**By-Laws of the Lesbian, Gay, Bisexual, Transgender, & Queer Health Caucus**

The LGBT Health Caucus was established in official relations with the American Public Health Association in 1975.

Approved:

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31 October 2011 (Washington, DC)

Originally Organized

November 1975

**Article I. Name**

The name of this Caucus is the Lesbian, Gay, Bisexual, Transgender, & Queer Health Caucus, hereinafter referred to as LGBTQ Health Caucus.

**Article II: Purpose**

The LGBTQ Health Caucus association of public health professionals committed to furthering LGBTQ issues within the American Public Health Association (APHA) and the field of public health at large. The LGBTQ Health Caucus exists to provide a structure within APHA for supportive educational interchange among Lesbian, Gay, Bisexual, Transgender, and Queer identified APHA members and public health professionals and allies. The LGBTQ Health Caucus provides opportunities for APHA members and other public health professionals to learn about Lesbian, Gay, Bisexual, Transgender, and Queer health issues. The LGBTQ Health Caucus will work to exercise leadership in the realm of public health, to improve the health of sexual and gender minority identified individuals, and to combat homophobia and heterosexism within public health through the development of policies and recommendations. The LGBTQ Health Caucus is dedicated to ensuring the availability of LGBTQ Health content during the APHA Annual Meeting and throughout all APHA activities.

**Article IV. Membership**

There shall be two classes of individual constituents to be designated as Individual Members and Distinguished Lifetime Membership. There shall be 1 class of group constituents to be named Organizational Membership.

**Section 1:** Individual Membership

1. Individual membership will be composed of two groups:
   1. Regular Members: Membership in the Caucus is open to any public health professional who express an interest in Lesbian, Gay, Bisexual, Transgender, and Queer health issues.
   2. Student Members: Membership in the Caucus is open to any APHA student member and other students who express an interest in Lesbian, Gay, Bisexual, Transgender, and Queer health issues.

Any individual member shall be eligible to hold office and committee appointments in the LGBTQ Health Caucus and to vote on all matters in any and all activities of the LGBTQ Health Caucus.

**Section 2:** Distinguished Lifetime Membership

1. Distinguished Lifetime Membership is conferred as a recognition on those living leaders who have devoted their time, knowledge and abilities to the advancement of Lesbian, Gay, Bisexual, Transgender, and Queer public health.
2. Membership in the Caucus is not required for nomination.
3. Candidates for the award may be nominated by any Caucus member.
4. The nomination should provide background material including a concise statement of accomplishments and rationale for the nomination to the Executive Committee no later than July 1 of each year.
5. No more than two (2) individuals may be forwarded to the Caucus Executive Committee for consideration.
6. Distinguished Life Membership will be approved by a majority vote of the Caucus Executive Committee.
7. The recipient is encouraged to be present at the Caucus Business Meeting during the APHA Annual Meeting for appropriate recognition.
8. The Distinguished Life Members are not required to pay membership dues.
9. No candidate shall be selected for an award posthumously

**Section 4:** Organizational Membership:

1. Organizational membership is open to any established organization whose mission and goals align with the LGBTQ Health Caucus.
2. Organizations in the Organizational Membership category will be assigned one vote in matters that go before the membership.

**Section 3:** Membership Dues

1. The Executive Committee shall set the annual dues of the Caucus.
2. The Caucus Membership is active from the opening of each year’s Caucus Business Meeting through the opening of the following year’s Caucus Business Meeting.
3. Membership renewals or activations occurring after July 30th will continue to be valid until the next subsequent Caucus Business meeting.

**Section 4:** Discontinuance of Membership

1. Nonpayment of dues shall be a cause for discontinuance of membership of any constituent after a grace period to be determined by the Executive Committee, provided that constituents have been notified prior to the expiration of the grace period. Constituents whose membership has been discontinued for nonpayment of dues may be reinstated, provided such person or organization complies with the eligibility requirements then effective.
2. If, in the opinion of the Executive Board, any Caucus member acts in a manner as to reflect discredit upon the Caucus of the field of LGBTQ public health, membership or affiliation with shall be terminated.

