

Bylaws of the LGBTQIA Commission **Adopted January 17th, 2014**

Article 1. Name

The name of this Group is the Lesbian-Gay-Bisexual-Transgender-Queer-Intersex-Ally (“LGBTQIA”) Commission.

Article 2. Objectives

The LGBTQIA Commission is organized to promote acceptance of LGBTQIA diversity and to foster respect and appreciation for each member of the Northern Arizona University (the university or NAU) community, including Extended Campuses students, faculty and staff. The Commission supports and reaffirms the university’s stated commitment to inclusiveness, equality, and diversity and support of a safe working and learning environment. These objectives will help ensure that all university community members are equally respected, treated fairly, and have the same opportunity to grow and reach their potential.

Article 3. Purpose

Section 3.1.

The Commission is a voluntary organization of individuals from the university and the city of Flagstaff communities.

Section 3.2.

The Commission is bound by the common interest of promoting mutual respect, fairness, equity, and a climate of inclusivity on campus.

Section 3.3.

The Commission shall serve in an advisory capacity to the Office of the President in matters relating to LGBTQIA respect, diversity, and campus climate. The Commission shall have the responsibility of examining and recommending policies, practices, and programming which affect the well-being of the university’s LGBTQIA students, faculty and staff.

Section 3.4.

The Commission will work with various units and organizations of the university to accomplish the objectives and purposes set forth in these Bylaws and to help the university achieve its mission, vision, and values , including the goals of promoting a safe and diverse working and learning environment.

Article 4. Membership of the Commission

Section 4.1. Regular Voting Members

All current university faculty, staff, students and select Flagstaff community members who are committed to the Commission's objectives and purposes may become regular voting members of the Commission upon attendance of their second consecutive regular pre-scheduled Commission meeting within one academic year.

Section 4.2. Terms of Membership

Membership on the Commission will be indefinite as long as members meet the provisions in Article 4, Section 4.1.

Article 5. Organizational Structure

Section 5.1. Committee of All Members

This committee consists of all members who meet the provisions of Article 4, Section 4.1. This committee is the main decision-making body of the Commission. The committee will hold regular monthly meetings to deliberate and vote on issues brought to it by the Commission Chair and other items scheduled for deliberation and/or vote by the committee. A simple majority vote of those present at a meeting is required for passing or failing a resolution moved and put forward for a vote.

Section 5.2. Commission Chair and Vice-Chair

Subsection 5.2.1. Qualifications of a Chair or Vice-Chair Candidate

The Commission shall have a Chair and Vice-Chair. A nominee for either of these positions must be a Regular Voting Member and university faculty or staff member. In addition, the nominee for Chair must have been a member of the Commission for at least one academic year. The nominee for Vice-Chair must have been a member of the Commission for at least one academic semester. All nominees must have demonstrated a commitment to the Commission and its objectives and purposes.

Subsection 5.2.2. Election of Chair and Vice-Chair

The two positions will be elected by the Regular Voting Members at one of the Commission's monthly meetings for a two-year term. A staggered election of the two positions (odd years for Chair, even years for Vice Chair) is required to ensure continuity and experienced leadership.

Subsection 5.2.3. Responsibilities of the Commission Chair and Vice-Chair

The Chair will be responsible for scheduling meetings, preparing meeting agendas, and presiding over both the Committee of All Members and all special meetings. In the Chair's absence, the Vice-Chair shall act as the Chair in the Chair's absence. If the Chair and Vice Chair are both absent, the Chair may appoint a Commission member(s) to chair a meeting (or meetings). Both positions are charged with implementing the decisions of the Committee of All Members and representing the

Commission in dealings with university officials and other university organizations. The Chair and Vice-Chair are also responsible for ensuring that all Commission subcommittees perform their assignments in a timely and expedient manner.

Subsection 5.2.4. Termination of a Chair or Vice-Chair's Duty

A Chair and Vice-Chair can be formally voted out of office by a two-thirds vote of no confidence from the present Members of the Committee.

Section 5.2.5. Terms of Office for Chair or Vice-Chair

The Chair or Vice-Chair can serve only two consecutive terms. Both the Chair and Vice-Chair may again run for their respective offices one year after their term expires.

Section 5.3 Commission Subcommittees

The Chair may designate regular and ad hoc subcommittees to perform specific functions of importance to the Commission. The Chair shall appoint members of subcommittees.

Subsection 5.3.1. Terms of Office for Members of Subcommittees

Members of Commission subcommittees may serve for one academic year as long as they discharge their duties in accordance with these bylaws, but may be removed by mutual agreement of the Chair or Vice-Chair.

Subsection 5.3.2. Subcommittee Chair or Co-Chairs

Members of the subcommittees will elect a subcommittee chair or co-chairs to coordinate the activities of the subcommittee for the duration of the academic year. These individuals will report to the Committee of All Members and/or the Chair or Vice-Chair regularly about subcommittee activities.

Article 6. Meetings

Section 6.1. Regular Meetings

The Committee of All Members and the subcommittees shall each hold one regular meeting each month during the academic year. The subcommittees should hold regular meetings as needed. The meetings shall be scheduled by the Chair. All regular meetings are open to the public. Minutes will be taken and will be available to the public.

Section 6.2. Special Meetings

Special meetings may be called at any time by the Chair.

Section 6.3. Meeting Notice

The Chair shall publish notice of the time and place of a meeting to committee members at least two weeks before the scheduled meeting date of a regular meeting and at least 24 hours before a special meeting.

Section 6.4. Organization and Conduct of Meetings

The Chair shall call each meeting of the Committee of All Members to order or another Commission member appointed by the Chair.

Section 6.5. Absentee Votes

Any Commission member entitled to vote at a meeting may cast an absentee vote at any time. An absentee vote must be sent in writing (electronic or hard copy) to the Chair of the Commission before the meeting at which the vote is scheduled to occur is called to order.

Section 6.6. Quorum

Any number of members of the Committee of All Members present in a regular scheduled meeting constitutes the quorum for that meeting. Attendance may be in person or via a technological connection via Skype, a meeting line, or other technological tool. A quorum is not required for subcommittee meetings.

Section 6.7. Voting

All matters submitted to a meeting of the Committee of All Members in which a quorum has been formed shall be resolved by simple majority of the votes cast; except in votes pertaining to the removal of the Chair/Vice Chair, or amendments to the Bylaws, which will require a two-thirds majority vote.

Article 7. Budget

The Commission operates through financial and in-kind support from the university President's Office. Part of the support is for purchasing office materials, correspondence, and special project costs. The latter might include funding for transportation and honoraria for speakers or other Commission activities that promote the Commission's objectives and purposes.

Article 8. Amendments to the By-Laws

These bylaws may be altered, amended, supplemented, repealed, or new bylaws adopted, by a two-thirds majority vote of the Committee of all Members, called previously to such a vote.