

Bylaws of

Society for Sexual, Affectional, Intersex, and Gender Expansive Identities (SAIGE)

**Counselors and Related Professionals Serving Sexual, Affectional,
Intersex, and Gender Expansive Communities**

A Division of the American Counseling Association (ACA)

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Bylaws of Society for Sexual, Affectional, Intersex, and Gender Expansive Identities (SAIGE)

ARTICLE I: Name, Affiliation, Operating Principles

Section 1: Name

The name of the Association shall be Society for Sexual, Affectional, Intersex, and Gender Expansive Identities, hereinafter referred to as SAIGE.

Section 2: Affiliation

SAIGE: Counselors and related professionals serving sexual, affectional, intersex, and gender expansive communities. SAIGE is a division of the American Counseling Association, hereinafter referred to as ACA, and shall be subject to those provisions of its bylaws that apply to divisions.

Section 3: Operating Principles

Section 3A: Mission

The mission of SAIGE is to advocate for the voices, equity, and inclusion of LGBTGEQIAP+¹ persons within the counseling profession and beyond and to promote the professional development of counselors and related professionals to ensure that all LGBTGEQIAP+ individuals receive ethical, culturally-inclusive, liberating counseling services that attend to all aspects of their intersectional identities.

Section 3B: Vision

A world where LGBTGEQIAP+ people are respected, celebrated, and experience belonging.

Section 3C: Purpose

Through the recognition of both individual and social contexts that represent the confluence of race, ethnicity, class, gender, gender identity and expression, sexuality, affectionality, age, level of ability, spiritual or religious belief system, or indigenous, cultural, & ethnic heritage, it is the purpose of SAIGE to:

- a) Promote greater awareness, visibility, and understanding of LGBTGEQIAP+ issues among members of the counseling profession, students, and related helping occupations.

¹In an effort to make the initialism inclusive of multiple identities and to be stated with increased ease, rather than add repeated letters, we have included multiple identities within each letter. With the recognition that no abbreviation of our communities' identities is perfect, this is not intended to disrespect any identity, but rather to provide the most inclusive initialism as a starting point to discuss and advocate for our shared communities' identities and rights and our individual identities.

- L = Lesbian
- G = Gay
- B = Bisexual
- T = Trans, Transgender; & Two-Spirit (2S; Native Identity)
- GE = Gender Expansive
- Q = Queer; & Questioning
- I = Intersex
- A = Agender; Asexual & Aromantic
- P = Pansexual; Pan/Polygender; & Poly Relationship Systems
- + = We continue to be Inclusive of Other Related Identities by Being Committed to Ever-Expanding, Learning, & Growing the Acronym and Our Understanding of These Identities

- b) Provide social justice and advocacy for LGBTGEQIAP+ inclusion, equity, and affirmative practices in all spaces.
- c) Provide and promote mentorship and connectedness for LGBTGEQIAP+ clients, professionals, students, and communities.
- d) Improve the standards and delivery of counseling, educational, and supervisory services provided to LGBTGEQIAP+ clients, professionals, students, and communities.
- e) Identify conditions which create barriers to the human growth and development of LGBTGEQIAP+ clients, professionals, students, and communities; use counseling skills, programs, and efforts to preserve, protect, and promote such development.
- f) Develop, implement, and foster interest in counseling-related charitable, scientific, and educational programs designed to further the human growth and development of LGBTGEQIAP+ clients, professionals, students, and communities.
- g) Secure equality of treatment, advancement, qualifications, and status of LGBTGEQIAP+ members of the counseling profession and related helping occupations.
- h) Contribute to the publishing of journal and other scientific, educational, and professional materials with the purpose of raising the standards of practice for all who work with LGBTGEQIAP+ clients, students, and communities in the counseling profession and related helping occupations.
- i) Provide current information to enhance professional counselors' awareness, knowledge, skill, and professionalism towards LGBTGEQIAP+ clients, students, and communities.
- j) Secure equality of treatment, advancement, qualification, and status of LGBTGEQIAP+ counseling professionals, students, and related helping occupations.

ARTICLE II: Membership

Section 1: Overview

- a) Membership in ACA is encouraged, but shall not be required, for membership in SAIGE.
- b) Membership shall be individual.
- c) Membership in ACA and SAIGE (if applicable) includes agreement to abide by the *ACA Code of Ethics*.
- d) Membership is valid for one year from date of processing (except for severance of membership, see **Article II, Section 4: Severance**)
- e) Membership shall have five classes of voting membership: Student, New Professional, Professional, Regular, and Retired.

