

CLGBTQE

COMMISSION ON LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUEER EQUITY



BYLAWS

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ARTICLE I
PURPOSE

Mission and Administration

- A. The purpose of the Commission on Lesbian, Gay, Bisexual, Transgender, and Queer Equity (CLGBTQE) is to improve the climate for diversity within the University and to deal with issues affecting the welfare of lesbian, gay, bisexual, transgender, and queer members of the University community. CLGBTQE shall serve as an advisory group to the President on any matter that may affect lesbian, gay, bisexual, transgender, and queer persons at the University, including but not limited to:
 - 1. the evaluation of the efficacy of present University programs, policies, and procedures as they affect members of the lesbian, gay, bisexual, transgender, and queer communities;
 - 2. the identification of areas in which new or revised policies, programs, and/or procedures are needed to assure that such persons have full freedom of opportunity within the University, and help to remove barriers that impede learning, development, creativity, or employment;
 - 3. the recommendation of initiatives that will ensure the full and effective participation and representation of lesbian, gay, bisexual, transgender, and queer persons in University affairs; and
 - 4. the recommendation of initiatives that are dedicated to enhancing the climate for diversity, to emphasizing the merits of diversity in the attainment of Penn State's missions, and to educating members of the Penn State community on issues of sexual orientation and gender identity and expression.

- B. Staff, budgetary, and organizational support for CLGBTQE operations shall reside in the Office of the Vice Provost for Educational Equity. The administrative responsibility for CLGBTQE activities and initiatives shall reside with the chair(s) and the Executive Committee.

ARTICLE II
MEMBERSHIP

Section 1. Composition, Terms, Eligibility

MEMBERS

- A. The Commission comprises up to fifty full-time employees and full-time students of the University.

- B. The composition of the Commission membership shall be made with an effort to include representation of faculty, staff, and students and shall include representatives from a variety of University campuses and units, members from historically underrepresented groups, and from all sexual orientations and gender identities.

- C. Commission members are full-time University faculty, staff, students, and administrators. They are appointed to a three-year term by the President of the University and are expected to attend meetings, contribute to projects, and vote. Active participation in commission service generally requires four to ten hours per month. Service may include

attendance at full commission meetings, executive leadership committee meetings (if in a leadership position), committee participation, and attendance at special events. Individuals appointed shall be interested in and willing to contribute to the improvement of the climate for lesbian, gay, bisexual, transgender, and queer persons in the University community. CLGBTQE members are appointed by the President for three-year terms. The appointment of members who serve as chair(s), chair(s)-elect, or past chair(s) shall be extended to a period of up to six years as needed so as to allow them to fulfill their duties.

- D. Employee eligibility:** Employees must be in good standing (as determined by the Office of Human Resources) to be considered for commission membership. For University activities such as commissions and award programs, faculty or staff are considered to be in good standing if they are meeting the expectations of their positions and have not been the recipient of recent discipline. Individuals should also exhibit qualities such as civility, collegiality, and a commitment to the overall success of their departments. Employees should speak with their supervisors about this University service opportunity prior to submitting an application.
- E. Student eligibility:** Undergraduate students must have and maintain a minimum cumulative grade-point average of 2.5 in order to serve on the Commission. Graduate students must have and maintain a minimum cumulative grade-point average of 3.0 to serve on the Commission. Student applicants' academic records and conduct histories will be checked to determine eligibility for commission membership.

AFFILIATES

Commission affiliates are selected by the Commission, approved for one-year terms, do not have voting privileges, and can serve on one of the Commission's five standing committees.

