

**THE PENNSYLVANIA STATE UNIVERSITY
COMMISSION ON LESBIAN, GAY, BISEXUAL, and TRANSGENDER EQUITY**

BYLAWS and STANDING RULES

Last Amended: December 1, 2014

**BYLAWS
ARTICLE I
PURPOSE**

The purpose of the Commission on Lesbian, Gay, Bisexual, and Transgender Equity (formerly the Commission on Lesbian, Gay, and Bisexual Equity and hereinafter identified as the CLGBTE as necessary for reasons of clarity) is to improve the climate for diversity within the University and to deal with issues affecting the welfare of lesbian, gay, bisexual, and transgender members of the University community. The CLGBTE shall serve as an advisory group to the President on any matter that may affect lesbian, gay, bisexual, and transgender 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, and transgender 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, and transgender 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.

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

ARTICLE II MEMBERSHIP

Section 1. Appointment of Members

- a. The CLGBTE shall be composed of twenty to thirty voting members. Individuals appointed shall be interested in and willing to contribute to the improvement of the climate for lesbian, gay, bisexual, and transgender persons in the University community. Members of the CLGBTE are appointed by the President for three-year terms, and shall be eligible for reappointment after a hiatus of at least one year. The appointment of members who serve as chair, chair-elect, or past chair shall be extended to a period of up to six years as needed so as to allow them to fulfill their duties.
- b. Appointments shall be made with an effort to include representation in all employment categories, to maintain an appropriate balance between the number of faculty and staff representatives, to include representatives from a variety of University units, to maintain an equitable membership ratio between women and men, and to include members from historically underrepresented groups and of all sexual orientations.
- c. Appointed student members shall serve a full term or until they leave the University, whichever shall come first. Student affiliate memberships are welcomed and encouraged.
- d. Appointments shall include at least two persons from a campus other than University Park and/or from Cooperative Extension county offices.
- e. Candidates for appointment are put forward from a pool of applicants that are gathered and reviewed annually.
- f. Undergraduate members must maintain a cumulative grade-point average of 2.5 in order to retain Commission membership and participate in Commission activities. Graduate student members must maintain a cumulative grade-point average of 3.0 in order to retain Commission membership and participate in Commission activities.
- g. To serve on the Commission, employees must be in good standing as determined by the Office of Human Resources. A faculty or staff member is considered to be in good standing if the individual is meeting the expectations of his/her position and has not been the recipient of recent discipline. The individual should also exhibit qualities such as civility, collegiality, and a commitment to the overall success of his or her department.

Section 2. Resignations, Temporarily Inactive Members

No action need be taken to replace a member who finds it necessary to resign from the CLGBTE or to be temporarily absent from the University (e.g., sabbatical or other leave).

Candidates for replacement will be selected by the Executive Committee from the most recent pool of applicants or by choosing an affiliate member who has agreed to fulfill the term.

Members missing more than half of the regular meetings and not participating in any committee work during any year (August to May) shall be declared inactive and shall be asked to resign.

Section 3. Ex Officio Members

Eight ex officio memberships with no voting privileges are designated for: (1) the Vice Provost for Educational Equity; (2) the Assistant Vice Provost for Educational Equity; (3 and 4) one graduate and one undergraduate LGBTA student group representative upon the recommendation and approval of the Executive Committee; (5) the Vice Provost for Affirmative Action; (6) the director of the LGBTA Student Resource Center; (7) the Vice President for Human Resources ; (8) the Vice President for Student Affairs; (9) the Person in Charge of the Sexuality and Gender Studies Minor. Other ex officio members may be appointed annually as needed upon recommendation by the Executive Committee.

Section 4. Affiliate Members

Affiliate members of the CLGBTE are those persons who work on the CLGBTE even though they are not appointed CLGBTE members. Affiliate members may serve on committees, as committee chairs, and in any other role on the CLGBTE except as voting members, and as chair, co-chair, or chair-elect. Affiliate members serve a one year renewable term. An affiliate who chooses to take on the responsibility of a committee chair accepts the rights and responsibilities of a voting member for their term.

Section 5. Termination of Membership

An active member may be removed from the CLGBTE if the member is not acting in the best interest of the Commission, creating a hostile meeting environment, or violating the bylaws of the CLGBTE and/or policies at Penn State. Termination specified herein:

- a. Commission members may bring concerns of membership behavior to the Executive Committee.
- b. After concerns are presented, course of action must be passed by a majority vote by the Executive Committee. Course of action may be immediate termination of membership or a written warning that continued behavior will result in termination of membership.
- c. The member in question may request a meeting with executive members for the opportunity to address his/her case.
- d. Member will be notified of termination or warning by a written notice from the chair(s) of the CLGBTE.

ARTICLE III OFFICERS/EXECUTIVE COMMITTEE

Section 1. Executive Committee

The Executive Committee of the CLGBTE shall consist of the chair of the CLGBTE, the chair-elect of the CLGBTE, the most recent past chair of the CLGBTE, and the chair of each standing and ad hoc committee. Each committee will send a proxy to meetings of the Executive Committee in the event he or she cannot attend.