Section 2: Classes

Section 2A: Student Members

- a) Student members shall be enrolled at least half-time in a college or university program in counseling, or a closely related field.
- b) Student members' college or university program must be accredited by The Council for Accreditation of Counseling and Related Educational Programs (hereinafter referred to as CACREP) or another regional accrediting body recognized by the Council for Higher Education Accreditation (hereinafter referred to as CHEA).
- c) Student members must present proof of academic enrollment and accreditation upon request by the Board of Directors, hereinafter referred to as the Board (see **Article VI: Board of Directors**).

Section 2B: New Professional Members

- a) New professional members shall include individuals who have graduated from a college or university program in counseling, or a closely related field, within the past 12 months.
- b) New professional members' college or university program was accredited by CACREP or another regional accrediting body recognized by CHEA at the time the degree was awarded.
- c) New professional members may hold this status for only one-year post-graduation of such programs.
- d) New professional members must present proof of academic credentials and accreditation upon request by the Board.

Section 2C: Professional Members

- a) Professional members shall hold a master's degree or higher in counseling, or a closely related field.
- b) Professional members' college or university program was accredited by CACREP or another regional accrediting body recognized by CHEA at the time the degree was awarded.
- c) Professional members must present proof of licensure or academic credentials and accreditation upon request by the Board.

Section 2D: Regular Members

Regular members shall include individuals whose interests and activities are consistent with those of SAIGE, but who are not qualified for other classes of membership.

Section 2E: Retired Members

Retired members shall include individuals who are retired from the counseling profession, or closely related field.

Section 3: Dues

- a) Annual SAIGE membership shall be established by action of the Board.
- b) The Board may authorize reduced dues or dues waivers for special categories of members in accordance with policies and procedures established by the Board.

Section 4: Severance

Membership can be severed for:

- a) Nonpayment of dues.
 - Membership may be reinstated by payment of dues.
- b) Any conduct that tends to injure SAIGE or to affect adversely its reputation, or that is contrary to or destructive of its mission or purpose, according to the SAIGE Bylaws, ACA Article of Incorporation, ACA Bylaws, and/or the *ACA Code of Ethics*.
 - Any member in question with engaging in such conduct shall be given notice of the precise nature of the charges against them and provided with opportunity to present evidence on their behalf through witnesses or otherwise. Those in question shall be given opportunity to confront witnesses against them and have the right to appeal

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through a hearing before the Board. The Board shall have the power to determine whether the charges shall be dropped, the individual in question shall be permitted to resign, or whether the individual in question be removed from SAIGE.

Section 5: Meetings

- a) SAIGE shall hold national, face-to-face meetings once per year at a time and place fixed by the Board, which shall give written notice thereof to the membership as to the date and time of the meeting.
- b) SAIGE may hold additional membership or other meetings at a time and place fixed by the Board, which shall give reasonable notice to the membership.
- c) A majority of SAIGE members shall constitute a quorum.
- d) If a meeting is cancelled, the SAIGE President will contact members and arrange to reschedule another time for a member meeting.
- e) Electronic meeting spaces may be set up for open member meetings.

Article III: State Branches

Section 1: Organization

- a) SAIGE shall include one or more State Branches, each of which shall consist of a minimum number (established by the State Branch) of SAIGE members in good standing and each of whom are residents of, or working in, such states.
- b) For the purposes of these Bylaws, any state in the United States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, Foreign Countries, and such other geopolitical subdivisions, when chartered by the Board, shall be eligible for SAIGE State Branch status.
- c) The purposes of a State Branch shall be in accordance with those of SAIGE.
- d) No State Branch shall be organized or operated except in accordance with the SAIGE Bylaws and Policy and Procedures Manual.
- e) No SAIGE State Branch shall be organized or operated except in accordance with ACA Bylaws.
- f) Officers of State Branches are required to be members in good standing of their SAIGE State Branch, SAIGE, and ACA. State branches are encouraged, but shall not be required, to include their association in conjunction with the state counseling association of ACA.
- g) State Branches can be formed in states or other geopolitical subdivisions which do not have a state counseling association and/or branch of ACA.

Section 2: Formation

The Board shall have the power to charter State Branches, but only one State Branch may be chartered in any given state or other geopolitical subdivision. Two-thirds of the votes cast by the voting members of the Board who are present at a meeting where there is a quorum shall be necessary to grant a charter to a new State Branch.

Section 3: Autonomy

- a) A State Branch of SAIGE shall be free to conduct its affairs at the State Branch level but shall do so only in compliance with the SAIGE and ACA Articles of Incorporation and the Bylaws.
- b) All officers of a State Branch must be members of SAIGE and ACA.

- c) The name of a State Branch shall be Society for Sexual, Affectional, Intersex, and Gender Expansive Identities (SAIGE) with the State Branch designation listed before or after SAIGE.

