

Central States Communication Association
Sexual Orientation and Gender Identity Caucus Bylaws

Article I: Name and History

The following caucus shall henceforth be called the "Sexual Orientation and Gender Identity Caucus." It will be referred to as "Caucus" for the remainder of these bylaws.

The Caucus was founded in 2005 after a petition with 50 signatures of support was submitted by Jimmie Manning of the University of Kansas. Signatures were collected by Jimmie Manning and Krista Phair, both of the University of Kansas. The first official Caucus meeting was held at the 2007 Central States Communication Association meeting in Minneapolis, MN. The first meeting was attended by Tony Adams, Ahmet Atay, Amanda Brown, John Heineman, Jimmie Manning, Scott Myers, and an individual who wished to remain anonymous. The founding officers, who were elected at the meeting to serve special two-year terms to help establish continuity in the caucus, were Jimmie Manning, Northern Kentucky University, as Chair; Tony Adams, University of South Florida, as Vice-Chair; and Ahmet Atay, Southern Illinois University- Carbondale as Secretary. These bylaws were approved at that meeting.

Article II: Purpose

The purpose of this Caucus is to promote dialogue and scholarship and engaging issues related to sexual orientation and gender identity in the communication discipline.

Article III: Membership

Members of the Caucus must be members of the Central States Communication Association (hereafter referred to as CSCA) and should identify their affiliation to the Caucus when paying dues to CSCA.

Article IV: Definitions

Unless otherwise specified, the phrase "majority of the Caucus" refers to a majority vote of those members present at the meeting in which the vote occurs. If a vote is occurring through email, it must be announced via the Caucus listserv, a voting period of no less than one week shall be available to Caucus members, and at least six people must vote for the results to be valid.

Article V: Officers

At minimum, the Caucus will have a Chair, Vice Chair, and Secretary who also serves as Vice Chair-elect. The Chair and Vice Chair will assume their offices according to the order of succession outlined in Article VI. The Vice Chair-elect/Secretary will be elected by a majority of the Caucus at the annual CSCA convention, following the procedures outlined in Article VIII.

Additional Temporary Officers required for the operation of the Caucus may be elected by a majority of the Caucus without amendment to these Bylaws. The Chair may appoint a Temporary Officer when necessary to fill a vacancy or otherwise address an emergency situation.

Officers may resign their positions or vacate them by death, but Officers may not be removed except by a majority vote of the Caucus.

All Officers must be Caucus members.

The Officers shall serve a term of the duration between their election or the beginning of the CSCA convention at which they assume office and the beginning of the next CSCA convention.

The Secretary shall serve a special term from beginning of the Annual Business Meeting in the year after the Secretary's election until the Secretary distributes the minutes of the subsequent Annual Business Meeting. The Secretary then becomes Vice Chair.

Article VI: Executive Committee

The Executive Committee of the caucus shall be composed of the Chair, Vice-Chair, and Secretary.

Article VII: Duties and Responsibilities of the Officers

The Chair shall establish agendas for and preside over Caucus meetings, maintain control of the Caucus treasury, oversee the operation of all committees, report to CSCA as required by the CSCA Constitution and Bylaws, and appoint Temporary Officers when needed. The Chair shall engage in the activities and complete the duties associated with planning for the CSCA conference of the coming year. In particular, the Chair will cooperate with the First Vice President of CSCA as required for planning the conference and will attend the planning meeting held at CSCA in the year she or he assumes office.

The Vice Chair shall assume the Office of Chair when the Chair's term expires or when the Chair otherwise vacates the office.

The Secretary/Vice Chair-elect shall assist the Vice Chair as necessary with planning the CSCA conference of the coming year, cooperate with the Second Vice President of CSCA as necessary to plan a the conference of the year after that, and prepare for the Office of Chair by becoming familiar with these bylaws and other Caucus procedures. The Vice Chair-Elect shall assume the Office of Vice Chair when the Vice Chair's term expires or when the Vice Chair otherwise vacates the office. If the Vice Chair-Elect vacates the office before her or his term expires, the Chair, after consultation with the other officers, shall designate a Temporary Officer to fill the position until the Caucus is able to elect a permanent replacement. As Secretary this officer will record

the minutes at each meeting and distribute copies of the minutes to all members prior to the next meeting.

Article VIII: Meetings

Except in extraordinary circumstances, the Caucus will hold its Annual Business Meeting every year at the annual convention of CSCA. Members are encouraged, but not required, to attend this meeting.

Article IX: Elections

Any office that will not be filled by the order of succession established in Article VI will be filled by election at the Annual Business Meeting. Members present at the Annual Business Meeting will nominate candidate for those offices to be filled by election. Self-nominations are allowed. Members may refuse nomination and should be consulted about their willingness to perform prior to the election. Members may be nominated in absentia as long as their willingness to perform can be ascertained.

Nominees will be elected to office by a majority vote of those members present at the meeting.

The Chair will only vote in the case of a tie and will announce the results of the election before the close of the meeting.

Article X: Committees

An Awards Committee, consisting of all past Chairs of the Caucus, shall have the power to create and administer awards. Awards may include, but are not limited to, article of the year, book of the year, or lifetime achievement awards. If at least three past Chairs are not able to take part in the committee, the senior-most Chair (defined as the past Chair who most early served in the role) may appoint additional members of the committee. All awards and winners will be under the jurisdiction of this committee.

The Caucus will have the power to establish additional committees as deemed necessary by a majority of the Caucus. Committees should report their progress and activities at each Annual Business Meeting. Committees will exercise broad discretion over their own operation, but the Chair will oversee committee procedure, leadership, and membership when necessary. All actions by committees on behalf of the Caucus should be approved by a majority of the Caucus.

Article XI: Meetings

1. An annual meeting will be held at the time and place designated by the Vice-President of CSCA at the annual convention. Additional business meetings may be scheduled if necessary by the caucus group officers.
2. The number of members of caucus present at each meeting shall constitute a quorum.

3. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the caucus in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the interest group/caucus/section may adopt.

Article XII: Voting

All voting shall be decided by a simple majority, with the exception of changes to the bylaws.

The election of officers shall be conducted by written ballot. Ballots shall be tabulated by at least two members of caucus.

All voting matters other than the election of officers shall be conducted by voice support of for/yes, against/no, or abstain. The voting majority shall be determined by the Chair. Should any member present deem the voting majority to be unclear by voice support, a second vote shall be conducted using handraising designation.

Article XIII: Awards

All awards will be presented at the annual business meeting.

Article XIV: Finances

The Executive Committee of CSCA allocates funds to each interest group each year. These funds shall be used in support of the caucus awards.

In the event that these allocated funds are less than \$100.00, the funds received shall be divided equally amongst the interest group/caucus/section awards.

3. In the event that these allocated funds exceed \$100.00, any remaining money following the funding of the caucus awards can be spent in support of the caucus at the discretion of the Chair.

Article XV: Amendments

Any member may propose an amendment to these bylaws by submitting a text of that amendment to the other members. The proposed amendment must be seconded by at least one other member.

Once a proposed amendment has been submitted and seconded, the following year it will be entered on the agenda and the Chair will call for a vote.

If the amendment is approved by 3/4 of the voting members of the Caucus, the Chair will announce the passage of the amendment and, in timely fashion, submit a revised copy of the Bylaws to each member. Unless otherwise specified, the approved amendment will go into effect immediately.