In the event that co-chairs are elected, the Executive Committee must decide how the duties assigned to the chair will be divided.

The Executive Committee shall coordinate the activities of the CLGBTE and its committees, it shall act for the CLGBTE in the interim between meetings, and it shall exercise budgetary responsibility for the CLGBTE. No individual member or committee shall take any actions on behalf of the CLGBTE unless specifically delegated to do so by the Executive Committee, acting on behalf of the full membership.

The provision of sponsorship in the form of financial backing and/or the use of the CLGBTE name for any events and/or programs congruent with Commission goals shall also be decided upon by the Executive Committee on a case-by-case basis. All committees who request money from the Commission budget 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 GPA (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

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 and the chair-elect of the CLGBTE resign or are otherwise unable to serve, the Executive Committee shall appoint a chair from the voting membership to serve until the next regular election.

Chair:

The chair shall be the presiding officer of the CLGBTE. The duties of the chair shall be to preside over all meetings; to have general and active management of the business of the CLGBTE; 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 the CLGBTE; to serve, ex officio, on all committees or to appoint a delegate to do so; and to perform all duties and exercise all authority usually associated with the office of chair or prescribed by the membership.

Chair-elect:

The chair-elect of the CLGBTE shall automatically succeed to the position of chair at the end of the latter's term of office. During the year that a member serves as the chair-elect, he or she 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 assume immediately 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.

The chair-elect is responsible for taking notes at all meetings in order to adequately prepare for the pace and processes that will be needed for his/her year as chair. If the chair or chair-elect cannot attend a meeting, an email should be sent to the membership to garner a volunteer to take and submit notes. The chair-elect works with Educational Equity staff to ensure that documents and records of the CLGBTE shall be housed on its behalf in the Office of the Vice Provost for Educational Equity and made accessible according to the general policy relating to records and archives of the University.

Past Chair:

The past chair is responsible for taking meeting attendance; adding records of present and absent members into the meeting notes; determining whether a quorum does or does not exist; and handling any needed votes or elections.

ARTICLE IV COMMITTEES

Section 1.

The CLGBTE shall have six standing committees. Ad hoc committees may also be created as deemed necessary by the CLGBTE membership. The CLGBTE shall determine its standing and ad-hoc committee structure and composition with the following stipulations:

1. Officers and chairs of committees must be voting or affiliate members of the CLGBTE in active attendance and participation standing.
2. A simple majority of the membership of a committee must consist of current voting members of the CLGBTE.
3. With the approval of the Executive Committee, all standing and ad-hoc committees may add as an ex officio member any member of the University staff or faculty or any student of the University on the basis of her/his interest, expertise, or membership in a particular sector of the University community. Individuals who are not University faculty, staff, or students may be added to a committee only by action of the chair of the CLGBTE. All committees are encouraged to seek advice or consultation on particular questions as circumstances might indicate.
4. All committees serve as advisory bodies to the Executive Committee of the CLGBTE and, by extension, to the full Commission. They are charged with developing plans and initiatives as deemed necessary by the CLGBTE 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 the CLGBTE or by the Executive Committee on behalf of the full membership.

Section 2.

The committees are as follows:

1. Communications and OUTreach: Communications and OUTreach have been combined under one committee; the Communications side advises the Commission on how to keep the public fully informed of CLGBTE 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. The OUTreach side works to improve the climate for lesbian, gay, bisexual, transgender, and allied persons at all Penn State campuses, especially those away from University Park. Activities include building a network of liaisons and developing diversity programs.

2. **Curricular Integration:** The Curricular Integration committee strives to enhance the teaching and learning environment pertaining to lesbian, gay, bisexual, and transgender 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 Human Sexuality and Gender Studies minor program; helping to provide incentives for faculty who want to develop courses; sponsoring or co-sponsoring forums or workshops to discuss current research/issues in the area of LGBT studies; and maintaining, updating, and disseminating a list of LGBT-related courses.
3. **Employee Concerns:** The Employee Concerns committee advises the Commission on matters related to the environment, policies, and benefits for LGBTA faculty and staff at Penn State. The committee is concerned about things that affect the recruitment, retention, and success of LGBTA employees.
4. **Membership:** The CLGBTE past chair serves as the default chair of the Membership committee, forming an ad-hoc committee of faculty, staff, and students, whenever workload assistance or input is needed. The Membership committee works with the Educational Equity office and its other Commissions to set the calendar for the electronic application process, and align documents and web page wording as necessary. The committee compiles a slate of nominees for any necessary elections, keeps an up-to-date list of potential positions and nominations received, and periodically notifies the chair of inactive members who need to be contacted.
5. **Student Concerns:** The Student Concerns committee advises the Commission on issues relative to the LGBTA student body 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. It is preferable that this committee is co-chaired by both a student member and a faculty/staff member, in order to provide continuity of meeting attendance and reporting.
6. **Transgender Concerns:** The Transgender Concerns committee has a two-pronged charge: (1) to review and evaluate the inclusion of transgender issues in the operations of the standing committees and report findings and recommendations to the Commission; and (2) to work to identify and address concerns related to gender identity and expression.

