

**BYLAWS OF**  
**ALLIANCE AT TEXAS STATE**  
**at Texas State University**

**Last Revised August 1, 2016**  
**Current Revision June 1, 2017**

**Article I**  
**Name of the Organization**

**The name of this organization shall be the ALLIANCE at Texas State University.**

**Article II**  
**Purpose and Goals**

ALLIANCE at Texas State (ALLIANCE) is a staff and faculty organization that encourages, promotes, and celebrates the awareness, equality, social acceptance, non-discrimination, and individual freedoms of all employees regardless of their sexual orientation, gender expression, or gender identity. ALLIANCE is dedicated to and supports Lesbian, Gay, Bisexual, Transgender/Gender Non-Binary/Gender Diverse, Queer, Questioning, Asexual, Aromantic, and Agender (LGBTQIA) faculty and staff by:

- Advocating equal rights, access, and benefits for all LGBTQIA faculty and staff
- Creating a safe and accepting environment to recruit and retain LGBTQIA faculty and staff
- Organizing educational and social activities and sponsoring events that facilitate open dialogue and networking opportunities for staff, faculty, and students where appropriate
- Promoting educational workshops and discussions that foster awareness of LGBTQIA issues and visibility for staff, faculty and students

The purpose of ALLIANCE shall be to provide a forum for the discussion of issues and concerns related to the LGBTQIA community (staff, faculty, and students) at Texas State University (Texas State) and to cooperate in providing workable solutions to these issues.

**The goals of ALLIANCE shall be:**

- a) **Educational Advocacy.**  
To serve as a resource for the university to provide a premier student-centered and culturally-competent educational experience that fosters student retention and success at all levels by supporting programs and initiatives designed to serve LGBTQIA students, the hiring and retention of LGBTQIA staff and faculty and offering regular visibility and educational opportunities to engage with students, staff and faculty, as appropriate to the nature of the event.

**b) Networking.**

To engage actively in dialogue with the staff, faculty, and students for the purpose of articulating educational concerns, needs, and trends of LGBTQIAs in higher education and collaborating with university administration and entities to address them.

**c) Recruitment/Retention.**

To assist in maintaining the effective institutional programs to recruit and retain a diverse staff, faculty, and student population at Texas State. To serve as a resource on information regarding LGBTQIAs.

To collaborate with the university to enrich our learning and working environment by attracting and supporting a more diverse faculty, staff, and student body and ensuring that Texas State can serve as an example for closing gaps in recruitment, retention and academic/professional success.

**d) Culture Promotion.**

To embrace and celebrate the history, culture, and contributions of LGBTQIAs at Texas State and acknowledge how these enhance the climate at and the value of the degrees awarded by Texas State.

**e) Professional Advocacy.**

To advocate for a safe and beneficial working environment for all LGBTQIA staff, faculty, and students as well as to promote and advocate for their professional development.

### **Article III Membership**

Membership shall be open to staff and faculty employed at Texas State interested in the stated purposes and goals of the organization. Eligibility extends to graduate students employed by the university.

### **Article IV Privileges of Membership**

Paid members shall be entitled to the following privileges during their period of paid membership:

- a) To vote at general membership meetings.
- b) To submit agenda items for regularly scheduled meetings.
- c) To propose New Business at regularly scheduled meetings.
- d) To propose or request ALLIANCE sponsorship for initiatives that support the organization's purpose and goals (see Article V, Dues and Finance).

All new business and agenda items must be submitted at least 7 business days prior to each scheduled monthly meeting. Any items brought forward with less than 7 business days prior to a meeting may be deferred to the following general meeting's agenda at the discretion of the Executive Board.

## **Article V Dues and Finance**

**Annual membership dues shall be set at \$30.00, as of September 1, 2017.** The membership period shall align with the university's fiscal year, September 1 through August 31. Dues may be paid at any time but will not be prorated. **Membership dues are payable to ALLIANCE and will be collected by the President-Elect or the Treasurer.** Dues shall be utilized for the purposes of hospitality, event costs not covered by University funding, support of the LGBTQIA Scholarship fund, and a prudent reserve for exceptional circumstances, as presented to or by the Executive Board.

