

SIUC GLBT Resource Center Advisory Board  
Bylaws

Adopted February 18, 2008

**I. Organization**

A. Name:

The name of the organization shall be *The Southern Illinois University Carbondale Gay, Lesbian, Bisexual, Transgender Resource Center Advisory Board*, referred to herein as the Board.

B. Purpose:

To provide advice, support and recommendations to the coordinator of the SIUC GLBT Resource Center.

**II. Membership**

A. The Board shall be made up of students, faculty, and staff who represent areas from across the university, and/or community members and alumnae.

B. There shall be at least one undergraduate and one graduate student on the Board.

C. Ex-Officio members shall include:

1. The Coordinator of the Resource Center
2. The Director of the Office of Diversity and Equity
3. The Director of the Women's Studies program

D. The Board 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, age, religion, class, origin or ability. Membership on the Board does not indicate the sexual orientation or gender identity of the member.

E. Eligibility:

1. Faculty and staff must be current employees of the University.
2. Undergraduate and graduate Students must be currently enrolled and in good academic standing.
3. Community/SIUC Alumnae should exhibit a commitment to GLBTQ issues and the goals of the Resource Center.

F. Duration of Terms:

1. Faculty, Staff, Community Members and Alumnae shall serve a two-year term.
2. Students shall serve a one-year term.
3. All terms are renewable.

- G. Responsibilities of Members:  
All members must act in accordance with all published policies and guidelines of the Board, which shall include but not be limited to the following:
1. Members must serve on at least one committee.
  2. Members are expected to attend all scheduled meetings of the Board.
  3. Each member is granted one vote.
- H. Total membership numbers:  
1. The Board shall consist of no fewer than 12 and no more than 18 members.
- I. Appointment of Members:
1. When appropriate, an Ad Hoc Membership committee shall be formed.
  2. This committee will create procedures for obtaining solicitations and approving membership.
  3. Applications may be solicited from any interested and qualified person(s).
  4. The committee will make every effort to ensure the diversity of the Board.
- J. How to Remove:  
In the event that a Board member is not fulfilling his/her duties and/or is not adhering to the mission or bylaws of the SIUC GLBT Board, the individual may be removed by a two-thirds (2/3) majority vote of the remaining Board members.

### **III. Meetings**

- A. There shall be at least one meeting per semester.
- B. Normally, notice of the meeting and a meeting agenda shall be sent out by the Chair at least ten days in advance.
- C. The Chair can call additional meetings when required, upon sending notice 10 days in advance.
- D. The first meeting of each semester shall normally be held by the end of the third week of that semester.
- E. The Chair is responsible for preparing the agenda.
- F. Quorum:  
A quorum shall be constituted of  $\frac{1}{2}$  plus 1 of the voting members of the Board.
- G. Meetings shall be open to all interested persons.
- H. The minutes of the Board meetings shall be posted on the SIUC GLBT website.

### **IV. Proceedings**

The Board meetings shall be conducted according to Robert's Rules of Order.

## V. Voting

- A. All Board members, except the Ex Officio members defined above, shall be entitled to one vote.
- B. The Chairperson shall not vote except to break a tie.
- C. Absentee Voting shall be by proxy.
  - 1. A proxy shall be given in advance by email to the Chair.
  - 2. The proxy must be a current member of the SIUC GLBT Board.
- D. Measures shall pass with a vote that shall be a total of a simple majority of the members present and authorized proxies.

## VI. Officers

- A. There shall be a Chairperson of the Board, whose duties shall include:
  - 1. Preparing the agenda.
  - 2. Conducting the meeting.
  - 3. Meeting regularly with the Coordinator of the SIUC GLBT Resource Center.
  - 4. Representing the Board to the University and the community.
  - 5. Serving as an Ex-Officio member of all Board committees.
- B. There shall be a Vice-Chairperson of the Board, whose duties shall include:
  - 1. Advising and consulting with the Chairperson on appropriate matters.
  - 2. Serving as Chairperson in the absence of the Chair.
  - 3. Reporting on the activities of the Executive Committee.
- C. There shall be a Secretary of the Board, whose duties shall include taking and distributing minutes of the Board meetings.
- D. Officers shall be chosen by nomination and vote at the first meeting of the Fall semester.
- E. Officers will serve a one-year term.
- F. Removal:

In the event that an Officer is not fulfilling his/her duties and/or is not adhering to the mission or bylaws of the SIUC GLBT Board, the individual may be removed by a two-thirds (2/3) majority vote of the remaining Board members.
- G. Replacement:

If any officer cannot complete his/her term, an election shall be held within 30 days of that officer's resignation or removal.

## VII. Committees

- A. There shall be an Executive Committee.
  - 1. Its members shall include the Chair, Vice-Chair, Secretary, Coordinator of Resource Center, the Director of the Office of Diversity and Equity, and the Director of the Women's Studies program.
  - 2. Its duties shall include working with the Chairperson to prepare the agenda and advising the Chairperson on relevant matters that may arise.
- B. There shall be an Academic Committee, whose duties shall include creating, administering, and/or responding to issues relevant to gay, lesbian, bisexual, transgendered and queer studies.
- C. There shall be a Programming and Special Events Committee, whose duties shall include assisting in the planning of programs and events that are of interest and value to the gay, lesbian, bisexual, transgendered and queer community.
- D. There shall be a Fundraising and Finance Committee, whose duties shall include working with the Coordinator of the Resource Center to recommend, create, and oversee fundraising activities.
- E. There shall be a Community Outreach and Education Committee, whose duties shall include assisting in the planning and presentation of educational outreach that will increase the awareness and appreciation of gay, lesbian, bisexual, transgendered and queer issues and concerns.
- F. As needed, the SIUC GLBT Advisory Board may create Ad Hoc Committees to deal with matters as they arise and authorize the Chairperson to appoint members to said committee.
- G. Officer of the committees:
  - 1. Each committee will elect its own chair.
  - 2. The chair must be a current member of the SIUC GLBT Advisory Board.
- H. Standing Committees shall be constituted at the first meeting of the Board in the Fall semester. Membership shall be by volunteer.

## VIII. Amendments

- 1. The bylaws of the SIUC GLBT Advisory Board may be adopted, amended, repealed or replaced in part or whole by a two-thirds (2/3) majority vote at any Board meeting, with existing restrictions on voting prevailing.
- 2. The Amendment must be presented not less than two months prior to the vote.
- 3. The Amendment shall take effect upon approval by the Board.