Section 4: Proposed Amendments to Core Materials

- a) Proposed creation and/or amendments to the Articles of Incorporation, the Bylaws, any/all brand images or logos, of any State Branch shall be reported in writing to the SAIGE Trustee for State Branches no later than six weeks prior to the Board meeting at which the change may be considered.
- b) The SAIGE Trustee for State Branches shall transmit the written proposed amendments to the Board and such proposed amendments with or without a recommendation regarding each proposed change at least four weeks prior to the Board meeting at which the changes may be considered.
- c) Any such proposed amendment cannot take effect until approved by the SAIGE Board.
- d) Once SAIGE approval has been granted, proposed amendments are subject to the approval/acceptance of the ACA Governing Council.

Section 5: Reports

Each State Branch shall transmit to the SAIGE Board of Trustee for State Branches the names of its directors and officers promptly following their election or appointment. Each State Branch shall transmit a written annual report to the SAIGE Board of Trustee for State Branches who shall distribute the report to the Board.

Section 6: Involuntary Revocation

The Board shall have the power to revoke the charter of a State Branch when it is deemed in the best interests of SAIGE to do so, such as a State Branch which has conduct that tends to injure SAIGE or to affect adversely its reputation, or that is contrary to or destructive of its mission or purpose, according to the SAIGE Bylaws and/or the *ACA Code of Ethics*.

- a) Before final action may be taken with respect to the revocation of the charter of a State Branch, a notice of intent to revoke must first be passed by a two-thirds of the votes cast by the voting members of the Board who are present at a meeting where there is a quorum shall be necessary and the State Branch in question advised in writing of the reasons for the proposed action.
- b) The State Branch shall have until the next national meeting of the SAIGE membership (but in no case less than nine months) to effect remedial measures or otherwise bring itself into compliance with the SAIGE Bylaws.
 - Remedial measures shall be created in collaboration with SAIGE Executive Committee and SAIGE Trustee of State Branches.
- c) Two-thirds of the votes cast by the voting members of the Board who are present at a meeting where there is a quorum shall be necessary to revoke the charter of a State Branch.
 - SAIGE Trustee of State Branches will be responsible for maintaining communication with state branch regarding the revocation of the charter process.

Section 7: Voluntary Withdraw

A State Branch of SAIGE may voluntarily withdraw only in compliance with SAIGE Articles of Incorporation, Bylaws, policies, and procedures. A State Branch must provide a minimum of three

months' notice of its intent to withdrawal. The Board shall have the power to seek replacement State Branch leadership in lieu of State Branch withdraw.

Section 8: Inactivity

If a State Branch becomes inactive for a period of three consecutive years, as demonstrated by failure to submit annual reports to the SAIGE Board, the SAIGE Board shall formally vote to list a State Branch as inactive. Members desiring to reactivate a former State Branch should seek Board approval to reactivate a State Branch.

Article IV: Business Affairs

Section 1: Severable or Transferable Interest

No SAIGE member shall have any severable or transferable interest in the property of SAIGE.

Section 2: Control and Management

All SAIGE property shall be subject to the control and management of the Board. Any accumulation or disposal of real property, except upon dissolution of SAIGE, must be approved in advance by the Board.

Section 3: Disposal Upon Dissolution

On dissolution or final liquidation, the Board shall, after paying or making provision for the payment of all the lawful debts and liabilities of SAIGE, distribute all the assets of SAIGE to one or more of the following categories of recipients as the Board shall determine:

- a) A nonprofit organization or organizations which may have been created to succeed SAIGE, as long as such organization or each of such organizations shall then qualify as an organization exempt from federal income taxation under section 501(a) of the Internal Revenue Code as an organization described in sections 170(c)(2) and 501(c)(3) of such Code; and/or
- b) A nonprofit organization or organizations having similar purposes as SAIGE and which may be selected as an appropriate recipient of such assets, as long as such organization or each of such organizations shall then qualify as an organization exempt from federal income taxation under section 501(a) of the Internal Revenue Code as an organization described in sections 170(c)(2) and 501(c)(3) of such Code.

Section 4: Appropriation of Funds

- a) No appropriations of SAIGE funds shall be made except pursuant to the authority of the Board.
- b) The Board shall adopt an annual budget.

Section 5: Fiscal and Governance Year

The fiscal year and the governance year of SAIGE shall be July 1 – June 30.