CLGBTE members also serve on the University Faculty Senate Committee on Educational Equity and Campus Environment and the University Staff Advisory Council.

ARTICLE V MEETINGS

Regular meetings of the CLGBTE shall be held each month during the academic year on dates to be selected by the Executive Committee. Special meetings of members, for any purpose or purposes, may be called at any time by the chair of the CLGBTE.

**ARTICLE VI
QUORUM**

A quorum consisting of half the voting membership plus one must be present or participating by phone at all meetings in order for an official action to be taken in the name of the CLGBTE.

**ARTICLE VII
ADOPTED PARLIAMENTARY GUIDE**

Robert's Rules of Order, Newly Revised (most recent edition) shall govern CLGBTE proceedings in all cases in which they apply and in which they are not inconsistent with other bylaws.

**ARTICLE VIII
ELECTIONS**

Elections shall normally be by secret ballot and shall be conducted as follows:

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. All nominees must be members of the CLGBTE. Nominations from the floor will be accepted at that time. Upon finalization of the slate, a ballot will be mailed OR E-MAILED to all voting CLGBTE members. All ballots are to be returned within ten (10) days to the chair of the CLGBTE. 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 mail or electronic mail.

ARTICLE IX AMENDMENTS

The Bylaws may be altered or amended at any regularly scheduled meeting of the full CLGBTE by two-thirds vote of those voting members present or participating by phone, provided that a quorum exists at such a meeting and provided that a copy of the proposed amendment has been sent to each member at least fifteen days prior to the meeting.

The Bylaws also may be altered or amended by electronic vote. The amendment can be passed by two-thirds vote provided that a quorum casts electronic ballots and provided that a copy of the amendment has been sent to each voting member at least fifteen days prior to the voting deadline.

STANDING RULES

- a. Meetings of the Commission are normally open. The Commission may, however, go into executive session when matters pertaining to personnel or other confidential matters are being discussed. The decision to move to executive session will be made by the Commission as a whole.
- b. The chair of the Commission or any committee shall distribute an agenda approximately 48 hours prior to any regularly scheduled meeting, or ask a designate to do so.
- c. Members are responsible to respond via email to an agenda/meeting notice if they are unable to attend, and provide any update on current work.
- d. Any nonmember of the CLGBTE 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. At the invitation of the chair, nonmembers may also comment on agenda items at the time such items are being discussed by the membership.
- e. The chair shall have the authority to place a time limit on the remarks of any participant in a Commission meeting.
 - a) The chair-elect of the Commission shall submit the meeting notes to the chair, Educational Equity liaison, and administrative support assistant for review. Subsequently, the chair shall distribute the reviewed notes to the CLGBTE membership no later than one week prior to the next regularly scheduled meeting for approval.

Revised May 1995 and November 1995

Note 1: The current version of the Constitution, Bylaws, and Standing Rules was formally adopted by a vote of 15 (yes), 2 (no), and 1 (abstention) at the May 17, 1995 meeting of the CLGBE.

Note 2: Name changed from "Committee" to "Commission" November 1995 with concurrence of President Graham Spanier and Vice Provost James Stewart.

Amended March 1996

Note 1: Amend means by which chairs of committees are elected (Bylaws Article II, number 2) adopted at March 28, 1996, meeting of CLGBE.

Amended January 1997

Note 1: Amend dates of election of new members, chair-elect, and chairs of committees (Bylaws Article II, 1 and 2) adopted at January 21, 1997, meeting of CLGBE.

Amended January 1998

Note 1: Amend composition of the Executive Committee (Bylaws Article 1, Section 1) adopted at January 21, 1998, meeting of CLGBE.

Amended June 2000

Note 1: Add Article II, Section Five, Constitution, The Commission's Relationship with the Office of the Coordinator of LGBT Equity. The Commission will maintain a healthy, collaborative relationship with the Office of the Coordinator of LGBT Equity. Communication between the Commission and Coordinator will include but is not limited to the following:

- a) At each monthly Commission meeting, the Coordinator will have a place reserved on the agenda to provide a report of the Office's activities and plans.
- b) The Coordinator may contact the Commission Chair to bring other agenda items before the Commission for input and discussion.
- c) The Office's faculty/staff/student advisory committee will include three members of the Commission.
- d) The Commission will provide input into the evaluation of the Coordinator and the Office of LGBT Equity.

Note 2: Amend Article 1, Constitution by changing the name of the Commission to include the term "transgender" such as it would be the Commission on Lesbian, Gay, Bisexual, and Transgender Equity, or CLGBTE.

Note 3: Amend Article II, Section 4, Constitution, to include the Assistant Vice President for Human Resources as an ex officio member.

Note 4: Amend Article II, Membership, Section 1 d, Constitution: “Appointments shall include at least two persons from a campus other than University Park and/or from Cooperative Extension county offices.”

Note 5: Amend Article III, Bylaws, to include a standing Joint Commissions Committee composed of two representatives from each Commission. The representatives from the CLGBTE shall consist of the chair-elect and a member at large. The chair of this committee will rotate every year. Staff support will come from the liaison of the Commission whose representative is currently acting as chair.

