclusion of all in leadership roles (including, but not limited to, assistant directors/program coordinators, people from different regions and different types of institutions/entities, transgender individuals, same-gender loving people, people of color, two-spirit people, individuals with limited economic resources).
 - b. An individual who seeks to chair a Constituency-Based Group needs to self-identify as a member of the given constituency.
 - c. Members interested in the Co-chair position are strongly encouraged to have gained past experience with Consortium leadership through involvement with the executive board or any of the working groups.
4. Meetings of the Board
- a. The Board shall meet once a month between regular meeting of the Consortium facilitated by the chair(s)/chair-elect(s).
 - b. Meetings of the Board shall be ordinarily open to all members and others interested in Campus Resource Centers/Offices.
 - c. The Board may call executive meetings in addition to those stated above.
 - d. Minutes from the meeting will be made available by the Consortium Recorder to the Board membership not more than 10 days following the meeting.
 - e. Board members are not currently required to attend the Annual Meeting at Creating Change, but are strongly encouraged to do so.
5. Voting
- a. The Board will operate under modified consensus (see Appendix B).
 - b. All meetings of the Board shall have a quorum of three people or 25% of the current membership of the Board whichever is greater in order to conduct business.
 - c. No one person may carry more than one vote.

- d. Board members may designate a substitute for any meeting and that substitute may vote in the member's place.
 - e. No proxy votes are allowed for Board votes.
 - f. The Board may vote by telephone or by electronic mail.
6. Delegation of Authority
 - a. The Board may only delegate its authority to conduct financial matters with the approval of the majority of the Board.
 - b. The Board may delegate its authorities, as it deems necessary.

Article IV: Election of Board Members

1. Time of Election
Elections shall take place at the annual meeting (typically held during the Creating Change Conference).
2. Advertisement of Elections
Notice of elections of Board members shall be given to the general membership 30 days prior to the annual meeting.
3. Proxy Votes
Signed, sealed votes or nominations by proxy are permitted. Any member may challenge the legitimacy of any proxy vote. The past chair(s) will rule on the legitimacy of the proxy vote. If the past chair(s) is not available, then a simple majority (50% +1) of the Board will rule on the legitimacy of the proxy vote.
4. Voting Body
The voting body shall consist of the members present in person or by proxy at the time of elections, representing their institution/entity.
5. Voting Procedures
 - a. Elections of Board members shall be by secret ballot and shall be conducted at the annual membership meeting as follows:
 1. Individuals interested in being placed on the ballot for an open Board position may nominate themselves or be nominated by others. The nomination needs to be agreed to by the individual before or during the election process.
 2. A ballot will be distributed to all voting members. Individuals who receive a majority of the votes will be elected. In the event that an individual runs for and is elected to more than one position, that individual will choose the position that she/he/ze wishes to assume.
 3. Co-chair elections will begin with the election of the first co-chair, the individual who receives the plurality of the votes. The membership will then select a second co-chair from the remaining candidates.
 4. The chairs of Constituency-Based Groups are voted on by the individual members of the given constituency, rather than by institutions/entities.

6. **Vacancy of Office**
Should someone resign or be removed from a Board position before the individual's term of office is complete, the remaining Board members will solicit nominations from the membership for someone to fill the position on an interim basis until a new election can be held at the next Business Meeting. The Board will appoint one of the nominees to the interim Board position.
7. **Removal from Office**
In the event that a Board member is not fulfilling her/his/hir duties and/or is not adhering to the mission or bylaws of the Consortium, the individual may be removed by a consensus vote of the remaining Board members.
8. **Duration of Term**
 - a. Co-Chairs shall serve a three-year term, which is comprised of 6 months as Co-Chairs-Elect, two years as Co-Chairs, and 6 months as Past-Co-Chairs⁴. All other Board members, including constituency based leadership positions (such as LGBT2 chair and POC chairs) shall serve a two-year term.
 - b. Co-Chairs cannot be elected to consecutive terms. Other Board members may serve in the same position for two consecutive terms.