Section 6: Reports

Members of the Board shall be sent monthly updates from the SAIGE Treasurer regarding the financial state of SAIGE

Section 7: Limitations on Activities

- a) SAIGE is organized and shall be operated exclusively for charitable and educational purposes within the meaning of sections 170(c)(2)(B), 501(c)(3), 2055(a)(2), and 2522(a)(2) of the Internal Revenue Code.
- b) No part of the net earnings of SAIGE shall inure to the benefit of or be distributable to the members of its Board, officers, members of its committees, other private individuals, or organizations organized and operated for a profit (except that SAIGE shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as herein above stated).
- c) No substantial part of the activities of SAIGE shall be the carrying on of propaganda or otherwise attempting to influence legislation, and SAIGE shall be empowered to make the election authorized under section 501(h) of the Internal Revenue Code.
- d) SAIGE shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision herein, SAIGE shall not carry on any activities not permitted to be carried on:
 - By an organization exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) of such Code; and/or
 - By an organization, contributions to which are deductible under sections 170(c)(2), 2055(a)(2), or 2522(a)(2) of the Internal Revenue Code.

Section 8: Internal Revenue Code

References herein to sections of the Internal Revenue Code are to provisions of the Internal Revenue Code of 1986, as amended, as those provisions are now enacted or to corresponding provisions of any future United States internal revenue law.

Article V: Officers of the Association

Section 1: Officers and Terms of Office

- a) All officers of SAIGE shall be SAIGE and ACA members in good standing.
- b) The officers of SAIGE shall be the President, President-Elect, immediate Past President, Secretary, Treasurer, Conference Coordinator, Professional Trustees (4 – Membership, State Branches, Multicultural & Social Justice Concerns, & Research and Scholarship), Graduate Student Trustee, and Governing Council Representative.
- c) All officers of SAIGE, except the Treasurer and Conference Coordinator, shall be the voting members of the Board and elected at large from among the members of SAIGE.
- d) The President, President-Elect, and immediate Past President shall be elected to serve for one-year terms, from July 1 to June 30, or until a successor(s) is elected.
- e) The Secretary shall be elected to serve for a two-year term, from July 1 to June 30, or until a successor is elected.
- f) The Professional Trustees shall be elected to serve for a three-year term from July 1 to June 30, or until a successor(s) is elected.
- g) The Student Trustee shall be elected to serve a one-year term from July 1 to June 30, or until a successor is elected.

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- h) The Governing Council Representative shall be elected to serve a three-year term from July 1 to June 30, or until a successor is elected.
- i) The Treasurer shall be appointed by the Board upon recommendation of the President and Board approved to serve a three-year term from July 1 to June 30, or until a successor is appointed.
- j) The Conference Coordinator shall be appointed by the Board upon recommendation of the President and Board approval to serve a three-year term from July 1 to June 30, or until a successor is appointed.

Section 2: Duties of Office

Section 2A: President

- a) The President shall chair and preside at meetings of the Board. The President shall be an ex officio member without vote on all committees except for the Executive Committee. The President shall perform the duties customary to that office and such additional duties as directed by the Board.
- b) The President shall preside at all meetings of SAIGE, except where otherwise they have requested another Board member to preside (e.g., committee meetings where committee chairs preside).
- c) In the event of an officer or board member mid-term vacancy due to resignation, removal, or by vacancy by other circumstances, the President, in consultation with the Board, may appoint an individual to replace the vacated officer/board member to fulfill the remainder of the vacated board member's term.
- d) If the President becomes incapacitated, resigns, or is removed from office, the term is to be completed by the President-Elect.

Section 2B: President-Elect

- a) The President-Elect shall perform the duties of the President in the absence or incapacity of the President as determined by the Board.
- b) The President-Elect, subject to confirmation by the Board, shall appoint members of committees and the Treasurer (in accordance to the terms of office), in accordance with and except as otherwise specified in SAIGE Bylaws, policies and procedures.
- c) The President-Elect shall serve as collaborator with the Conference Coordinator and serve as co-chair of the Conference Committee for the SAIGE Conference shall perform such additional duties as directed by the Board.
- d) If the President-Elect becomes incapacitated, resigns, or is removed from office, the term is to be completed by the candidate with the next highest vote on the same slate of candidates. Should the President-Elect have run unopposed, the Board shall confer to determine the best course of action.

Section 2C: Immediate Past-President

- a) The Immediate Past-President shall assist in the coordination of the nominations for Awards, coordinate Bylaws changes to be approved by the Board, and shall perform such additional duties as directed by the Board.
- b) The Immediate Past-President shall act as a liaison to the various sub-committees of SAIGE (Education, Technology, etc.) corresponding with the respective chairs of those committees and including this in the monthly report for review at the Board meeting.

- c) The Immediate Past-President shall coordinate the nominations process for division elections by serving as Chair of the Nominations and Elections committee
- d) If the Immediate Past-President becomes incapacitated, resigns, or is removed from office, the President will reach out to Elders Advisory Board to determine a replacement. The Board shall confer to determine the best course of action.