Note 6: Amend Article III, Bylaws, by including the names of the standing committees.

Note 7: Amend Article I, Section 1, Bylaws, to require all committees to receive approval from the Executive Committee for any requests to spend money from the Commission budget.

Note 8: Fifteen of twenty-two voting members voted in favor of these amendments.

Note 9: Amend Bylaws, Officers/Executive Committee, Section 3, Secretary, to refer to a staff member rather than a staff assistant and delete “At the option of the Executive Committee.”

Note 10: Amend Bylaws, Article II, Elections, to replace “As stipulated in Article 1, Section 1 of these Bylaws, the Executive Committee shall also serve as the Nominating Committee. Elections shall normally be by secret ballot and shall be conducted as follows” with “Annually, the CLGBTE will elect a Nominating Committee for any necessary elections with representation from faculty, staff, and students.” Change announcement of election results by the end of the meeting to within ten days.

Note 11: Amend Bylaws, Article III, Committees, to reflect the addition of a Communications Committee and deletion of the Education and Lecture Series Committees. Move mention of the Joint Commissions Committee from the committee list to “In addition, representatives from the Commission serve on the Joint Commissions Committee, which is composed of two representatives from each Commission; CLGBTE representatives will be the Chair-elect and a member at large. The chair of this committee will rotate every year. Staff support will come from the liaison of the Commission whose representative is currently acting as Chair of the committee. CLGBTE members also serve on the Faculty Senate LGB Caucus and the Staff Advisory Committee.”

Note 12: Amend Standing Rules, Article I, Rules of Procedure, to delete “The rules of procedure in the meetings of the CLGBTE shall be those of *Robert’s Rules of Order*, most recent addition.” Add responsibility for distributing meeting minutes to the appointed staff member from Educational Equity. Change submission of a list of possible new members from the Vice Provost for Educational Equity to the President.

Amended December 2000

Note 1: Amend Constitution, Article I, Purpose: “The CLGBTE shall serve as an advisory group to the President...” from advising the Vice Provost for Educational Equity.

Note 2: Amend Constitution, Article II, Membership, Section 1 a: “Members of the CLGBTE are appointed by the President for three-year terms and shall be eligible for reappointment after a hiatus of at least one year. The appointment of members who serve as Chair, Chair-elect, or past Chair shall be extended if necessary to a period of no more than six years so as to allow them to fulfill their duties.”

Note 3: Amend Constitution, Article II, Section 2, Resignations, Temporarily Inactive Members: “If a member finds it necessary to resign from the CLGBTE, the President will be asked to appoint an individual to complete the term of service.” This formerly had been the responsibility of the Vice Provost for Educational Equity.

Note 4: Amend Constitution, Section 3, Inactive Members: “After notification of the inactive member by the Chair of the CLGBTE, the President will be asked to appoint an individual to complete that term of membership. Such an appointee shall be selected by the President from the most recent list compiled by the Nominating Committee.” This had formerly been the responsibility of the Vice Provost for Educational Equity.

Note 5: Amend Constitution, Article I, Section 4, Ex officio Members, to include the Coordinator of LGBT Equity and representatives from Allies and Rainbow Connections. The name of Lesbian, Gay, and Bisexual Student Alliance is changed to Lambda Student Alliance.

Note 6: Amend Bylaws, Article I, Officers/Executive Committee, Section 1, Executive Committee, to add “Each committee Chair will send a proxy to meetings of the Executive Committee in the event they cannot attend.”

Note 7: Amend Bylaws, Article I, Officers/Executive Committee, Section 1, Executive Committee: “The Executive Committee shall coordinate the activities of the CLGBTE and its committees, it shall act for the CLGBTE in the interim between meetings, and it shall exercise budgetary responsibility for the CLGBTE.” Responsibility to act as a Nominating Committee is no longer among the Executive Committee’s responsibilities.

Note 8: Amend Bylaws, Article I, Officers/Executive Committee, Section 2, Officers, to include responsibility of the Chair to communicate with the President.

Note 9: Amend Bylaws, Officers/Executive Committee, Section 3, Secretary, to refer to a staff member rather than a staff assistant and delete “At the option of the Executive Committee.”

Note 10: Amend Bylaws, Article II, Elections, to replace “As stipulated in Article 1, Section 1 of these Bylaws, the Executive Committee shall also serve as the Nominating Committee. Elections shall normally be by secret ballot and shall be conducted as follows” with “Annually, the CLGBTE will elect a Nominating Committee for any necessary elections with representation from faculty, staff, and students.” Change announcement of election results by the end of the meeting to within ten days.

Note 11: Amend Bylaws, Article III, Committees, to reflect the addition of a Communications Committee and deletion of the Education and Lecture Series Committees. Move mention of the Joint Commissions Committee from the committee list to “In addition, representatives from the Commission serve on the Joint Commissions Committee, which is composed of two representatives from each Commission; CLGBTE representatives will be the Chair-elect and a member at large. The chair of this committee will rotate every year. Staff support will come from the liaison of the Commission whose representative is currently acting as Chair of the committee. CLGBTE members also serve on the Faculty Senate LGB Caucus and the Staff Advisory Committee.”

