



**By-Laws of the Lesbian, Gay, Bisexual and Transgender Caucus of Public Health Professionals  
(LGBT Caucus)**

The LGBT Caucus was established as being in “official relations” with APHA in 1975.

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## **Article I. Overview of the American Public Health Association**

The American Public Health Association is the oldest, largest and most diverse organization of public health professionals in the world and has been working to improve public health since 1872. The Association aims to protect all Americans and their communities from preventable, serious health threats and strives to assure community-based health promotion and disease prevention activities and preventive health services are universally accessible in the United States. APHA represents a broad array of health professionals and others who care about their own health and the health of their communities.

## **Article II. Objective of the American Public Health Association**

The Object of the American Public Health Association is to protect and promote personal and environmental health. It shall exercise leadership with health professionals and the general public in health policy development and action, with particular focus on the interrelationship between health and the quality of life, on developing a national policy for health care and services and on solving technical problems related to health.

## **Article III. Caucus Mission Statement**

To provide a forum for the supportive educational interchange among Lesbian, Gay, Bisexual and Transgender APHA and Caucus members.

To provide the opportunity for APHA members and other professionals to learn about Lesbian, Gay, Bisexual and Transgender public health related issues.

To improve public health and combat homophobia and heterosexism within APHA as an organization.

To ensure that Lesbian, Gay, Bisexual and Transgender public health issues are addressed in APHA's policy statements.

## **Article IV. Membership**

1. Regular Members: Membership in the Caucus is open to any APHA member and others who express an interest in Lesbian, Gay, Bisexual and Transgender issues. APHA policy requires at least 15 Caucus members be members of APHA in good standing. Voting members are those who are current dues paying Caucus members.

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 and Transgender issues. Voting student members are those who are currently enrolled in an undergraduate, graduate or professional degree program and who are current dues paying Caucus members.

3. Lifetime Members: (Described below). Are not required to pay membership fees. All Lifetime Members will be voting members

4. Membership Year/Dues: The Executive Committee shall set the annual dues. The Caucus Membership Year shall run from the opening of each year's Caucus Business Meeting through the opening of the following year's Caucus Business Meeting.

## **Article V. Executive Committee (EC)**

### *Section 1. Executive Committee Duties*

The Executive Committee acts as the governing body of the Caucus.

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 annual meeting.
3. Approve the annual budget no later than 3 calendar months following the Annual Meeting.

### *Section 2. Executive Committee Composition*

Executive Committee members must be current members of the Caucus. The Executive Committee is composed of:

Caucus Chair  
Caucus Chair-Elect or Immediate Past Chair  
Program Chair  
Program Chair-Elect  
Secretary  
Treasurer  
Website Chair  
Membership Chair  
Public Relations Chair  
Student Chair

### *Section 3. Meetings*

1. The Executive Committee of the Caucus shall meet prior to the Caucus Business meeting of the Annual Meeting of the Association. The meeting is held to:
  - a. Review Caucus generated/supported resolution(s), position paper(s), issue(s); and,
  - b. Attend to business related to the Annual Meeting and to review Caucus needs and developments.
2. The Executive Committee shall call a Business Meeting for all Caucus members attending the Annual Meeting to report on Caucus Activities and elect EC members.
3. A quorum of the Executive Committee shall consist of a majority of voting members.
4. The Caucus Chair shall facilitate all meetings. If the Chair is unavailable to facilitate, the duties shall first fall onto the Chair-Elect / Immediate-Past Chair. If they are not able to facilitate, duties of meeting facilitation will then be passed onto the Secretary.
5. An agenda for all meetings shall be distributed to all EC members no less than 24 hours in

advance of the meeting.