**Article V. The Executive Committee**

**Section 1**: Officers

The Caucus Executive Committee (EC) will be composed of the Caucus Chair; Caucus Chair-Elect; Immediate Past Chair; Program Chair; Program Chair-Elect; Secretary; Treasurer; Communications Chair; Membership Chair; Policy Chair ;Student Chair; & Immediate Past Student Chair

**Section 4:** Purpose

1. The Executive Committee acts as the governing body of the caucus and the duties of the Executive Committee are to:
   1. Formulate the rules of procedures for the Caucus to promote the mission of the Caucus.
   2. Assist in development and final approval of the Caucus program for the APHA Annual Meeting.
   3. Approve the annual budget at the Caucus Business Meeting.
   4. Cultivate and act on coalition building, networking, and promoting and advancing policies and position within APHA that support sexual and gender minority researchers and public health research.
   5. The identification of these specific duties does not preclude any other responsibilities that may fall within the domain of the Caucus Executive Committee.

**Section 5:** Executive Committee Meetings

1. The business of the Caucus shall be conducted through meetings of the Executive Committee and at the Annual Meeting of the American Public Health Association.
2. The frequency of Executive Committee Meetings will be set by the Executive Committee.
3. A quorum of the Executive Committee shall consist of a majority of voting members.
4. The Executive Committee of the Caucus shall meet prior to the Caucus Business meeting at the Annual Meeting of the American Public Health Association. The meeting is held to:
   1. Review Caucus generated/supported resolution(s), position paper(s), issue(s); and,
   2. Attend to business related to the Annual Meeting and to review Caucus activities.
5. The Executive Committee shall call a Business Meeting for all Caucus members attending the Annual Meeting to report on Caucus Activities,
6. The Caucus Chair shall facilitate all meetings. If the Chair is unavailable to facilitate, the duties shall first fall onto the Chair-Elect, then onto the Immediate Past Chair, then onto the Secretary, and so forth.
7. An agenda for all meetings shall be distributed to all EC members no less than 24 hours in advance of the meeting.

**Section 6:** Executive Committee Member Attendance Requirements

1. If am EC member attends less than 80% of scheduled Executive Committee meetings (Annual Meeting EC Meetings Excluded) the Chair will contact the EC member.
2. The Executive Committee member’s response will be shared by the Chair with the entire Executive Committee at the next scheduled Executive Committee meeting.
3. At that meeting the Executive Committee will decide what action(s) to take regarding membership as part of the Executive Committee, up to and including removal from duty.
4. The EC member has a right to rebuttel.

**Article VI. Executive Committee Elections**

**Section 1: Officer Eligibility**

Officer Eligibility

1. Members of the Executive Committee must be current dues-paying members of the Caucus.
2. Members seeking a position on the Executive Committee must in good faith plan to register as a due paying member within one (1) week of election. It is the incumbent’s responsibility to pay dues. If they are found to have not paid dues they may be removed from their position and a new election shall be held.
3. Candidates for Chair-Elect should have previously served in an elected Executive Committee roll.
4. Candidates for office must not be elected Executive Committee members with remaining time on their terms.
5. No LGBTQ Caucus Member may hold multiple Executive Board simultaneously in the Caucus.
6. The Chair-Elect should have held a previous position as an LGBTQ Health Caucus Executive Committee Member.

**Section 2: Process**

1. The officers, with the exception of the Caucus Chair, Immediate Past Chair, and Program Chair, will be elected by the active dues-paying membership of the Caucus.
2. Only those individuals who are dues paying Caucus members can serve as a Caucus Executive Committee member. APHA membership is strongly encouraged.
3. Only those individuals who are current dues-paying members of the Caucus can vote in Caucus elections.
4. Election of Caucus Executive Committee Members will occur prior to the Annual Meeting of the Caucus.
5. Executive Committee Nominees must consent to being on the ballot.
6. Executive Committee members are elected by a simple majority of the voting caucus members.
7. Upon either the removal of an elected officer, the inability of an officer to complete their term of office, or the inability to identify a nominee, and if no officer-elect is available, the Caucus Chair shall designate another Caucus member for the remainder of the vacated term.
8. The Caucus Chair may not appoint anyone to the position of Chair-Elect.
9. The Caucus retains the right to hold a special election to fill the vacated position. The special election shall be only for the remainder of the vacated term.