Note 12: Amend Standing Rules, Article I, Rules of Procedure, to delete “The rules of procedure in the meetings of the CLGBTE shall be those of *Robert’s Rules of Order*, most recent addition.” Add responsibility for distributing meeting minutes to the appointed staff member from Educational Equity. Change submission of a list of possible new members from the Vice Provost for Educational Equity to the President.

Amended May 2002

Note 1: Incorporate Constitution into Bylaws and change the title of the document to “Bylaws and Standing Rules.” Renumber the articles accordingly. All amendments hereafter will refer to the newly numbered sections unless otherwise indicated.

Note 2: Amend Bylaws, Article II, Membership, Section 1a to change “no less than four years and no more than six years” to “of up to six years as needed.”

Note 3: Amend Bylaws, Article II, Membership, Section 1c to indicate that at least two graduate and two undergraduate students shall be appointed.

Note 4: Add Bylaws, Article II, Membership, Section 1e: Appointments shall be made from a list compiled annually by the Nominating Committee.

Note 5: Amend Bylaws, Article II, Section 2 by deleting “The Executive Committee will provide a list of nominees.”

Note 6: Amend Bylaws, Article II, Membership, Section 2 from “Names for members to be nominated as replacements” to “Names of nominees to be appointed as replacements.”

Note 7: Amend Bylaws, Article II, Membership, Section 4, to change “Lesbian, Gay and Bisexual Student Alliance” to “Lambda Student Alliance” and to replace “Coordinator of Lesbian, Gay, Bisexual and Transgender Equity” with “Director of the LGBTA Student Resource Center.”

Note 8: Delete Constitution, Article III, Amendments (original numbering) due to redundancy.

Note 9: Amend Bylaws, Article III, Officers/Executive Committee, Section 1 by inserting a paragraph after the first paragraph: In the event that co-chairs are elected, the Executive Committee must decide how the duties assigned to the chair will be divided.

Note 10: Move Bylaws, Article II, Elections (original numbering) to come immediately before Article IX, Amendments and renumber accordingly.

Note 11: Amend Bylaws, Article IV, Committees by changing the wording to the first sentence from “Consistent with Article I, Section 1, there are six standing committees” to “The CLGBTE shall have seven standing committees.”

Note 12: Amend Bylaws, Article IV, Committees to add Nominating Committee to the list of committees with the following description: The Nominating Committee compiles a slate of nominees for any necessary elections, keeps an up-to-date list of potential members based on nominations received, and periodically notifies the chair of inactive members who need to be contacted. The committee has representation from faculty, staff, and students. The chair must be in his/her third year of membership on the CLGBTE.

Note 13: Amend Bylaws, Article V, Meetings, by deleting the sentence “A quorum consisting of half the voting membership plus one must be present at all meetings in order for any official actions to be taken in the name of the CLGBTE.”

Note 14: Add Bylaws, Article VI, Quorum: A quorum consisting of half the voting membership plus one must be present or participating by phone at all meetings in order for any official actions to be taken in the name of the CLGBTE.

Note 15: Add Bylaws, Article IX, Adopted Parliamentary Guide: *Robert’s Rules of Order, Newly Revised* (most recent edition) shall govern CLGBTE’s proceedings in all cases in which they apply and in which they are not inconsistent with other bylaws.

Note 16: Amend Bylaws, Article VIII, Elections by deleting the sentence “Annually, the CLGBTE will elect a Nominating Committee for any necessary elections with representation from faculty, staff, and students.”

Note 17: Amend Bylaws, Article VIII, Elections, for the first two sentences of the second paragraph to read “At the regularly scheduled March meeting, the Nominating 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. All nominees must be voting members of the CLGBTE.” In the same paragraph, insert “or e-mail” after “Upon finalization of the slate, a ballot will be mailed,” and delete “via the Commission’s offices” from the sentence, “All ballots are to be returned within ten (10) days to the Chair of the CLGBTE via the Commission’s offices.”

Note 18: Amend Bylaws, Article VIII, Elections, by deleting the second section and last paragraph.

Note 19: Amend Bylaws, Article IX, Amendments to add “or participating by phone” after “by two-thirds of those voting members present.”

Note 20: Amend Bylaws, Article IX, Amendments by adding a second paragraph: The Bylaws also may be altered or amended by electronic vote. The amendment can be passed by two-thirds vote provided that a quorum casts electronic ballots and provided that a copy of the amendment has been sent to each voting member at least fifteen days prior to the voting deadline.

Amended October 2002

Note 1: Amend Bylaws, Article II, Membership, section 5, The Commission's Relationship with the Office of the Coordinator of LGBT Equity: Delete, as the Office no longer exists.

Note 2: Add Article II, Membership, section 5, Affiliate Members: Add " Affiliate members of the CLGBTE are those persons who work on the CLGBTE even though they are not formal CLGBTE members. Affiliate members may serve on committees, as committee chairs, and in any other role on the CLGBTE except as voting members, and as chair, co-chair, or chair-elect."

