

**BYLAWS OF THE
CHAPMAN UNIVERSITY LGBTQIA+ STAFF AND FACULTY FORUM
ADOPTED, December 10, 2021**

BRIEF HISTORY

With the full support and encouragement of the Provost Office, the Chapman University LGBTQIA+ Staff and Faculty Forum was established in Fall 2017 by Nancy Brink, Christopher (Roach) Graycen, Erin Pullin, and Kevin Stockbridge. The LGBTQIA+ Staff and Faculty Forum was established as a volunteer organization for employees of Chapman University to provide support to LGBTQIA+ students, staff, and faculty.

ARTICLE I. NAME

The name shall be the LGBTQIA+ Staff and Faculty Forum (also known as QSFF).

ARTICLE II. MISSION STATEMENT

The mission of the LGBTQIA+ Staff and Faculty Forum is to build intentional community grounded in our collective liberation; to hold our institution accountable for its commitment to cultivating a welcoming campus environment for all; and to provide support to LGBTQIA+ students, staff, and faculty by combating cisnormativity and heteronormativity throughout our campus and in the broader OC community.

ARTICLE III. GUIDING PRINCIPLES AND GOALS

The LGBTQIA+ Staff and Faculty Forum is guided by the following principles:

- Embrace and celebrate LGBTQIA+ identities and communities.
- Foster a shared space, honoring the intersectional nature of our diverse community.
- Educate and support diversity throughout Chapman University.
- Engage the Chapman family in challenging stereotypes and embracing inclusion.

Guided by the mission and principles, the LGBTQIA+ Forum strives to reach the following goals:

- Develop and maintain a safe space for LGBTQIA+ students, staff, and faculty at Chapman University and in our surrounding communities.
- Enhance the campus climate for diversity, equity, and inclusion at Chapman University.
- Enrich the working environment for LGBTQIA+ staff and faculty through professional and social networking.
- Increase the involvement of LGBTQIA+ Forum members in all levels of university life.
- Support, host, and engage in events and activities that educate, embrace, and celebrate LGBTQIA+ identities and communities.
- Develop, nurture, and strengthen relationships with LGBTQIA+ alumni and parents, as well as surrounding community organizations to support diversity and inclusion.
- Work with the Chapman University administration to increase the representation of LGBTQIA+ students, alumni, staff, and faculty.

- Work with the Chapman University administration to help retain current LGBTQIA+ students, staff, and faculty.
- Provide a broad network of LGBTQIA+ mentors and role models for students.

ARTICLE IV. MEMBERSHIP

1. The membership of this Forum shall not be limited in number.
2. All staff and faculty employees of Chapman University on the Orange Campus or Rinker Campus who would like to join and support the LGBTQIA+ Forum mission, guiding principles, and goals shall be eligible for membership.
3. Chapman University staff and faculty may join by contacting a Board member or lgbtqiaforum@chapman.edu.
4. All active members on the membership list employed by Chapman University retain the right to vote for new officers during elections.
5. Annual dues are not required for membership to the LGBTQIA+ Staff & Faculty Forum.

ARTICLE V. THE EXECUTIVE BOARD

1. The officers of the LGBTQIA+ Forum shall consist of a Chair or two (2) Co-Chairs, Secretary, Treasurer, and Community Liaison. These officers shall perform the duties prescribed by these Bylaws and will be considered the Executive Board of the LGBTQIA+ Staff and Faculty Forum.
2. The Executive Board shall begin collecting self-nominations from LGBTQIA+ Forum members in October, and the outcomes will be announced in November. Interested candidates will be required to complete the LGBTQIA+ Forum Board Interest Application, which will serve as their expressed written interest to serve on the Executive Board. Once the self-nomination period is over, the election ballot will be sent to the LGBTQIA+ Staff and Faculty Forum membership.
3. The Executive Board shall have general supervision of the affairs of the LGBTQIA+ Forum, determine hours and meeting place, set the agenda, approve activities to be hosted or supported by the LGBTQIA+ Forum, and perform other duties as are specified by these Bylaws. The Board shall act as the official representatives of the Forum.
4. Regular meetings of the Executive Board shall be held monthly before the general meetings. Special meetings of the Board may be called by the Chair/Co-Chairs as needed.
5. The Executive Board shall have the authority to appoint an ad hoc committee or working group to fulfill the mission and goals of the LGBTQIA+ Staff and Faculty Forum.

ARTICLE VI. OFFICERS

1. Officers are to attend all Executive Board and general meetings as able.
2. The **Chair/Co-Chairs** shall serve a two-year term, plus one semester as Past- Chair/Co-Chair with the incoming elected Chair/Co-Chair. The term of office shall begin in January. The duties of the Chair/Co-Chair shall be:
 - Provide direction and explore new initiatives that align with the Forum's mission and goals.