### **Disbursement limits, process and reports:**

- a) Disbursements up to \$2,500 may be approved by the Executive Board
- b) Motions to co-sponsor a program not primarily organized by ALLIANCE shall generally be limited to no more than \$500. Requests or motions for sponsorships or other expenses exceeding \$500 should be presented to the Executive Board for consideration at least 30 days prior to the General Membership meeting at which the motion/proposal will be made.
- c) All expenses shall be reported to the membership in a prompt manner and recorded in regular Treasurer's reports.

## **Article VI Meetings**

General meetings of this organization shall be conducted monthly during long semesters provided that the university is open for normal business operations, by default, on the first Thursday of the month. To maximize membership participation at General Membership meetings, the Executive Board may evaluate what day/time during long semester months will allow for the majority of the board and the greatest number of members to attend. Regularly scheduled meetings will be announced at least 30 days in advance; should a regular meeting need to be cancelled/rescheduled or scheduled on an emergency basis, membership must be notified with a minimum 7-day notice. The time and location of each meeting will be announced with the agenda prior to each meeting.

While no quorum will be required to proceed with a regular meeting that has been properly called, a simple majority of the Executive Board members and paid members present shall be required to elect officers, amend bylaws or approve expenditures/sponsorships. As an alternative, such business may be conducted remotely through technology readily available to all paid members provided that an equal notice is given to the membership – 30-day notice, unless the President calls for an emergency vote, election or amendment with a majority approval of the Executive Board, in which

case it will only require a 7-day notice. The call and outcome of these votes shall be documented and reported to the membership at-large.

**At general meetings, the following outlines general business meeting protocol:**

- a) Call to order
- b) Roll call / Sign-in
- c) Approve meeting minutes
- d) Officer reports
- e) Committee reports
- f) Old business
- g) New business
- h) Announcements
- i) Adjournment

Chairs/co-chairs of active committees shall meet with the Executive Board to provide a committee update on a monthly basis. Committee Chairs and Co-chairs will continue to be appointed by the Executive Board.

## **Article VII Officers and Executive Board**

The officers of the ALLIANCE shall be the President, President-Elect, Secretary, Treasurer, and Historian. Elected officers will comprise the Executive Board of ALLIANCE. The Executive Board shall be responsible for the overall governance of ALLIANCE in accordance with its stated purpose Article II.

## **Article VIII Duties of Officers**

**President.** The President shall perform all duties proper to the office and appoint any and all standing committee, ad hoc, and special chairpersons after consultation with the Executive Board. The President shall preside at all ALLIANCE General Meetings when present. The President has the right to call an emergency meeting with majority approval of the Executive Board. The President shall serve in a co-mentoring relationship to the President-Elect and, during the summer ending the President's term, ensure a smooth transition of leadership. The ALLIANCE President is also responsible for keeping the Advisory Board appropriately informed regarding ALLIANCE's significant activities and undertakings. The President shall serve as the primary liaison to the Alumni Association and Represent ALLIANCE at meetings with the Equity & Access Committee. When the President cannot attend or fulfill this duty, the President-Elect may stand in for the President. The President will serve as the Account manager for ALLIANCE, with the President-Elect as back-up in the event the President is unavailable or unable to fulfill their duties.

**President-Elect.** The President-Elect shall preside in the absence of the President or if the President is unable to perform their duties. The President-Elect will assist the President in their duties. The President-Elect will oversee the functions of each Chair/Co-chair of the standing committees. The President-Elect will work with the Treasurer and President to ensure the current paid membership list is up-to-date and utilized as needed for the business of ALLIANCE.

**Secretary.** The Secretary shall keep and distribute an official record of the proceedings of ALLIANCE general membership meetings. The Secretary shall preserve official records (minutes, treasurer's reports, and official correspondence) in permanent files. As required by the Executive Board, the secretary shall be responsible for ALLIANCE correspondence, except in those cases where the President or President-Elect determine that they have need of communicating directly with the University or ALLIANCE membership and Committees.

**Historian.** The Historian will be responsible for coordinating the documentation and archiving, for historical purposes, of ALLIANCE programs, activities, and events. Archiving may include records and artifacts that may be used for future reference and review. The Historian shall, directly or through a committee, develop, use and promote communication of ALLIANCE programs, activities, and events through available platforms, including websites and social media.