Note 3: Amend Bylaws Article IV, Committees: Delete "In addition, representatives from the Commission serve on the Joint Commissions Committee, which is composed of two representatives from each Commission; CLGBTE representatives will be the chair-elect and a member at large. The chair of this committee will rotate every year. Staff support will come from the liaison of the Commission whose representative is currently acting as chair of the committee."

Amended December 2002

Note 1: Amend Article 2, section 4, Membership, ex officio Members: Delete representative from Rainbow Connections as an ex officio member as the organization no longer exists.

Note 2: Amend Article 4, number 1, Committees: Revise point 1 from "Chairpersons of committees must be voting members of the CLGBTE" to "Chairpersons of committees may be voting or affiliate members of the CLGBTE" to be consistent with Article 2, section 5.

Amended May 2005

Note 1: Amend Article 2, Section 4, Membership, ex officio Members: Add Associate Vice Provost for Educational Equity.

Note 2: Amend Article 2, section 4, Membership, ex officio Members: Delete representative from Lambda Student Alliance as an ex officio member as the organization no longer exists.

Note 3: Amend Article 4, Committees, Curricular Integration: Add “maintaining, updating, and disseminating a list of LGBT-related courses.”

Note 4: Amend Article 2, Section 5, Membership, Affiliate Members: Add “Affiliate members serve a one year renewable term.”

Amended March 2007

Note 1: Article II Membership, Section 4, Ex officio Members: Change “(3) one graduate student representative from the Coalition of Lesbian, Gay, and Bisexual Graduate Students,” and “(6) one representative from Allies,” to “(3 and 4) one graduate and one undergraduate LGBTA student group representative upon the recommendation and approval of the Executive Committee.” Renumber appropriately. The number of active student groups and their names changes annually.

Note 2: Article II Membership, Add: Section 6, Termination of Membership:
An active member may be removed from the CLGBTE if the member is not acting in the best interest of the Commission, creating a hostile meeting environment, or violating the Bylaws of the CLGBTE and/or policies at Penn State. Termination specified herein:

- a. Commission members may bring concerns of membership behavior to the executive committee.
- b. After concerns are presented, course of action must be passed by a majority vote by the executive committee. Course of action may be immediate termination of membership or a written warning that continued behavior will result in termination of membership.
- c. The member in question may request a meeting with executive members for the opportunity to address his/her case.
- d. Member will be notified of termination or warning by a written notice from the chair(s) of the CLGBTE.

Note 3: Article IV Committees. OUTreach. Add “Additional activities include building a network of liaisons in the Penn State community.”

Note 4: Article VIII Elections: Change “March” to “April” to reflect current cycle in conjunction with CORED and CFW.

Note 5: Article IX, Committees. Change “Faculty Senate LGB Caucus” to “University Faculty Senate Committee on Educational Equity and Campus Environment.”

Amended August 2009

Note 1: Article II, Section 4, Ex officio Members: add “and (8) the Vice President for Student Affairs.”

Note 2: Article III Officers/Executive Committee, Section 1, Executive Committee: “All students requesting funding to attend conferences must be in degree status with a 2.00 or higher GPA (in accordance with Senate Policy 54-00) and in good disciplinary standing with the University at the time of application to be considered.”

Note 3: Article IV Committees.

- a. Combine Communications (#1) and OUTreach (#5) under # 1 to read as follows:
 1. Communications and OUTreach:
Communications and OUTreach have been combined under one committee; the Communications side advises the Commission on how to keep the public fully informed of CLGBTE 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. The OUTreach side works to improve the climate for lesbian, gay, bisexual, transgender, and allied persons at all Penn State campuses, especially those away from University Park. Activities include building a network of liaisons and developing diversity programs.
- b. Remove the current # 7, Support Network, in its entirety (which is now housed with the LGBTA Student Resource Center.)
- c. Add a new # 6 Transgender Task Force to the list of committee descriptions as follows:
 6. Transgender Task Force:
The task force has a two-pronged charge: 1) to review and evaluate the inclusion of transgender issues in the operations of the standing committees and report findings and recommendations to the Commission; and 2) to work to identify and address concerns related to gender identity and expression.
- d. Relevant references within Article IV have been changed to reflect the new total number of standing committees.

Amended March 2011

Note 1: Article II, Section 4, Membership, ex officio members: Add “Person in Charge of Sexuality and Gender Studies Minor.”

Amended June 2012

Note 1: Article III, Section 1:

Officer descriptions were adjusted to remove the officer of Secretary and place note taking duties on the Chair-elect as determined by a vote of the Executive Committee.

Note 2: Article IV, Section 1:

Elaboration of qualifications: “Officers and ... in active attendance and participation standing.” as discussed in Executive Committee.

Curricular Integration: Adjustment: “to monitor and advise the Commission on the status and development of the Human Sexuality and Gender Studies minor program;” to update to current state and name of minor.

Nominating Committee: Changes made to reflect current procedures by the joint Commissions under Educational Equity.