Section 2D: Secretary

- a) The Secretary shall keep record of the proceedings of the Board. The Secretary shall perform the duties customary to that office and such additional duties as directed by the Board.
- b) The Secretary shall disseminate meeting information to the Board prior to scheduled board meetings.

Section 2E: Governing Council Representative

- a) The Governing Council Representative shall primarily be responsible for ensuring the strength and stability of the connection between SAIGE and ACA.
- b) The Governing Council Representative shall be the Board's representative to the Governing Council of ACA.

Section 2F: Treasurer

- a) The Treasurer shall hold a three-year term and be appointed by the President-Elect.
- b) The Treasurer shall represent SAIGE in assuring the receipt and expenditures of funds in accordance with the directives established by the Board and shall be under such bond as may be determined by the Board. The Treasurer shall perform the duties customary to that office and such additional duties that are in the best interest of SAIGE and its members.
- c) Maintain accurate and update all financial records including but not limited to working account and money market account.
- d) Process all credits and deposits
- e) Create and review budget with incoming president to be voted on during the May board meeting
- f) Review all contracts
- g) Create and manage conference budget (including setting ticket prices)
- h) Work with Conference Coordinator to determine the number of and whom should receive discounted or free admission
- i) Work directly with ACA for all financial affairs

Section 2G: Conference Coordinator

- a) The Conference Coordinator shall hold a three-year term and appointed by the President-Elect.
- b) The Conference Coordinator shall primarily be responsible for coordinating and planning the biennial in-person SAIGE conference.
- c) The Conference Coordinator shall primarily be responsible for coordinating and planning the annual SAIGE conferences.
- d) Responsibilities vary based on modality and are articulated below.

- e) All Conference Modalities: conference events planning, theme finalization, assembling conference planning committee, overseeing conference Program development, securing sponsorship, conference promotion, other duties as assigned/needed.
 - In-Person Conference Only: city selection, venue selection
 - Virtual Conference Only: seeing that technological needs are successfully met
 - The Conference Coordinator shall be responsible for coordinating and collaborating with the President-Elect regarding all conference planning activities.
- f) The Conference Coordinator shall be responsible for working closely with the Treasurer to manage budget, contracts, and all other financial issues throughout the conference process.

Section 2H: Graduate Student Trustee

- a) The Graduate Student Trustee shall primarily be responsible for relationships with, and development of, graduate student involvement, and shall serve as the Chairperson for the Graduate Student Committee.

Section 2I: Professional Trustee – Membership

- b) The Professional Trustee for Membership serves as a liaison between membership and the Board.
- c) The Professional Trustee for Membership shall primarily be responsible for relationships with membership and shall serve as the Chairperson for the Membership committee.
- d) The Professional Trustee for Membership shall be responsible for submitting monthly membership updates to Taylor & Francis, which is the publishing company for the SAIGE journal.
- e) Election terms shall be alternated and overlapped with Professional Trustee positions.

Section 2J: Professional Trustee – Multicultural and Social Justice Concerns

- a) The Professional Trustee for Multicultural and Social Justice Concerns shall primarily be responsible for ensuring the Board is aware of and appropriately addressing the multicultural and social justice concerns that affect members.
- b) The Professional Trustee for Multicultural and Social Justice Concerns shall serve as the Chairperson for the Queer and Trans People of Color (QTPOC) Committee and Multicultural and Social Justice Concerns Committee.
- c) Election terms shall be alternated and overlapped with Professional Trustee positions.

Section 2k: Professional Trustee – Research and Scholarship

- a) The Professional Trustee for Research and Scholarship shall primarily be responsible for encouraging, fostering, and supporting research and scholarship relevant to those LGBTGEQIAP+ communities for which SAIGE serves.
- b) The Professional Trustee for Research and Scholarship is responsible for coordinating the SAIGE research grant awards, in collaboration with the Treasurer, and the Article of the Year awards, in collaboration with the JLGBTQIC Editor.
- c) The Professional Trustee for Research and Scholarship shall serve as the Chairperson for the Research and Scholarship committee.
- d) Election terms shall be alternated and overlapped with Professional Trustee positions.

Section 2L: Professional Trustee – State Branches

- a) The Professional Trustee for State Branches shall serve as a liaison between state branches and the Board
- b) The Professional Trustee for State Branches shall primarily be responsible for relationships with state branches and shall serve as the Chairperson for the State Branch committee.
- c) Election terms shall be alternated and overlapped with Professional Trustee positions.