**Treasurer.** The Treasurer shall have charge of all monies of ALLIANCE and shall report in writing thereon at the regular meeting of ALLIANCE. The Treasurer will report to the President and Executive Board on the expenditures and processes related to the monies of ALLIANCE. The Treasurer will keep record of paid members and coordinate this list with the Executive Board for all business purposes which require a count of paid members.

## Article IX Tenure and Vacancies

**Tenure.** A President-Elect will be elected to serve a one-year term as President-Elect, automatically followed by a one-year term as President. A member serving as President-Elect may not be re-elected to serve a consecutive President-Elect term. A Treasurer, Secretary and Historian will be elected for a one-year term with the possibility of re-election should there be no eligible or interested parties available at the time of the next Annual Business Meeting.

**Vacancies.** The vacancy of the President shall automatically be filled by the President-Elect. Should the office of President-Elect become vacant, through early succession or otherwise, a special election shall be held at the next regularly scheduled ALLIANCE meeting. If the office of Secretary, Treasurer or Historian shall become vacant, the Executive Board shall appoint a member to fill such office to complete the term of office.

## **Article X** **Election of Officers**

**Paid ALLIANCE Members are eligible to run for office.** Nominations will be requested for the offices of President-Elect, Secretary, Treasurer and Historian from a nominating committee comprised of the Executive Boards, Committee Members, and beginning in summer of 2019, from the paid general membership. Verification of acceptance to these positions may be made prior to the printing of the ballots.

Annual elections will be held no earlier than April 1<sup>st</sup> and no later than July 31<sup>st</sup>. In any race, if a candidate receives a simple majority of votes of the paid members present, the candidate will be declared the winner of the race. If no candidate earns a simple majority, the candidate with the most votes but minimally 40% of the vote shall be declared the winner of the race. If no candidate earns at least 40% of the vote, there will be a run-off election between the top two candidates; the winner of the run-off election will be by majority vote.

Newly elected officers will assume their positions on June 1<sup>st</sup>. The exiting officers shall work together with and mentor the newly elected officers to ensure a smooth leadership transition.

The Executive Board and/or paid membership may call a special election in the event that the Executive Committee, in whole or part, is not fulfilling the responsibilities of their office as outlined in the bylaws. Such special elections must be announced to the full membership via the Alliance email not less than seven (7) days prior to the meeting date.

## **Article XI** **Advisory Board**

An Advisory Board shall be appointed by the Executive Board to ensure the continuity and long-term success of ALLIANCE. The Advisory Board, including the Chair, will act in a consulting and advisory capacity and not as Officers or part of the Executive Board and shall primarily:

- a) Serve as a resource for the ALLIANCE President and Executive Board in support of the ALLIANCE purpose and goals as well as any strategic efforts identified by the Executive Board. This may include identifying other resources such as funding, in-kind contributions and sources of knowledge that may support ALLIANCE's purpose, goals and efforts.
- b) Support the Executive Board, and if appropriate the General Membership, by providing mentorship, "corporate memory" and social capital accumulated through past service within ALLIANCE and longevity/appointment at Texas State.
- c) Ensure, through collaboration with the Executive Board, that ALLIANCE and the Executive Board are in compliance with university and ALLIANCE policies, procedures and bylaws as well as local, state and federal statutes.

- d) Bring forth concerns to the Executive Board regarding critical matters that may impact ALLIANCE, LGBTQIA faculty/staff/students or the LGBTQIA community at-large.

The Advisory Board shall consist of at least three past Executive Board Members or Committee Chairs/Members, with at least one faculty and one staff member and a paid member of ALLIANCE. During the summer months of the new term, the Executive Board shall appoint the Executive Board Members or Committee Chairs/Members. If one of the three immediate Past-ALLIANCE Presidents, is unable to serve or in case of vacancies, the Executive Board shall appoint any past Executive Board Members or Committee Chairs/Members to fill the respective Advisory Board seat.

The Advisory Board shall meet with the President and President-Elect twice per long semester.

**The Advisory Board Chair shall:**

- a) Lead the Advisory Board in its activities, including coordinating minimally two meetings of the Advisory Board per long semester.
- b) Serve as the principal liaison between the Advisory Board and the ALLIANCE Executive Board.
- c) Keep the Advisory Board apprised on important issues discussed with the ALLIANCE President and President-Elect and/or other officers.