- Set the agenda and preside at all meetings of the Executive Board and regular general meetings of the LGBTQIA+ Forum.
 - Plan events and activities with the Executive Board that will carry out the mission and goals of the LGBTQIA+ Forum.
 - In conjunction with the Community Liaison role, develop and maintain key relationships with administrators, allies inside and outside the university, and the community; for the success of the LGBTQIA+ Forum.
 - Approve and sign off with the Treasurer any expenses or fund transfers in the name of the LGBTQIA+ Forum.
 - Make final approvals of agreements, activities, or events brought to the LGBTQIA+ Forum for consideration.
 - Call special meetings of the Executive Board as needed.
 - Represent the LGBTQIA+ Forum in all matters before the Chapman University President, Provost, and administration, in consultation with the Executive Board.
 - Serve as the primary spokesperson(s) for the LGBTQIA+ Forum.
3. The **Secretary** shall serve a one-year minimum term (up to 2 years max). The term of office shall begin in January. The duties of the Secretary shall be:
- Keep minutes of Executive Board and general meetings.
 - Set up meeting times and secure room locations for general meetings, Executive Board meetings, and all activities and events hosted by the LGBTQIA+ Forum.
 - Oversee the logistics of room set up and food orders for all activities and events hosted by the LGBTQIA+ Forum.
 - Send Outlook meeting invitations and meeting reminders for the general meetings.
 - Maintain, type, and distribute notices, agendas, etc.
 - Maintain the LGBTQIA+ Forum membership roster.
 - Create sign-in sheets for meetings and events.
 - Update the Forum website with meeting times, agendas, minutes, and events.
 - Perform any other duties assigned by the Chair/Co-Chair.
4. The **Treasurer** shall serve a one-year minimum term (up to 2 years max). The term of office shall begin in January. The duties of the Treasurer shall be:
- Receive, record, and deposit all monies or funds for the LGBTQIA+ Forum.
 - Make purchases approved by the LGBTQIA+ Forum Executive Board.
 - Pay bills and disperse funds of the LGBTQIA+ Forum as directed by the Executive Board.
 - Oversee and maintain the LGBTQIA+ Forum gift account through the Office of the Vice President for Diversity, Equity, & Inclusion (VP-DEI), including submitting regular fiscal reports to the Executive Board.
 - Regularly review funds in the LGBTQIA+ Forum gift account to prevent overspending.
 - Arrange for fund transfers that have been approved by the Chair/Co-Chair.
 - Keep an updated account of all expenditures.
 - Prepare financial reports to be presented at an annual meeting twice a year.

- Perform any other duties assigned by the Chair/Co-Chair.
5. The **Community Liaison** shall serve a one-year minimum term (up to 2 years max). The term of office shall begin in January. The duties of the Community Liaison shall be:
- In conjunction with the Chair/Co-Chairs, develop and maintain key relationships with administrators, allies inside and outside the university, and the community; for the success of the LGBTQIA+ Forum.
 - Maintain communication with student organizations, DEI advisory groups, the Black and Latinx Staff and Faculty Forums, and other entities on campus.
 - Share news and events with other campus groups.
 - Keep the LGBTQIA+ Forum up to date on relevant campus events.
 - Coordinate collaboration between the Forum and other entities for campus events and communications (e.g., Pride Month, LGBTQ History Month).
 - Perform any other duties assigned by the Chair/Co-Chair.

No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. An officer unable to continue serving on the Board shall be replaced by a special election, and their elected replacement will serve the remainder of the term. If an officer position becomes vacant between regular elections, those duties shall be distributed among the other officers while they seek out nominations to fill the role.

ARTICLE VII. MEETINGS

1. The general meetings of the LGBTQIA+ Forum shall be held each month during the academic year unless otherwise decided by the Executive Board.
2. General meeting times and locations shall be announced at least ten (10) business days in advance and agendas released at least two (2) business days in advance, to the best of the Board's ability.
3. Minutes shall be recorded of each general meeting by the Secretary (or by another Board member in their absence) and made publicly available within fourteen (14) business days after the meeting.

ARTICLE VIII. AMENDMENTS

1. Amendments to the Bylaws may be proposed by any member of the LGBTQIA+ Forum.
2. The proposed amendment(s) to the Bylaws must be submitted to the Executive Board at least ten (10) business days before a General Assembly Meeting.
3. The Secretary shall circulate the proposed amendment(s) to all members in good standing at least five (5) business days before a General Assembly meeting.
4. The proposed amendment(s) must be voted upon at the next General Assembly Meeting.
5. Amendments shall be adopted by a two-thirds (2/3rds) vote of the assembled members.
6. Adopted amendments shall become effective immediately following the adjournment of the General Assembly Meeting.

In creating these bylaws, structural elements and text were adapted from the bylaws of Chapman University's [Latinx Staff and Faculty Forum](#) and [Black Staff and Faculty Forum](#).