Section 3: Nominations and Elections of Officers

- a) The Board shall seek and select more than one nominee for each position (when feasible) to be elected for the next term and submit a slate of candidates/nominees for approval by the Board at its annual meeting.
- b) The Board shall, per ACA Bylaws, have up to two nominees for the position of Governing Council Representative. The nominees should be in good standing in both SAIGE and ACA and be a Past-President of SAIGE. Should more than two candidates be nominated, SAIGE will hold a run-off election with SAIGE membership at large.
- c) SAIGE, in conjunction with ACA, shall conduct the election of all elected officers by ballot.
- d) In the event of a tie on the official ballot, a run-off election shall be held to break the tie.

Section 3A: Nominations and Elections Procedures

- a) The Committee shall canvass by email or social media platforms the voting members of SAIGE for nominations to the elective offices of SAIGE and Governing Council Representative.
 - The Board shall, per ACA Bylaws, have up to two nominees for the position of Governing Council Representative. The nominees should be in good standing in both SAIGE and ACA and be a Past-President of SAIGE. Should more than two candidates be nominated, SAIGE will hold a run-off election with SAIGE membership at large.
- b) Except as here specified, all Regular Members and Emeritus Members shall be eligible to be nominated for any office in SAIGE. Any person who has been elected to the Office of President-Elect may not again be a candidate for that office within five years of their previous candidacy.
- c) Guided by the nominations, the Committee shall prepare a slate containing not fewer than two names for each SAIGE office to be filled.
- d) The Committee shall select the nominees to appear on the aforementioned slates on the basis of qualifications for the office, field of interest, and the consent of the nominee.

Section 3B: Criteria for Nomination of Election of Officers

- a) The criteria for nomination of President-Elect includes the following:
 - a. must be an active SAIGE and ACA member for a minimum of 12 months prior to nomination
 - b. must have served a full-term on SAIGE board as a voting board member, Treasurer, Conference Coordinator, or chair of SAIGE committee for the past 12 months prior to nomination OR must have served as President, President-Elect, or Immediate Past-President of SAIGE State Branch for the past 12 months prior to nomination.

- b) The criteria for nomination of Governing Council Representative includes the following:
 - a. must be an active SAIGE and ACA member for a minimum of 5 years prior to the nomination
 - b. must have served a full-term on SAIGE board as a voting board member, Treasurer, Conference Coordinator, or chair of SAIGE committee for the past 12 months prior to nomination OR must have served as President, President-Elect, or Past-President of SAIGE State Branch for the past 5 years prior to nomination.
- c) The criteria for nomination of Secretary, Graduate Student Trustee, State Branch Trustee, Membership Trustee, Multicultural and Social Justice Concerns Trustee, Research & Scholarship Trustee includes the following:
 - a. Must be an active SAIGE and ACA member for a minimum of 12 months prior to nomination
 - b. Must have served a full-term on SAIGE board as a voting board member, Treasurer, Conference Coordinator, or chair of SAIGE committee for the past 12 months prior to nomination OR must have served as President, President-Elect, or Immediate Past-President of SAIGE State Branch for the past 12 months prior to nomination.

Section 4: Compensation and Expenses of Officers

None of the elected officers of SAIGE shall receive any compensation for their services as such to SAIGE, with the exception that the Board can approve compensation for the President, President-Elect, and/or immediate Past-President for travel and conference expenses.

The Treasurer may be paid such compensation from the funds of SAIGE as may be fixed from time-to-time by the Board.

Article VI: Board of Directors

Section 1: Composition

The Board shall be composed as follows:

Section 1A: Voting Officers

- a) Voting officers, nominated, and elected at large from SAIGE membership, (in accordance with **Article V, Sections 1 and 2**), shall consist of:
 - President (1)
 - President-Elect (1)
 - Immediate Past-President (1)
 - Secretary (1)
 - Professional Trustees (4)
 - Graduate Student Trustee (1)
 - Governing Council Representative (1)

Section 1B: Non-Voting Members

- a) Non-voting members, appointed by **the President, President-Elect and/or the Board** as appropriate, shall be SAIGE and ACA members in good standing and consist of:
 - Treasurer (1)
 - Conference Coordinator (1)
 - Committee Chair – Education
 - Committee Chair – Emerging Leaders (1)

- Committee Chair – Public Policy (1)
- Committee Chair – Nominations and Election (1)
- Committee Chair – Technology and Resources (1)
- Emerging Leaders (3)

Section 2: Powers and Functions

The Board shall:

- a) Establish policies to govern the affairs of SAIGE.
- b) Formulate operational policies appropriate for executive action and direct the execution thereof.
- c) Grant and revoke State Branch charters.
- d) Act on the reports of State Branches, Standing Committees, Special Committees, and Special Taskforces
- e) Adopt and amend Articles of Incorporation and Bylaws.
- f) Oversee budget and approve all additional expenses.
- g) Exercise such other powers and functions as may be necessary or desirable in the best interests of SAIGE, not in conflict with the Bylaws.
- h) Establish and implement the strategic plan of SAIGE.
- i) Establish broad, long-term professional directions for SAIGE.