Article V: Consortium Finances

1. **Financial Records**
The financial records of the Consortium shall be available to any individual or organization upon request, allowing for individual confidentiality.
2. **Disbursement of Funds**
The disbursement of all Consortium funds shall require the approval of the Treasurer. Major disbursements (over \$500) shall require the approval of the Board.
3. **Authorization**
Individuals not members of the Board are not authorized to conduct Consortium financial business unless authorized by the Board. Unauthorized disbursement of funds shall be considered embezzlement.

Article VI: Business Meetings

1. **Frequency**
Consortium meetings shall be held at the NGLTF Creating Change Conference in the fall of each year with an effort made to avoid conflicts with conference workshops.

⁴ Please See Appendix D for a proposed timeline for Co-chair Elect, Co-Chair and Past Chair dates

2. Conduct
Business meetings shall be conducted by the guidelines of the most recent Modified Consensus or other feminist means of orderly conduct of business.
3. Announcement
Business meetings shall be announced and advertised through appropriate means not less than two months prior to the meetings.
4. Quorum
The quorum for business meetings shall be a simple majority (50% + 1) of those present at the meeting.
5. Annual Meeting Minutes
Minutes from the meeting will be made available by the Consortium Recorder to the membership not more than 30 days following the meeting.

Article VII: Adherence to Other Regulations

The Consortium shall adhere to all applicable local, state, and federal laws.

Article VIII: Amendments to the Bylaws

The bylaws of the Consortium may be amended, repealed, or replaced in part or whole by a two-thirds majority vote at any Consortium meeting, with ordinary restrictions on voting privileges prevailing.

1. Provisions
Amendments must be presented not less than two months prior to the vote.
2. Enactment of Amendments
Amendments shall come into applicability upon approval of the amended bylaws by the appropriate bodies.

Appendix A

Agreements of Consortium Membership

I agree to support our vision and goals.

I agree to make every effort to attend meetings.

I agree to follow the agenda and group process and abide by the rule of modified consensus.

I agree to speak when it is my turn/one person speaks at a time.

I agree to preserve the safety and confidentiality of personal disclosures.

I agree to communicate all information back to my institution in a timely fashion.

I agree to keep a positive attitude.

I agree to always keep the “Big Picture” in mind.

I agree to respect the opinions of others.

I agree that if I disagree, I will only disagree respectfully and constructively.

I agree to resolve any differences within the confines and structure of the Consortium.

I agree to focus on the issue, not the person.

I agree to assist all other participants to keep these agreements.

Appendix B

Modified Consensus

1. All voting members who are present are identified.
2. Facilitator states the agenda item and asks for discussion. Discussion is limited to 10 minutes, unless extended by decision.
3. Speakers are recognized by the facilitator.
4. After 10 minutes (or if there are no more speakers before ten minutes has expired) the facilitator assesses the discussion and asks if anyone would block consensus on what seems to the facilitator to be the favored proposed decision. People who chose to block consensus, call out that they block. People who block do not need to wait for the facilitator to recognize them. If anyone calls out that they block consensus, they may not make any additional comments while blocking.
5. If zero or one person blocks consensus, then consensus has been reached.
6. If two or more people block consensus, the facilitator asks if anyone would block an additional 10 minutes of discussion.
 - a. If additional discussion is not blocked (zero or 1 person), after ten minutes the facilitator again asks if anyone blocks consensus on a proposed decision.
 - b. If additional discussion is blocked (2 or more people), then the facilitator can, if necessary, ask for one or two people from each side of an issue to summarize their positions. These speakers get 1 minute to speak.
7. When consensus is blocked and discussion is completed, voting members vote on the issue. To pass, a proposed decision must receive two-thirds of the votes of voting members in attendance.
8. If the proposed decision does not receive two-thirds of the votes then the facilitator asks if anyone would block tabling the issue.
 - a. If two or more people block tabling the issue, then a vote is immediately taken on tabling the issue. If two-thirds of the vote support tabling, then the issue is tabled and the next agenda item is considered.
 - b. If less than two-thirds support tabling, then discussion is reopened for 10 minutes and the process follows from step 4 above.