#### *Section 4. Communications*

Between Annual Meeting(s), the business of the Caucus shall be conducted by mail, phone, e-mail and the Caucus website. The Caucus EC shall meet monthly during the year

### **Article VI. Elections**

1. Only those individuals who are current members of APHA and the Caucus can serve as a Caucus EC Member.
2. Only those individuals who are current members of the Caucus can vote in Caucus elections.
3. Election of Caucus EC Members will be held during the Annual Caucus Business Meeting. Any voting Caucus member can submit a nomination during the Business Meeting.
4. EC Members are elected by a simple majority of those voting Caucus members in attendance at the Business Meeting.
5. No one can serve in more than one EC position at a time.

### **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 plans and policies formulated by the Executive Committee.
2. Collaborate with the Program Committee Chair in determining the time and place of the Caucus Business Meeting.
3. Preside at meetings of the Caucus and Executive Committee, which include chairing the Caucus Business Meeting.
4. Register Caucus for designation as being “in official relations” with APHA, annually.
5. Monitor budget expenditures in consultation with the Executive Committee, where appropriate.
6. Work with the Executive Committee to select a meaningful strategic plan with goals, objectives and related activities, where appropriate.
7. Acknowledge and reward Caucus Leaders and members for their contributions.
8. Respond to APHA requests for input/feedback on issues in consultation with the Executive Committee and/or Caucus members, where appropriate.
9. Ensures the Caucus develops slates for Officer elections.
10. Receive and assure appropriate response to all correspondence relating to the business of the Caucus.
11. Serve as liaison with professional and consumer groups, related government organizations and individuals interested in Lesbian, Gay, Bisexual and Transgender Public Health related issues.
12. Assure that members are kept informed of Caucus activities via e-mail and the Caucus website.

13. Review and submit for approval for the entire EC all change in the Caucus website before they are published.
14. Work to assure growth in membership of Caucus.
15. 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.
16. Orient Chair-Elect.
17. Distribute Caucus historical documents to the new chair and the Caucus identified historical organization.
18. Notify the Caucus EC of the date and time for each of the monthly EC meetings, by distributing a schedule of meetings for the next calendar year, no later than 2 months following the Annual Meeting.
19. Represent the Caucus at the APHA Governing Council. If unable to make a meeting, designate an EC member to participate in said meetings.
20. Represent the Caucus on various APHA Section, SPIG and Caucus meetings. If unable to attend a meeting being held by a Section, SPIG or Caucus, designate an EC member to represent the Caucus.
21. Attend Governing Council inauguration and training.

### *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 one-year (1) term as the Immediate Past Chair requiring a four (4) year commitment.

The duties of the Chair-Elect are to:

1. Act for the Chair in their absence, during the second year of the Chair's term.
2. Assist the Chair in conducting the Executive Committee meetings.
3. Attend Executive Committee and Business meetings during their term.
4. Assume position of Chair at the end of term.
5. Eligibility Criteria: It is desirable for Chair-Elect to have previously held a position as an LGBT Caucus Officer.
6. Preside over meetings in the absence of the Caucus Chair.
7. Develop an Addendum to the Strategic Plan in conjunction with other EC members to be discussed at the Annual meeting at the conclusion of their first term. Or, if recommended by the EC, to propose an update of the Caucus Strategic Plan, including the creation of a Strategic Planning Committee for that year.
8. Serve as the Caucus representative at the APHA Caucus Collaborative meetings.
9. Oversee the administration of the Grant W. Farmer Scholarship (see Article XII).

### *Section 3. Immediate Past-Chair*

One (1) year term; voting.

The term expires at the beginning of first Caucus Business Meeting of the APHA Annual Meeting

of the year immediately following their last year in office as Chair.

The duties of the Immediate Past Chair are to:

1. Provide assistance as needed to the current Chair or other Executive Committee member, as needed.
2. Attend, all Caucus Executive Committee meetings during their term.
3. Act for the Chair in their absence, during the first year of the Chairs two-year term.
4. Preside over meetings in the absence of the Caucus Chair.
5. Serve as the Caucus representative at the APHA Caucus Collaborative meetings.
6. Oversee the administration of the Grant W. Farmer Scholarship (see Article XII).