Section 3: Meetings

- a) The Board shall meet a minimum of quarterly. The Board shall make every attempt to meet monthly, with exception given to schedule conflicts around national holidays. A face-to-face meeting will be held before, during, or immediately after the ACA Annual Conference.
- b) The President of SAIGE shall preside over the meetings of the Board. The President-Elect shall preside in the President's absence. In the absence of both the President and President-Elect, the Past President shall preside.
- c) A majority (6) of the voting members of the Board shall constitute a quorum.
- d) Meetings should not be cancelled. However, in the absence of a quorum, a meeting may be rescheduled to another date prior to the next scheduled Board Meeting.
- e) At each scheduled meeting, and at any other time when so requested in writing, each officer, committee chair, shall submit a written report to the President and Secretary, who shall share with the Board.
- f) Special meetings may be called under urgent circumstances. The President shall inform the Board in writing of the need, purpose, and call for the meeting.
- g) Electronic meetings/votes may be called by the President to occur in between scheduled meetings on particularly pressing issues. These should be captured as addendums in the previous meeting minutes,

Section 4: Executive Committee

- a) The Executive Committee shall consist of the President, President-Elect, immediate Past-President, Governing Council Representative, and Secretary
- b) The Treasurer shall serve ex officio, without vote.
- c) The Executive Committee shall act for the Board within policies as may be established by the Board.

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- d) The Executive Committee shall function primarily to address those issues which are necessary for the efficient operation of SAIGE within time requirements which necessitate immediate action.
- e) All actions and activities of the Executive Committee shall be communicated to the Board through minutes which are sent within ten working days of an Executive Committee meeting.
- f) The actions taken by the Executive Committee must be submitted for ratification by the Board at the next Board meeting. Any subsequent decision by the Board that is contrary to an action taken by the Executive Committee shall (to the extent permitted by law) be given only prospective effect.
- g) The Executive Committee shall confer or meet at least once per year in addition to the Board meetings. Other meetings may be called in an emergency which is determined by the President or the Board.
- h) The Executive Committee may invite others (e.g., other Board Members, outside collaborators) to join in meetings as needed and appropriate.

Section 5: Removal

Board members who display conduct that tends to injure SAIGE or to affect adversely its reputation, or that is contrary to or destructive of its mission or purpose, according to the SAIGE Bylaws and/or the *ACA Code of Ethics*, can be removed from the Board.

- a) Any elected officer may be removed from office upon a two-thirds of the votes cast by the voting members of the Board then in office to remove the individual from their position, whenever the Board members' judge it to be in the best interest of SAIGE. An officer in question shall be given at least 10 days' notice of the proposed removal and the officer in question has an opportunity to address the Board prior to the removal vote. The Board will work with ACA and ACA's legal representative for any such removal considerations and processes.
- b) Any officer appointed by the President may be removed by the President subject to confirmation by the Board.

Article VII: Publications

Section 1: Policy

Taylor and Francis shall determine and direct the basic publications policy and program of SAIGE, and Taylor and Francis have the authority to hire, discharge, and fix the compensation of the persons serving as editors of the publications and other media of SAIGE.

Section 2: Journal

- a) The Journal of the Society in Sexual, Affectional, Intersex, and Gender Expansive Identities shall be the sponsored journal of the SAIGE ACA division.
- b) Taylor and Francis shall appoint a Journal Editor-in-Chief of the *Journal of LGBTQ Issues in Counseling* for a three-year term. Nominations shall be solicited at large from SAIGE membership.
- c) The appointment of the Journal editor(s), associate editor(s), assistant editor(s), or deputy editor(s), and the editorial board shall be the sole responsibility of the Publisher. The Publisher shall consult with SAIGE on such matters

Section 3: Copyright

SAIGE shall own the copyright for the original and any renewal term for any writing that is published by SAIGE. The author of any such writing shall have the right to make a non-profit or non-commercial use of the work provided that there be affixed to each copy the copyright notice used by SAIGE when the writing was first published. The author shall have the right to make or authorize the profit or commercial use of any such writing only after first obtaining the written consent of SAIGE.

Section 4: Division and Branch Publications

Nothing in this Article shall be interpreted as limiting the freedom of any State Branch to produce, select and copyright publications of its choice.