Student Concerns: added “It is preferable that this committee is co-chaired by both a student member and a faculty/staff member in order to provide continuity of meeting attendance and reporting.” as discussed in meetings.

Liaisons: replaces Staff Advisory Committee to “University Staff Advisory Council” to reflect name change of that committee.

Note 3: Standing Rules

Changes made to match officer duty adjustments in Bylaws.

Adjusted the deadline for agendas from one week to 48 hours.

Added the requirement of e-mail notification of meeting absence upon receipt of agenda.

Amended December 2014

Amendment 1

The word “twenty-five” shall be replaced with “twenty” in Article II, Section 1, paragraph a. The sentence shall read: “The CLGBTE shall be composed of twenty to thirty voting members.”

Amendment 2

In Article II, Section 1, paragraph c., the paragraph shall be eliminated and replaced with the following:

“Appointed student members shall serve a full term or until they leave the university, whichever shall come first. Student affiliate memberships are welcomed and encouraged.”

Amendment 3

In Article II, Section 2, the paragraph “Names of nominees to be appointed as replacements should come from the most recent list compiled by the Nominating Committee, if feasible” shall be eliminated and replaced with “Candidates for replacement will be selected by the executive committee from the most recent pool of applicants or by choosing an affiliate member who has agreed to fulfill the term.”

Amendment 4

In Article II, Section 2 shall be appended with the following paragraph: “Members missing more than half of the regular meetings and not participating in any committee work during any year (August to May) shall be declared inactive and shall be asked to resign.”

Amendment 5

Article II, Section 3 shall be eliminated. Subsequent Sections shall be renumbered appropriately.

Amendment 6

Article II, Section 5 (renumbered Section 4 as approved in Amendment 5) shall be appended with the following sentence: “An affiliate who chooses to take on the responsibility of a committee chair accepts the rights and responsibilities of a voting member for their term.”

The paragraph shall read: “Affiliate members of the CLGBTE are those persons who work on the CLGBTE even though they are not formal CLGBTE members. Affiliate members may serve on committees, as committee chairs, and in any other role on the CLGBTE except as voting members, and as chair, co-chair, or chair-elect. Affiliate members serve a one year renewable term. An affiliate who chooses to take on the responsibility of a committee chair accepts the rights and responsibilities of a voting member for their term.”

Amendment 7

The word “voting” shall be eliminated and removed from the bylaws in Article VIII, paragraph 2. The sentence shall read: “All nominees must be members of the CLGBTE”.

The paragraph shall read: “At the regularly scheduled April meeting, the Nominating 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. All nominees must be voting members of the CLGBTE. Nominations from the floor will be accepted at that time. Upon finalization of the slate, a ballot will be mailed OR E-MAILED to all voting CLGBTE members. All ballots are to be returned within ten (10) days to the Chair of the CLGBTE. 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 mail or electronic mail.

Amendment 8

The name of the “Nominating Committee” shall be changed to “Membership Committee” and all references in the bylaws to the “Nominating Committee” shall be changed to “Membership Committee”.

Amendment 9

Standing Rule G shall be eliminated and removed from the bylaws. Standing Rule G reads as follows: “The Nominating Committee shall prepare a list of persons from which to solicit online applications in the spring of each year. The Nominating Committee shall encourage an open process of nomination, seeking suggestions from a wide variety of sources.”

Amendment 10

In Article III, Section 2, the paragraph headed by “Past Chair:” shall be appended with the following:

“The past chair is in charge of facilitating and coordinating the membership application and vetting process with assistance from the executive committee and from the Office of the Vice Provost for Educational Equity.”

The paragraph shall read: “The Past chair is responsible for taking meeting attendance; adding records of present and absent members into the meeting notes; informing the Chair of members who are not in good standing; determining whether a quorum does or does not exist; and handling any needed votes or elections. The past chair is in charge of facilitating and coordinating the membership application and vetting process with assistance from the executive committee and from the Office of the Vice Provost for Educational Equity.”

Amendment 11

Article II, Section 1, paragraph e. shall be eliminated and replaced by “Candidates for appointment are put forward from a pool of applicants that are gathered and reviewed annually.”

Amendment 12

The name of the “Transgender Task Force” shall be changed to “Transgender Concerns committee” throughout the bylaws.

Amendment 13

In Article IV, Section 2, paragraph 2, the word “This” shall be replaced by “The Curricular Integration”. The sentence shall read: “The Curricular Integration committee strives to enhance the teaching and learning environment pertaining to lesbian, gay, bisexual, and transgender issues at all Penn State campuses.”

Amendment 14

All instances of the word “minutes” as they relate to the minutes of the Executive Committee and Full Commission meetings shall be changed to “meeting notes”. Henceforth, all recordings of Commission meeting activities shall be referred to as “meeting notes”.