#### *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 Chair for review and approval before sending to the EC.
2. Orient the new Secretary to the responsibilities of the Secretary and transmit/transfer to incoming Secretary all records and files of Caucus.
3. Ensures appropriate content is provided to the contracted Caucus Searchable Database in consultation with the Chair and Webmaster.
4. Provide assistance to the Website Chair with posting content to the Caucus website.
5. Attend Executive Committee and Business meetings.
6. Prepare and update an EC contact list for internal distribution.
7. Distribute proposed amendment(s) of the Caucus By-Laws to the membership as describe in article XV, section 1.8. Update and make available, as necessary, By-laws upon approval at the Annual Meeting
8. Preside over meetings in the absence of the Caucus Chair and the Caucus Chair-Elect / Immediate-Past Chair.

#### *Section 5. Treasurer*

Two (2) year term; voting.

The duties of the Treasurer are to:

1. Collect membership dues at the Annual Meeting and throughout the year.
2. Keep an accurate account of all financial transactions.
3. Submit monthly checking account statements to the Caucus Chair and provide a description of all income and expenses.
4. Communicate with Caucus Chair regarding financial issues of the Caucus.
5. Prepare an annual report of all caucus transactions and present it to the Executive Committee and the entire Caucus during the Annual Caucus Business Meeting.
6. Sign the License Agreement with the Caucus contracted host company and ensure relevant

Caucus content, in consultation with the Chair, Secretary and Webmaster, gets distributed to the company, as necessary.

7. Open a new, separate checking account for the Caucus at a place of their convenience with the approval of the Executive Committee.
8. Transfer to incoming Treasurer all Caucus financial records.
9. Attend Executive Committee and Business meetings.

#### *Section 6. Program Chair*

Two (2) year term; voting.

The duties of the Program Chair are to:

1. Represent the Caucus at the Program Planning Committee Meeting, which occurs immediately following the Annual Meeting, and provide recommendations for the following year's program to the APHA Manager of Scientific Sessions.
2. Create and publish the Caucus' Call for Abstracts soliciting presentations for the Caucus' scientific sessions at the annual meeting.
3. Establish criteria for abstract review and coordinate blinded, 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. Keep in close communication with the Caucus Chair.
8. Respond to APHA Program related correspondence as appropriate.
9. Submit the final program to the Executive Committee and to the APHA in a timely fashion.
10. Orient Program Chair-Elect.
11. Attend Executive Committee and Business Meetings
12. Utilize the Executive Committee Members to review and grade abstracts eligible for the Walter J. Lear Outstanding Student Research Award.
13. Coordinate the ordering and purchasing of the student research award plaque for presentation at the Annual Meeting.
14. Notify the Caucus and EC of the time and location of the Business meeting

#### *Section 7. Program Chair-Elect*

Two (2) year; voting.

The Program Chair-Elect will serve a two-year (2) term followed by a two-year (2) term as Program Chair requiring a four (4) 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. Coordinate the Caucus social events at the APHA Annual Meeting in consultation with the EC.
5. Recruit, as necessary, additional Caucus and other volunteers to assist in coordinating the above events.



6. Coordinate all payments with the Treasurer.
7. Assists in coordinating the ordering and purchasing of the student research award plaque for presentation at the Annual Meeting.

### *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 to each Executive Committee member.
2. Originate and execute, with EC approval, 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. Utilize the electronic payment system to engage, recruit and retain membership.
6. Provide orientation and welcoming emails to all those who pay membership dues.
7. Maintain a list of individuals who hold "Lifetime Membership" status.
8. Attend Executive Committee and Business Meetings.

### *Section 9. Website Chair*

Two (2) year term; voting.

The duties of the Webmaster are to:

1. Maintain the Caucus website.
2. Update the Caucus website as directed by the EC and/or the Chair.
3. Ensures appropriate content is provided to the Caucus contracted searchable database in consultation with the Chair and Secretary.
4. Attend Executive Committee and Business Meetings

### *Section 10. Public Relations Chair*

Two (2) year term; voting.