**Article VII. Executive Committee Members Duties and Terms of Office**

**Section 1:** Chair

Two (2) year term; voting. The duties of the Chair are to:

1. Provide leadership for Caucus activities, including implementation of policies and strategic plans formulated by the Executive Committee.
2. Preside at meetings of the Caucus and Executive Committee.
3. Represent the Caucus, as needed, on APHA Member Unit Meetings. If unable to attend, designate an Executive Committee member to represent the Caucus.
4. Serve as an official liaison to APHA and represent the interest of the Caucus to APHA.
5. Register Caucus for designation as being “in official relations” with APHA, annually.
6. Monitor budget expenditures in consultation with the Executive Committee, where appropriate.
7. Work with the Executive Committee to select a strategic plan with goals, objectives and related activities, where appropriate.
8. Ensures the Caucus develops slates for Officer elections.
9. Serve as primary point of contact and liaison with professional and consumer groups, related government organizations and individuals interested in LGBTQ Public Health related issues.
10. Work to assure growth in membership of Caucus.
11. Serve as primary signing authority for the Caucus.
12. Promote the role of the Caucus in contributing to APHA deliberations and actions in relation to matters that are of special concern to members of the Caucus.
13. distributing a schedule of meetings for the next calendar year, no later than 3 weeks following the Annual Meeting.
14. Orient the Chair-Elect.

**Section 2:** Chair-Elect

One (1) year term; voting. The Chair-Elect is elected at the end of the first year of the Chair’s two-year term. The Chair-Elect will serve a one-year (1) term followed by a two-year (2) term as Chair and an additional two-year (2) term as the Immediate Past Chair requiring a five (5) year commitment. The duties of the Chair-Elect are to:

1. Assume the duties of the Chair in their absence.
2. Assist the Chair in conducting the Executive Committee meetings.
3. Shadow the Chair in their role to become familiar with the organization

As needed, represent the Caucus on various APHA Member Unit Meetings.

1. Develop a two-year strategic plan for the Caucus to be implemented during their term. Represent the Caucus at the Joint Policy Council (JPC) meetings. If the Policy Chair is not available to attend, they shall choose a current Caucus member to serve as a representative in their place.
2. Serve as the Caucus representative at the APHA Caucus Collaborative meetings. If unable to make a meeting, designate an EC member to participate in said meetings.
3. Serve as the Caucus representative at the APHA Governing Council. If unable to make a meeting, designate an EC member to participate in said meetings.

**Section 3:** Immediate Past-Chair

One (2) year term; voting. The duties of the Immediate Past Chair are to:

1. Aid as needed to the current Chair or other Executive Committee member, as needed.
2. Assume the role of the Chair in the absence of the Chair and Chair-Elect.
3. Represent the Caucus at the APHA Governing Council.
4. Lead special projects as assigned by the Chair and as needed by the Caucus
5. As needed, represent the Caucus on various APHA Member Unit Meetings.
6. Document Caucus history and activities during their term in the Caucus Archives.
7. Engage Caucus members to determine pressing policy needs and develop strategies to best address these needs.
8. Consult with the Caucus EC to coordinate activities regarding LGBT policy issues within and outside the APHA as necessary.

**Section 4:** Secretary

Two (2) year term; voting. The duties of the secretary are to:

1. Prepare the minutes of the Caucus Business Meeting and Executive Committee meetings as soon as practicable after each meeting and submit them to the Executive Committee for approval.
2. Document the activities of the Caucus for preservation.
3. Distribute proposed amendment(s) of the Caucus By-Laws to the membership and make available, as necessary, Bylaws upon approval at the Annual Meeting
4. Preside over meetings in the absence of the Caucus Chair, Chair-Elect, and Immediate Past Chair.
5. Maintain the Archive of the Caucus and make available materials as needed.
6. Orient the new Secretary to the responsibilities of the Secretary and transmit/transfer to incoming Secretary all records and files of Caucus.