**Article XII**  
**Process of Amendment**

Amendments of these Bylaws shall be submitted in written form by the proponents to the Bylaws Committee of ALLIANCE. The Bylaws Committee shall be comprised of the Executive Board and may include one paid member or Committee Chair, in order to create an odd number for voting purposes. The Bylaws Committee shall submit all proposed amendments in a regular meeting of ALLIANCE. All amendments shall be adopted upon a simple majority of the Executive Board and paid members present and voting, provided that written notice of the proposed bylaws change is given to the membership at least 7 days in advance of the meeting at which the vote is to take place. Alternatively, amendments may be conducted remotely through technology readily available to all paid members provided that an equal notice is given to the membership – 7 – day notice – and outcomes documented and promptly reported to the membership at-large.

**Article XIII**  
**Rules of Procedure**

These Bylaws shall serve as the governance/procedure in the conduct of ALLIANCE business. When not otherwise provided, Robert's Rules of Order (revised) shall govern parliamentary procedures.

## **Article XIV** **Texas State University Relationships**

ALLIANCE will adhere to policies of the Board of Regents and the university and does not discriminate on any basis prohibited by law.

## **Article XV** **Committees**

The Executive Board will appoint the chairs of the standing committees: Bylaws, Social/Fundraising, Membership, Marketing, Staff/Faculty Relations, Graduate and Undergraduate Student Relations. Special Committees and other appointments may be created by the Executive Board as needed. Any ALLIANCE member may volunteer to serve on any committee. Each Standing Committee will have at least one or two chairs, according to the needs of its duties, appointed by the Executive Board for a one-year term.

### **Bylaws**

The Bylaws Committee shall be comprised of the Executive Board and shall review all written suggestions and recommendations from the membership and present the recommendation to the general membership for approval.

### **Social/Fundraising**

The Social/Fundraising Committee shall be comprised of three (3) or more representatives of the general membership and must include at least one faculty member and one staff member. The committee will be responsible for planning and implementing drives, sales, or any other event(s) for the sole purpose of raising funds for ALLIANCE. Such funds will be raised for use as deemed appropriate by the Executive Board of ALLIANCE for the betterment and efforts of the LGBTQIA communities of Texas State.

### **Educational Advocacy**

The Chair(s) will organize educational workshops and programs related to LGBTQIA issues. They will also coordinate the ALLIES Training offered in cooperation with the Office of Professional Development for any staff or faculty member who seeks a better understanding of LGBTQIA issues. They will also coordinate the recruitment and training of the individuals who will assist with facilitation of any and all educational outreach conducted by ALLIANCE at Texas State.

### **Membership**

The Membership Committee shall be responsible for initiating, planning, and directing activities designed to recruit and retain members for affiliation with ALLIANCE. Duties will include maintaining a membership directory. The committee shall be comprised of

three (3) or more representatives of the general membership and must include at least one faculty member and one staff and will include the ALLIANCE Treasurer.

### **Marketing**

The Marketing Committee will, upon request, publicize and disseminate information about the organization and events sponsored by the organization. The Committee shall be comprised of three (3) or more representatives of the general membership and must include at least one faculty member and one staff member.

### **Staff/Faculty Relations**

The Staff/Faculty Relations Committee shall provide a forum to staff and faculty to voice concerns and matters pertaining to the working environment at Texas State. The committee shall relay concerns from staff and faculty to ALLIANCE officers to determine what appropriate action may be taken, and provide staff and faculty with a supportive environment.

### **Scholarship**

The Executive committee shall appoint members of the scholarship committee as detailed in the Scholarship MOU.

### **Graduate Student and Undergraduate Student Relations**

The Graduate Student and Undergraduate Student Relations Committees shall establish and maintain open communication with all LGBTQIA students and LGBTQIA student organizations to promote cooperation in approaching solutions to their concerns.

Activities may include but are not limited to:

1. Establishing and maintaining a membership list of LGBTQIA student organizations and LGBTQIA students.
2. Be an advocate for LGBTQIA students in all matters of university life.
3. Provide opportunities for leadership development through mentoring and advocacy.
4. Develop a pamphlet that provides information to students on appropriate procedures when seeking assistance with a diversity of problems.