Article VIII: Committees

Section 1: Standing Committees

Section 1A: Composition

The Standing Committees of SAIGE shall be:

- a) Conference Committee (responsible for both SAIGE activities at the annual ACA Conference and the SAIGE Annual Conference)
- b) Graduate Student Committee
- c) Education Committee
- d) Elders Advisory Board
- e) Emerging Leader Committee
- f) Finance Committee, as needed
- g) Membership Committee
- h) State Branch Committee
- i) Multicultural and Social Justice Concerns Committee
 - Queer and Trans People of Color (QTPOC) Advisory Board
- j) Public Policy Committee
- k) Research and Scholarship Committee
- l) Technology and Resource Committee

Section 1B: Reports

Each Standing Committee shall submit a monthly and an annual written report to the SAIGE President who shall transmit the report to the Board.

Section 2: Special Committees and Special Taskforces

Section 2A: Composition

The President, subject to confirmation by the Board, may establish a time-limited Special Committee and/or Special Taskforce, and respective chair, for a specific temporary purpose or assigned task which is beyond Standing Committees' scope of responsibilities as indicated in policies adopted by the Board.

Section 2B: Reports

Each Special Committee and/or Special Taskforce shall complete the specific purpose or the assigned task by a date specified by the Board and submit a written report to the President by or before a date set by the Board. The President shall transmit the reports to the Board.

Article IX: Indemnification

Section 1: Provision

SAIGE shall indemnify each member of its Board of Directors (**Article VI**), each of its officers (**Article V**), and each member of its committees (**Article VIII**) for the defense of civil or criminal actions or proceedings as hereinafter provided and, notwithstanding any provision in these Bylaws, in a manner and to the extent permitted by applicable law.

Section 2: Implementation

SAIGE shall indemnify each of its Board members and officers and committee members, as aforesaid, from and against any and all judgments, fines, amounts paid in settlement, and reasonable expenses, including attorney's fees, actually and necessarily incurred or imposed as a result of such action or proceedings, or any appeal therein, imposed upon or asserted against him or her by reason of being or having been such a Board member or officer or committee member and acting within the scope of their official duties, but only when the determination shall have been made judicially or in the manner hereinafter provided that he or she acted in good faith or for the purpose which he or she reasonably believed to be in the best interests of SAIGE and, in the case of a criminal action or proceeding, in addition had no reasonable cause to believe that their conduct was unlawful. This indemnification shall be made only if SAIGE shall be advised by its Board acting (1) by quorum consisting of voting Board members who are not parties to such action or proceedings upon a finding that, or (2) if a quorum under (1) is not obtainable with due diligence, upon the opinion in writing of independent legal counsel that, the Board member or officer or committee member has met the foregoing applicable standard of conduct. If the foregoing determination is to be made by the Board, it may rely, as to all questions of law, on the advice of independent legal counsel.

Section 3: Inclusion

Every reference herein to a member of the Board or officer or committee member of SAIGE shall include every Board member and officer and committee member thereof or former Board member and officer and committee member thereof.

This indemnification shall apply to all the judgments, fines, amounts in settlement, and reasonable expenses described above whenever arising allowable as above-stated. The right of indemnification herein provided shall be in addition to any and all rights to which any Board member or officer or committee member of SAIGE might otherwise be entitled, and the provisions hereby shall neither impair nor adversely affect such rights.

Article X: Nondiscrimination

There shall be no discrimination against any individual on any basis, including (but not limited to) race, ethnicity, class, gender, gender identity and expression, sexuality, affectionality, age, level of ability, spiritual or religious belief system, or indigenous, cultural, & ethnic heritage.

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Article XI: Bylaws

Section 1: Amendment and Revision

These Bylaws may be amended, revised, or both by a two-thirds of votes cast by the voting members of the Board who are present at a meeting where such changes are decided.

- a) Proposed amendments and revisions may be originated by the Board or presented to the Board by a State Branch, a SAIGE Standing Committee (provided that the submitting entity is in compliance), or by an individual member (provided that individual member making the proposal has presented the signatures of at least 100 members in good standing).
- b) All such proposed amendments and revisions must be submitted in writing to the Past-President no later than twelve weeks prior to the Board meeting at which the change may be considered.
- c) The SAIGE Board will review such proposed amendments with or without a recommendation regarding each proposed change at least six weeks before the next regularly scheduled meeting of the Board.
- d) Bylaws must be submitted to the ACA Governing Council for review at least 14 weeks prior to a Governing Council meeting.
- e) Amendments to SAIGE Bylaws are subject to the approval/acceptance of the ACA Governing Council.

Section 2: Policies and Procedures

Supplementary policies and implementation guidelines for these Bylaws are to be found in the SAIGE Policies and Procedures Manual.

Article XII: Rules of Order

Section 1: Parliamentary Authority

The current edition of Robert's Rules of Order, Newly Revised, (edited by Henry M. Robert III and William J. Evans and published by Perseus-HarperCollins) shall govern the proceedings of all meetings of SAIGE.