Appendix C

Position Descriptions & Expectations

The Co-Chairs

- Running Monthly E-Board Conference Calls
- Setting Agendas for Monthly Meetings
- Supporting Board members on projects
- Strategic Planning & oversight of the strategic plan for the Consortium
- Checking in with Board members on progress on projects
- Responses to media request (interviews, comments, etc.)
- Proof reading the Annual Report
- Annual Business Meeting Agenda
- Running Annual Business Meeting
- National Policy Roundtable Meetings
- Work with Membership on Consortium internal assessment projects
- Response letters to campus and national incidents
- CAS Standards
- Working with Treasurer on LLC, Filing Taxes & oversight of budgets
- NASPA/ACPA Convention Meetings (Consortium Gatherings)
- Election of Board Member Process
- Working collaboratively with external organizations such as ACPA, NASPA, GLSEN, Campus Pride, NGLTF, etc.
- Addressing concerns and holding general and e-board members accountable according to the expectations set forth by the bylaws
- Oversee the appointment process for Board Vacancies
- Communication with consortium members

Co-Chair Elect

- Participating in executive board monthly meetings
- Shadowing current co-chair to learn more about the co-chair position
- Working on special projects
- Learn the business functions of the consortium
- Start establishing communication with external organizations in collaboration with outgoing chairs

Past Chairs

- Participate in monthly executive board calls
- Be available for the co-chairs to consult with
- Assist with communication transfer to new co-chairs, particularly with external organizations
- Coordinate recognition awards for Creating Change
- Chair a nominating committee that creates a slate of candidates for the upcoming elections

The Recorder

- Take minutes of the Executive Board Meetings and submit back the board within three business days
- Maintain and update the Executive Board Roster as members transition or resign
- Work with our listserve managers to update the exec board listserves
- Serve on special projects, especially as they relate to the Strategic Plan
- Serve as an archivist for the Consortium
- Revise and post FAQs on the website in consultation with other e-board members

The Treasurer

- Ensure timely execution and deposit of consortium payments
- Manage and balance ledger
- Send monthly budget updates to executive board
- Work with co-chairs to ensure financial sustainability and fiscal responsibility
- Create and distribute yearly spending report
- Administer consortium funding initiatives, such as payments for professional development support activities

Publications and Communications

- Chair the Publications and Communications Working Group
- Develop an overall publications strategy including creating a visibility plan for the Consortium (e.g. Consortium brochure, Consortium display board for conferences), writing press releases, develop talking points in conjunction with other committees, and coordinating media communication as it relates to the Consortium.
- Maintaining the web page and listservs
- Coordinate, design & distribute the annual newsletter

Support Services

- Chair the Support Services Working Group
- Develop strategies to support the members of the Consortium
- Update the current FAQ's, develop new FAQ's and solicit experts to author them
- Coordinate the Mentor Program
- Coordinate the Internship Program
- Coordinate the Campus Track at Creating Change
- Develop and maintain the Consultant/Speaker Network

Education, Outreach, and Advocacy

- Chair the EAO Working Group to
 - Maintaining overall education and outreach strategies including creating and disseminating information regarding LGBT issues and concerns to members of the Consortium.
 - Address concerns internal to the Consortium and external (e.g. CAS, ACPA, NASPA, etc.) assessment.
- Working with the Support Services Chair on programming and logistics related to the Consortium Annual Business Meeting & the Institute

- Drafting and implementing outreach strategies that complement a wide range of professional interests of the members and constituents of the Consortium; these may include assessment, higher education hot topics, or risk management
- Supporting the work of the Consortium and the co-chairs regarding working relationships with partner, affiliate and/or similar professional/advocacy organizations; some example may include ACPA, NASPA, NGLTF, GLSEN, CAS, HRC, Campus Pride.