Section 2. Participation Guidelines

- A.** Members are required to participate in a minimum of two-thirds of full commission meetings. Members are also expected to participate on a committee, attending two-thirds of the meetings of the committee of which they are part or participating in some other capacity deemed appropriate by their chair if a schedule conflict should occur. Members on the Executive Committee are required to participate in at least two-thirds of Executive meetings. Participation in full CLGBTQE meetings or Executive meetings can be in person, by phone, or online. Members missing more than one-third of full commission meetings and not participating in any committee work during any academic year shall be declared inactive and shall be asked to resign. Similarly, members on the Executive Committee missing more than one-third of Executive meetings and failing to execute their prescribed duties shall be declared inactive and will no longer serve on the Executive Committee.
- B.** No action need be taken to replace a member who finds it necessary to resign from CLGBTQE or to be temporarily absent from the University (e.g., sabbatical or other leave). If necessary, candidates for replacement will be selected by the Executive Committee from the most recent pool of applicants.

- C. An Executive Committee member may be removed from their office if the member is not acting in the best interest of the Commission, creating a hostile meeting environment, or violating the bylaws of CLGBTQE and/or policies at Penn State. Commission members may bring concerns of Executive Committee membership to the full Commission. After concerns are presented, a course of action must be passed by a two-thirds vote of the appointed membership.
- D. An active member or affiliate may be removed from CLGBTQE if the member or affiliate is not acting in the best interest of the Commission, creating a hostile meeting environment, or violating the bylaws of CLGBTQE and/or policies at Penn State. Commission members and affiliates may bring concerns of member and affiliate behavior to the Executive Committee. After concerns are presented, a course of action must be passed by a majority vote by the Executive Committee. The course of action may be immediate termination of membership or affiliate status or a written warning that continued behavior will result in termination of membership or affiliate status. The member or affiliate in question may request a meeting with executive members for the opportunity to address their case. The member or affiliate will be notified of termination or warning by a written notice from the chair(s) of CLGBTQE.

Section 3. Ex-officio Members

- A. The following ex-officio members shall serve with no voting privileges:
 1. the vice provost for Educational Equity
 2. the assistant vice provost for Educational Equity
 3. the vice provost for Affirmative Action
 4. the director of the LGBTQA Student Resource Center
 5. the vice president for Human Resources
 6. the vice president for Student Affairs
 7. the professor in charge of the Sexuality and Gender Studies Minor
 8. the senior vice president for Finance and Business
- B. Other ex-officio members may be appointed as needed by the Executive Committee.

ARTICLE III **EXECUTIVE COMMITTEE/OFFICERS**

Section 1. Executive Committee

- A. The Executive Committee of CLGBTQE shall consist of the chair(s) of CLGBTQE, the chair(s)-elect of CLGBTQE, the most recent past chair(s) of CLGBTQE, the chair(s) of each standing committee, the inclusion coordinator, and the secretary. Each committee will send a designee to meetings of the Executive Committee in the event they cannot attend.
- B. The Executive Committee shall coordinate the activities of CLGBTQE and its committees, it shall act for CLGBTQE in the interim between meetings, and it shall exercise budgetary responsibility for CLGBTQE. No individual member or committee shall take any actions on behalf of CLGBTQE unless specifically delegated to do so by the Executive Committee, acting on behalf of the full membership.

- C. The provision of sponsorship in the form of financial backing and/or the use of CLGBTQE's name for any events and/or programs congruent with commission goals shall be decided upon by the Executive Committee on a case-by-case basis. All committees and groups requesting funds from the Commission must receive approval from the Executive Committee. All students requesting funding to attend conferences must be in degree status with a 2.00 or higher grade-point average (in accordance with Senate Policy 54-00) and in good disciplinary standing with the University at the time of application to be considered.

Section 2. Officers

A. Terms of Office:

All elected officers and members of the Executive Committee shall hold office for one year beginning July 1 or until their successors are determined. In the event that both the chair(s) and the chair(s)-elect of CLGBTQE resign or are otherwise unable to serve, the Executive Committee shall make an appointment from the voting membership to serve until the next regular election.