**Section 5:** Treasurer

Two (2) year term; voting. The duties of the treasurer are:

1. Keep an accurate account of all financial transactions and serve as steward of the Caucus financial planning and funds.
2. Submit monthly checking account statements to the Caucus Chair and provide a description of all income and expenses.
3. Communicate with Caucus Chair regarding financial issues of the Caucus.
4. Deliver an annual report of the Caucus Financial status at the Business Meeting.
5. Manage the Caucus financial accounts.
6. Transfer to incoming Treasurer all Caucus financial records.

**Section 6:** Program Chair

Two (2) year term; voting. The duties of the Program Chair are to:

1. Represent the Caucus at the Program Panning Committee Meeting and provide recommendations for the following year’s program to the APHA Annual Meeting staff.
2. Design and publish the Caucus’ Call for Abstracts for the scientific sessions at the annual meeting.
3. Establish criteria for abstract review and coordinate peer review of submitted abstracts.
4. Determine criteria for acceptance and assign accepted abstracts to scientific sessions.
5. Arrange the Caucus’ scientific sessions, moderators, and room requests.
6. Meet all deadlines for the APHA Program Planning Committee.
7. Orient Program Chair-Elect.
8. Coordinate the evaluation, notification, and awarding, including ordering, of the Walter J. Lear Outstanding Student Research Award.
9. Notify the Caucus and Executive Committee of the time and location of the Business meeting

**Section 7:** Program Chair-Elect

The Program Chair-Elect will serve a one (1) term followed by a two-year (2) term as Program Chair requiring a two (2) year commitment. The duties of the Program Chair-Elect are to:

1. Assist Program chair in developing Caucus Program.
2. Attend Executive Committee Meetings and Business Meetings.
3. Act in Program Chair’s absence.
4. Assists in coordinating the purchasing and delivery of the student research award plaque for presentation.

**Section 8:** Membership Chair

Two (2) year term; voting. The duties of the Membership Chair are to:

1. Maintain the database of all Caucus members and provide a copy of the membership list as needed.
2. Originate and execute strategies to increase Caucus membership.
3. Assist the Student Chair in their efforts to outreach to students.
4. Prepare an annual membership update to be presented during the Annual Caucus Business Meeting.
5. Provide the membership list to the Communications Chair for outreach.
6. Utilize the electronic payment system to engage, recruit and retain membership.
7. Provide orientation and welcoming emails to all those who pay membership dues.
8. Maintain a list of individuals who hold “Lifetime Membership” status.

**Section 9:** Communications Chair

Two (2) year term; voting. The duties of the Communications Chair are to:

1. Maintain the external public relations of the caucus and communication with Caucus members.
2. Promote Caucus events, meetings, and activities, in coordination with other Executive Committee members.
3. Update the Caucus website as needed, or as by request of Executive Committee Members.
4. Coordinate the social events, as agreed upon by the Executive Committee, at the APHA Annual Meeting,
5. Recruit, as necessary, additional caucus and other volunteers to assist in coordinating Caucus social events.
6. As applicable, coordinate the location and reservation of the Caucus Booth in the exhibit hall of the APHA Annual Meeting.
7. Coordinate Caucus booth operations during the Annual Meeting, including ensuring material is delivered to the booth, booth staffing, and tear down.
8. Organize, maintain, update, and the Caucus’ social media pages.

**Section 11:** Student Chair

Two (2) year term. One (1) year term voting “Student Chair”; and one (1) year term, non-voting "Immediate-Past Student Chair". The duties of the Student Chair are to:

* 1. Maintain an outreach program to students in collaboration with the Membership Chair
  2. Initiate and convene a meeting of individuals concerned with issues that affect student members, as appropriate.
  3. Deliver, enhance, and evaluate the Caucus Mentoring Program.
  4. Engage students in the activities of the Caucus.