Amendment 15

In Article II, Section 4 (renumbered Section 3 as approved in Amendment 5), the titles of ex-officio members listed shall be changed to reflect the correct titles of each office. The changes are the following:

- a) The “Affirmative Action Director” shall be replaced with “Vice President for Affirmative Action”
- b) The “Assistant Vice President for Human Resources” shall be replaced with “Associate Vice President for Human Resources”
- c) The word “of” shall replace “for” in “Vice President of Student Affairs”
- d) The word “the” shall be added to “the Person in Charge of Sexuality and Gender Studies Minor” to precede the word Sexuality

Amendment 16

Article II, Section 1 shall appended with paragraph f. which shall read: “Undergraduate members must maintain a cumulative grade-point average of 2.5 in order to retain Commission membership and participate in Commission activities. Graduate student members must maintain a cumulative grade-point average of 3.0 in order to retain Commission membership and participate in Commission activities.”

Amendment 17

Article II, Section 1 shall appended with paragraph g. which shall read: “To serve on the Commission, employees must be in good standing as determined by the Office of Human Resources. A faculty or staff member is considered to be in good standing if the individual is meeting the expectations of his/her position and has not been the recipient of

recent discipline. The individual should also exhibit qualities such as civility, collegiality, and a commitment to the overall success of his or her department.”

Amendment 18, as amended

Standing Rule F shall read: “The chair-elect of the Commission shall submit the meeting notes to the chair, Educational Equity liaison and Administrative Support Assistant for review. Subsequently, the chair shall distribute the reviewed notes to the CLGBTE membership no later than one week prior to the next regularly scheduled meeting for approval.”

Amendment 18, as proposed

~~Standing Rule F shall be amended. The phrase “shall distribute to the CLGBTE membership minutes of each meeting no later than one week prior to the next regularly scheduled meeting.” shall be eliminated and replaced with “shall distribute the full meeting notes to the executive committee for approval.”~~

~~Standing Rule F shall read: “The Chair elect of the Commission or appointed staff member from the Office of the Vice Provost for Educational Equity shall distribute the full meeting notes to the executive committee for approval. The proceedings of the CLGBTE shall be part of the public record.~~

Amendment 18a, as amended

Standing Rule F shall be amended as follows: “The chair-elect of the Commission shall submit the meeting notes to the chair, Educational Equity liaison and Administrative Support Assistant for review. Subsequently, the chair shall distribute the reviewed notes to the CLGBTE membership no later than one week prior to the next regularly scheduled meeting for approval.”

Amendment 18b, as amended

The sentence “The proceedings of the CLGBTE shall be part of the public record.” Shall be eliminated from Standing Rule F.

Standing Rule F reads: “The Chair-elect of the Commission or appointed staff member from the Office of the Vice Provost for Educational Equity shall distribute the full meeting notes to the executive committee for approval. The proceedings of the CLGBTE shall be part of the public record.

Amendment 19, withdrawn

~~In Article 3, Section 1, the following paragraph shall be inserted as the fourth paragraph in this section:~~

~~“The executive committee is responsible for approving full commission meeting notes as well as the budget.”~~

Amendment 20

In Article II, Section 1, the word “persons” shall be eliminated from the sentence, “Individuals appointed shall be persons interested in and willing to contribute to the improvement of the climate for lesbian, gay, bisexual, and transgender persons in the University community.”

The sentence shall read: “Individuals appointed shall be interested in and willing to contribute to the improvement of the climate for lesbian, gay, bisexual, and transgender persons in the University community.”

Amendment 21

In Article IV, Section 2, paragraph 5, all instances of the word “Committee” shall be lowercase (i.e.: “committee”). The paragraph shall read:

“Student Concerns: The Student Concerns committee advises the Commission on issues relative to the LGBTQA student body 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. It is preferable that this committee is co-chaired by both a student member and a faculty/staff member, in order to provide continuity of meeting attendance and reporting.”

Amendment 22

All instances of the word “Chairperson” and “Chair” shall be replaced with the word “chair” (lowercase) throughout the bylaws.

Amendment 23

In Article II, Section 2, the first paragraph reads:

“If a member finds it necessary to resign from the CLGBTE, the President will be asked to appoint an individual to complete the term of service. No action need be taken to replace a member who finds it necessary to be temporarily absent from the University (e.g., sabbatical or other leave). Such leave shall not be included in the three-year term of appointment.”

The paragraph shall be amended as follows and shall read: “No action need be taken to replace a member who finds it necessary to resign from the CLGBTE or to be temporarily absent from the University (e.g. sabbatical or other leave).”

Amendment 24

In Article II, section 4, the word “formal” shall be replaced by “appointed. The sentence shall read as follows: “Affiliate members of the CLGBTE are those persons who work on the CLGBTE even though they are not appointed CLGBTE members.”

Amendment 25

In Article III, section 2, the responsibilities of the past chair shall be amended. The following phrases shall be removed: “informing the chair of members who are not in good standing”, “The past chair is in charge of facilitating and coordinating the membership application and vetting process with assistance from the executive committee and from the Office of the Vice Provost for Educational Equity.”

The paragraph shall read as follows: “The past chair is responsible for taking meeting attendance; adding records of present and absent members into the meeting notes; determining whether a quorum does or does not exist; and handling any needed votes or elections.”

Yeas: 13, Nays: 0, No vote: 10