B. Chair(s):

The chair(s) shall be the presiding officer(s) of CLGBTQE. The duties of the chair(s) shall be to preside over all meetings; to have general and active management of the business of CLGBTQE; to see to it that all orders and resolutions of the membership are carried into effect; to respond to and initiate communications with the Office of the Vice Provost for Educational Equity, the Office of the President, and with any external constituencies on behalf of CLGBTQE; and to perform all duties and exercise all authority usually associated with the office of chair or prescribed by the membership. In the event that co-chairs are elected, the co-chairs will decide how duties are divided between the co-chairs in consultation with the Executive Committee.

C. Chair(s)-elect:

The chair(s)-elect of CLGBTQE shall automatically succeed to the position of chair(s) at the end of the latter's term of office unless there is a vote of no confidence of two-thirds of the membership. When needed, they shall assume the duties of chair when that officer is absent and shall perform the duties appropriate to that office. In the event the chair resigns or is unable to serve, the chair-elect shall immediately assume the position of chair. An interim chair-elect shall be appointed by the Executive Committee to serve out the remainder of the term of the person who has assumed the position of chair. The position of chair-elect will be filled at the next annual election.

D. Past Chair(s):

The past chair shall serve as chair of the membership committee and shall coordinate elections.

E. Inclusion Coordinator:

1. The inclusion coordinator shall be chosen annually with the elected officers making up the Executive Committee by ballot from the full commission membership.
2. The commitment of the office of the inclusion coordinator will be for one year.

3. The inclusion coordinator shall:
 - a. facilitate remote conferencing functions during Executive and full commission meetings, including—but not limited to—maintain camera focus on speaker, relay appropriate public comments provided in chat, and create space for contributions from CLGBTQE members participating at a distance;
 - b. serve as an active member of the Executive Committee;
 - c. maintain regular contact with campus members and relay feedback and concerns pertaining to the state of LGBTQ affairs at other Penn State campuses;
 - d. serve as liaison to committee chairs regarding remote conferencing services and utilization for committee meetings;
 - e. regularly review, update, and disseminate remote conferencing instructions and resources to CLGBTQE membership;
 - f. share attendance records of remote participants with the past chair and secretary;
 - g. attend (or appoint a designee to attend) all executive and full membership meetings.

F. Secretary:

1. The secretary shall be chosen annually with the elected officers making up the Executive Committee by ballot from the full commission membership.
2. The commitment of the office of the secretary will be for one year.
3. The secretary shall:
 - a. take minutes during Executive committee and full commission meetings;
 - b. submit minutes to the chair(s) for their initial review by no later than one week following the meeting;
 - c. upload approved minutes to CLGBTQE's intranet website and notify CLGBTQE members when minutes are posted for final review;
 - d. serve as an active member of the Executive Committee;
 - e. attend (or appoint a designee to attend) all executive and full membership meetings;
 - f. develop a working knowledge of CLGBTQE documents, including—but not limited to—the commission bylaws;
 - g. track and maintain a record of member attendance at Executive Committee and full commission meetings;
 - h. determine whether a quorum does or does not exist.

ARTICLE IV
COMMITTEES

Section 1. Eligibility and Responsibilities of Committee Chairs

- A. CLGBTQE shall determine its standing and ad-hoc committee structure and composition with the following stipulations:
 1. Officers and chairs of committees must be members of CLGBTQE in active attendance and participation standing.
 2. All committees serve as advisory bodies to the Executive Committee of CLGBTQE and, by extension, to the full Commission. They are charged with developing plans

and initiatives as deemed necessary by CLGBTQE membership, but shall take no action on such plans or initiatives until or unless expressly authorized to do so either by the full membership of CLGBTQE or by the Executive Committee on behalf of the full membership.