**Section 13:** Development Chair

Two (2) year term; voting. The duties of the Development Chair are to:

1. Engage Caucus members to provide financial support to the ongoing operations of the Caucus.
2. Develop and implement a Donors Outreach and Relationship Program.
3. Maintain a list of Caucus Donors and Partners
4. Coordinate the Caucus social events at the APHA Annual Meeting in consultation with the Executive Committee
5. Recruit, as necessary, volunteers to assist in coordinating the above events.

**Article VIII. Provision for Replacement of Officers**

**Section 1: Removal from Duty**

1. Any Executive Committee member may recommend that an officer be removed. Recommendations for removal may include, but are not limited to failure to conduct the duties of their office and/or other provisions found in these bylaws.
2. The discussion of removal from duty shall occur at the next scheduled meeting of the Caucus Executive Committee. The indicted individual will have the opportunity to provide in writing or speech their rebuttal to the charges.
3. Removal requires a 2/3-majority approval of all returned Executive Committee ballots.
4. Upon consensus by a majority of the Executive Committee, the Chair, or their designee, will notify the Caucus membership in writing with an explanation as to why the officer is to be removed from their position. The officer being removed shall have the right to insert a statement in the written notification to the Caucus membership.

**Article IX. Awards**

Section 1: Award Process

1. The Caucus may establish individual or community/organizational awards for the Caucus or the field.
2. The authority to establish and set the criteria for awards rest with the Executive Committee.
3. The Executive Committee shall consider, at minimum, the following when establishing awards:
   1. The Purpose of the Award
   2. The Eligibility Criteria
   3. The Award Type
   4. The Award Frequency
   5. Funding of the Award
4. Named Caucus Awards cannot be disestablished without a three (3) year reflection period.
   1. If a funded award is disestablished the funding will be delegated to an internal caucus account with similar cause.

**Article XI. Caucus Committees**

1. As needed, Caucus Committees can be established by the Chair or the Executive Committee.
2. Each Committee will have a specific purpose and responsibility.
3. Continuation/discontinuation of existing committees and inauguration of new committees may be determined by the Executive Committee at any regularly scheduled meeting.
4. Committee membership does not grant a seat on the Executive Committee of the Caucus.
5. Committee members should be members of the LGBTQ Health Caucus

**ARTICLE XII. Meetings**

**Section 1:** Caucus Meetings

There shall be one general meeting of the Caucus, to be known as the Business Meeting, which shall be held each year in conjunction with the dates of the American Public Health Association Annual Meeting. However, the Executive Committee may determine by voting, at or outside a regular meeting, that the Business Meeting for a stated calendar year shall not be held. Special meetings of the Caucus may be called by a majority vote of the Executive Committee or by the petitioning of 10% of Caucus members.

**Section 2:** Transparency

The Caucus supports transparency and the inclusion of its members.

1. The meetings of its Boards and Committees shall be open and requests to observe will be accommodated to the extent feasible.
2. The Caucus shall establish a written internal policy describing the circumstances when a closed executive session may be held, persons who may attend the sessions, and documentation that is required and to whom it may be distributed. This internal policy shall be made accessible to the full Caucus membership.
3. The annual reports and open meeting minutes of the Caucus and Boards will be made available at by request to Caucus members.

**ARTICLE XIII. Parliamentary Authority**

The rules contained in the current edition of the Robert’s Rules of Order Newly Revised are the accepted parliamentary authority of the Caucus and its constituents. These rules shall govern where they are applicable and where they are not inconsistent with these bylaws and any rules of order that the Caucus may adopt.

**ARTICLE XIV. Amendments**

1. The bylaws may be amended by a two-thirds vote of those voting at the Business Meeting, provided that forty-eight hours prior written notice has been given. The bylaws may further be amended by a three-fourths vote of those voting at meeting of the Executive Committee, provided that notice has been given at least twenty days prior to such meeting.
2. Any member of the Caucus may offer a proposed amendment to these bylaws.
3. Bylaw Amendments will be incorporated into the text of the document.