Membership, Structure, and Process

- Chair the Membership, Structure and Process Working Group
- Maintains a database of members and staffed resource centers
- Responds to questions and concerns regarding membership
- Outreach to new members
- Facilitates membership participation in development of the structure of the Consortium
- Tracks progress of meeting the Consortium's Strategic Plan

People of Color Group Co-chairs

- Provide input and feedback to the Exec Board and membership at large
- Organize agendas and conference calls of the POC group
- Report on the activities of the POC group to the Exec Board
- File report to the Exec Board to be included in the Consortium Annual Report.
- Plan the annual luncheon at Creating Change Conference
- Work collaboratively with the Anti-Racism Chair to develop programs and resources
- Manage and Moderate the QPOC Listserv & Blog

LGBT2 Chair

- Manage and moderate LGBT2 listserv - lgbt2@lgbtcampus.org.
- Coordinate annual LGBT2 lunch gathering at the Creating Change conference.
- Welcome new LGBT2 hires to the Consortium, and invite them to join the LGBT2 group.
- Act as point person for support and resources for LGBT2s.
- Provide an LGBT2 voice on the Consortium Executive Board.

Anti-Racism

- Posting of print and online anti-racism resources
- Posting of resources on the listserv leading up to and during each cultural heritage month
- Recruitment and retention of diverse sexual orientations, gender identities and racial/ethnic minorities for the board, LGBT2 positions and graduate students
- Spotighting print/online guide of anti-racism resources and people of color—in collaboration with the POC group
- Anti-racism “watchdog” for the Consortium—mindful of our privilege and work with all to “check” ourselves

- Apply an anti-racist lens to our work at individual institutions, work within the Consortium including the newsletter and annual report

Regions Working Group Chair

- Coordinates the diverse regional networks of Consortium member institutions
- Develops communication networks between regional representatives and the Executive Board
- Supports regional representatives in the development and implementation of regional meetings
- Facilitates regular conference calls with the regional representatives
- Participates in monthly Consortium Executive Board conference calls

Appendix D

Consortium Co-Chair New Term Proposal and Transition Schedule

Nov 2006-Nov 2007:

- Co-Chairs: Adrea & Brett Genny
- Co-Chair-elect Amit & Dre
- Past Co-Chairs-vacant due to Co-Chair elect position

Nov 2007-Feb 2008:

- Co-Chairs: Amit & Dre
- Co-Chair-elect: vacant
- Past Co-Chairs: Adrea & Brett Genny

Feb 2008-January 2009:

- Co-Chairs: Amit & Dre
- Co-Chair-elect: vacant
- Past Co-Chairs: Adrea & Brett Genny

January 2009-July 2009:

- Co-Chairs: Amit & Dre
- Co-Chair-elect A & B
- Past Co-Chairs-vacant due to Co-Chair elect position

July 2009-January 2010:

- Co-Chairs: A & B
- Co-Chair-vacant due to Co-Chair past position
- Past Co-Chairs: Amit & Dre

January 2010-January 2011

- Co-Chairs: A & B
- Co-Chair-elect: vacant
- Past Co-Chairs: vacant

January 2011-July 2011

- Co-Chairs: A & B
- Co-Chair-elect: C & D
- Past Co-Chairs: vacant

July 2011- January 2012

- Co-Chairs: C & D
- Co-Chair-elect: vacant
- Past Co-Chairs: A & B

January 2012-July 2012:

- Co-Chairs: C & D
- Co-Chair-elect: E & F

- Past Co-Chairs-vacant due to Co-Chair elect position

July 2012-January 2013:

- Co-Chairs: E & F
- Co-Chair-vacant due to Co-Chair past position
- Past Co-Chairs: C & D

January 2013-January 2014

- Co-Chairs: E & F
- Co-Chair-elect: vacant
- Past Co-Chairs: vacant

January 2014-July 2014

- Co-Chairs: E & F
- Co-Chair-elect: G & H
- Past Co-Chairs: vacant

July 2014- January 2015

- Co-Chairs: G & H
- Co-Chair-elect: vacant
- Past Co-Chairs: E & F