

Lesbian, Gay, Bisexual, Transgender, Queer and Ally Faculty and Staff Association

By-Laws

Article 1: Name

The name of this organization is the Lesbian, Gay, Bisexual, Transgender, Queer and Ally Faculty and Staff Association of Cal State San Marcos, hereinafter referred to as LGBTQA FSA.

Article 2: Mission

The mission of LGBTQAFSA is to address the needs of Lesbians, Gays, Bisexuals, Transgendered People, Queer People, and Allies (LGBTQA) on campus, to serve the LGBTQA community, and to promote the various LGBTQA cultures.

Article 3: Purpose

The purpose of these by-laws is to provide guidelines to promote and preserve the objectives of LGBTQA FSA. We encourage all members to take an active role in the organization by volunteering for committee work, community involvement, and sharing of expertise.

Article 3: Procedures

LGBTQA FAS acknowledges and accepts the responsibilities associated with formal recognition by (Affiliation to) California State University San Marcos, and will comply with University policies and regulations in the course of affiliation activities.

Article 4: Membership

Membership to LGBTQA FSA is open to all "California State University San Marcos employees" who support the spirit and intent of the association's mission statement. LGBTQA FSA will not tolerate nor permit unlawful discrimination and harassment on the basis of gender, race, color, ancestry, religious creed, national origin, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition, veteran's status, age, or marital status.

Article 5: Dues

The annual dues are \$20.00 per fiscal year from July to June. Dues are to be paid by September 1st.

Article 6: Friends of LGBTQA FSA

Individuals from the University and community who subscribe to the spirit and intent of the Association's mission statement, but who do not wish to become voting members may elect to be affiliated with the LGBTQA FSA. Such an individual may become a "Friend of LGBTQA FSA" by contributing a minimum of \$10.00 annually per calendar year. A "Friend" is not eligible to vote, and is welcome and invited to all LGBTQA FSA meetings and sponsored events.

Article 7: Officers

Elected officers are the President, Vice President, Secretary and Treasurer. These officers and the standing committee chairs shall make up the Executive Committee of LGBTQA FSA. The officers in collaboration with committee chairs shall propose a yearly calendar (by October 1st of each year) of events, such as educational activities, political forums, and social gatherings.

Article 8: President

The president is the chair of the organization and presides over LGBTQA FSA meetings. The president is charged with ensuring that a meeting agenda is set and that meetings are called in a timely fashion. The president shall also ensure that the decision of the LGBTQA FSA membership is carried out. In addition, the president serves as the spokesperson of the organization.

Article 9: Vice President

The vice president is the president-elect and presides over LGBTQA FSA meetings in the absence of the president. The vice president is also the chair of the By-laws committee and the Nominations/Elections committee.

Article 10: Secretary

The secretary shall maintain the minutes and proceedings of all meetings and shall record all votes of the organization. Documentation shall be passed on to the new officers at the end of term.

Article 11: Treasurer

The treasurer shall receive and deposit all funds, maintain the financial records, and keep proper account of funds. The treasurer shall be a member of the Fundraising committee. Financial records shall be turned over to the new officers at the end of the term.

Article 12: Terms of Office

Terms of officers shall be one fiscal year from July to June. There is no limit to the number of times a person can be elected for an officer position.

Article 13: Elections Procedures

Nominations for officers may be taken from the floor of LGBTQA FSA meetings or by recommendation of the Nominations/Elections committee. Nominees shall be LGBTQA FSA dues paying members in good standing only. Nominations shall take place two weeks prior to the scheduled election date.

Elections are by secret ballot to be deposited in a sealed ballot box. Ballots shall be available for a one-week period prior to the scheduled election. Elections shall take place no later than May 1st. Officers are elected by a simple majority (51%) of the voting members.

Removal of officers must be made by simple majority (51%) of voting members.

Article 14: Meetings

A regular Association meeting shall be held at least once a month during each academic term.

Quorum will be defined as 1/3 of dues paying members. All decisions are made by a simple majority (51%), unless otherwise noted in by-laws.

The time and place of all regularly scheduled meetings shall be established annually by resolution at the first meeting of the Association's new leadership. The time and the place of all committee meetings shall be established at the first meeting of the committees themselves.

Article 15: Committees

All members must volunteer for at least one committee. All committees shall be composed of at least three members of the organization. Except for the By-laws committee, all chairs shall be elected by the members of each committee. The standing committees are: By-laws, Membership/ Nominations/Elections, Fundraising, and Special Events Committee. Ad-hoc committees will be determined by the membership of LGBTQA FSA as needed. Committee Chairs will serve a two-year term and appointments will be staggered.

Article 16: By-Laws Committee

The By-laws committee reviews and recommends revisions of the by-laws to the membership on a periodic basis. This committee shall also be responsible for the Association's affiliation process.

Article 17: Membership/ Nominations/Elections Committee

Membership committee maintains the roll of the current membership and serves to recruit new members. Membership shall also ensure that representatives are maintained on community and university organizations or committees of importance to the LGBTQA FSA mission. The representatives to these outside committees and organizations shall be volunteers from the general membership.

Nominations/Elections shall ensure that the nominations for LGBTQA FSA officers will reflect the diversified nature of the organization. The committee shall carry out the nominations and elections procedures.

Article 18: Fundraising Committee

The objective of the Fundraising committee is to actively seek contributions from community patrons and to plan activities that will generate funds for the organization. The committee will be responsible for planning at least one fundraising activity per semester.

Article 19: Special Events Committee

The Special Events Committee will develop collaborative and association events to celebrate the mission of the organization including social meetings of the organization.

Article 20: Amendments

The by-laws may be amended by a 2/3 majority vote of the LGBTQA FSA membership. At least one meeting of LGBTQ FSA each year shall feature a discussion of the by-laws.

Article 21: Indemnity Clause

LGBTQA FSA shall indemnify and hold harmless the State of California, the Trustees of the California State University, the University, including California State University San Marcos, their officers, employees, representative and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the activities described herein, caused in whole or in part by any negligent act or omission of LGBTQA FSA, any contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, or willful misconduct of California State University San Marcos.