Section 2. Committee Functions

A. The committees are as follows:

1. **Communications and OUTreach:** advises the Commission on how to keep the public fully informed of CLGBTQE objectives and activities, including committee-level work. It coordinates press releases, periodically reviews the Commission's website, and, as needed, helps to plan and promote high-profile events.
2. **Curricular Integration:** strives to enhance the teaching and learning environment pertaining to lesbian, gay, bisexual, transgender, and queer issues at all Penn State campuses. Responsibilities of this committee include working with various University units to monitor and advise the Commission on the status and development of the Sexuality and Gender Studies minor program; helping to provide incentives for faculty who want to develop courses; and sponsoring or co-sponsoring forums or workshops to discuss current research/issues in the area of LGBTQ studies.
3. **Employee Concerns:** counsels the Commission on matters related to the environment, policies, and benefits for LGBTQ faculty and staff. The committee is concerned about issues that affect the recruitment, retention, and success of LGBTQ employees.
4. **Membership:** works with the Office of the Vice Provost for Educational Equity on the application process. The committee compiles a slate of nominees for any necessary elections, and keeps an up-to-date list of potential positions and nominations received. The CLGBTQE past chair serves as the chair of the Membership Committee.
5. **Student Concerns:** apprises the Commission on issues relative to the LGBTQ student body, liaises with LGBTQ student groups, and provides student input on all commission decisions. The committee is ultimately interested in improving the climate in the Penn State community in which they reside.
6. **Transgender Concerns:** reviews and evaluates the inclusion of transgender issues in the operations of the standing committees and reports findings and recommendations to the Commission, and works to identify and address concerns related to gender identity and expression.

B. CLGBTQE provides liaisons to such organizations as the University Faculty Senate Committee on Educational Equity and Campus Environment (EECE), the Athletic Council for Diversity and Inclusion (ACDI), the Coalition on Sexual Orientation and Gender Identity (CSOGI), and the Vendor Equity Task Force (VETF).

ARTICLE V EDUCATIONAL EQUITY LIAISON

Liaison Role and Responsibilities

The Office of Educational Equity provides a staff member to serve as a liaison between the Commission and various University functions. The liaison's role and responsibilities are defined by Educational Equity.

ARTICLE VI
RULES OF PROCEDURE

Section 1. Meetings

- A. Meetings of CLGBTQE shall be held at least monthly throughout the academic year on dates to be selected by the commission chair(s).
- B. Meetings of the full Commission are open to the public. The Commission may, however, declare a given meeting or portion of a meeting to be held in executive session for the good of the Commission. In such case, the commission chair(s) may determine the parties involved in the meeting.
- C. The chair of the Commission shall distribute an agenda approximately 48 hours prior to each scheduled meeting, or ask a designee to do so.
- D. Members are responsible for notifying the chair(s) and secretary if they are unable to attend a scheduled meeting, and providing any update on current work.
- E. Any nonmember of CLGBTQE may request the privilege of speaking before the Commission on any item of business not already on the agenda. Such requests will be made at the start of each meeting. Upon being recognized by the chair(s), nonmembers may also comment on agenda items at the time such items are being discussed by the membership.
- F. The chair(s) shall have the authority to place a time limit on the remarks of any participant in a commission meeting.
- G. *Robert's Rules of Order, Newly Revised* (most recent edition) shall govern Commission proceedings in all cases in which they apply and in which they are not inconsistent with other bylaws.
- H. The secretary shall submit the meeting notes to the chair(s) and the Educational Equity liaison. Subsequently, the secretary shall distribute the reviewed notes to CLGBTQE membership no later than one week prior to the next regularly scheduled meeting for approval.

Section 2. Voting and Elections

- A. Elections shall normally be by secret ballot and shall be conducted as follows:
 - 1. At the regularly scheduled April meeting, the Membership Committee shall present a slate of names for the offices of chair-elect, chairs of standing committees, and chairs of any proposed ad hoc committees. Nominations from the floor will be accepted at that time. Upon finalization of the slate, a ballot will be emailed to all voting CLGBTQE members. All ballots are to be returned within ten (10) business days to the chair of CLGBTQE. Results of the balloting are to be communicated to the membership by the chair at the next regularly scheduled meeting of the full Commission and/or by email.

- B.** A quorum of half the voting membership is required in order for an official action to be taken in the name of CLGBTQE.
- C.** The bylaws may be altered or amended by two-thirds of the voting membership, provided that a copy of the proposed amendment has been sent to each member at least ten business days prior to the vote.