The duties of the Public Relations Chair are to;

1. Coordinate the social events, as agreed upon by the Executive Committee, at the APHA Annual Meeting,
2. Recruit, as necessary, additional caucus and other volunteers to assist in coordinating Caucus social events.
3. Coordinate all contacts and payments related to the Caucus social(s) with the Treasurer.
4. Coordinate the location and reservation of the Caucus Booth in the exhibit hall of the APHA Annual Meeting. This responsibility is to be coordinated with the Caucus Chair as

appropriate.

5. Ensure Caucus booth staffing during the APHA Annual Meeting in consultation with the Treasurer.

6. Ensure booth set-up, staffing and tear down and all associated materials during the APHA Annual Meeting. This responsibility is to be coordinated with the Caucus Chair as appropriate.

7. Coordinate and ensure booth materials, including the Caucus banner, are available for each APHA Annual Meeting. If unable to attend an APHA Annual Meeting, he/she will coordinate with the Chair regarding the distribution of these responsibilities among the EC members as appropriate.

8. Attend Executive Committee and Business Meetings

9. Organize, maintain, update, and refresh the LGBT Caucus Facebook page (and other instances of online and offline social media as they may become relevant as a communication outlet)

### *Section 11. Student Chair/ Immediate-Past 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. Develop and maintain an outreach program to students
2. Initiate and convene a meeting of individuals concerned with issues that affect student members, as appropriate.
3. Attend Executive Committee and Business Meetings.
4. Work to enhance and evaluate the Caucus Mentoring Program.
5. Work to enhance student involvement in the Caucus.

The duties of the Immediate-Past Student Chair are to:

1. Advise successor on Caucus Mentoring Program and program components.
2. Advise successor on student involvement and concerns.
3. Attend Executive Committee and Business Meetings, as needed, or if the Student Chair is unable to attend.

### **Article VIII. Attendance**

Attendance by EC members will be in accordance with the Executive Committee Attendance Policy (Attachment A).

### **Article IX. Provision for Replacement of Officers**

A. Any Executive Committee member may recommend that an officer be removed.

Recommendations for removal may include, but are not limited to, failure to meet the EC attendance policy and/or failure to conduct the duties of their office. 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. Removal requires a 2/3-majority approval of all returned ballots. The officer being removed shall have the right to insert a statement in the written notification to the Caucus

membership.

B. Upon either the removal of an officer or the inability of an officer to complete their term of office, and if no officer-elect is available, the Caucus Chair shall designate another Caucus member for the remainder of the vacated term. This provision shall be suspended by a special election at the Annual Caucus Business Meeting for these officers. The special election shall be only for the remainder of the vacated term.

## **Article X. Lifetime Membership**

### *Section 1. Definition and History*

Distinguished Lifetime Membership was established in 2009. It is conferred on those leaders who have devoted their time, knowledge and abilities to the advancement of LGBT public health. It is expected that all nominees will be truly outstanding.

### *Section 2. Guidelines*

1. Caucus membership is not mandatory.
2. Candidates for the award may be nominated by any Caucus member. It is incumbent upon the member proposing the nomination that he/she 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.
3. No more than two (2) individuals will be nominated each year.
4. Distinguished Life Membership will be approved by a simple majority of the Caucus Executive Committee.
5. It is the desire of the Caucus Executive Committee to confer one award each year. The award will be presented personally and the recipient is encouraged to be present at the Caucus Social during the APHA Annual Meeting for appropriate recognition.
6. The Distinguished Life Members are not required to pay membership dues.
7. No candidate shall be selected for an award posthumously

### *Section 3. Physical Description of Award*

A Distinguished Lifetime Membership plaque will be presented.

### *Section 4. Additional Selections*

The Caucus Executive Committee recognizes that there will be the unusual situation where the conferring of a Distinguished Lifetime Membership is appropriate, and where logistics will not permit the usual method of selection or presentation. In such cases, the Caucus membership empowers the Caucus Executive Committee to take such action as may be necessary. The Caucus Executive Committee believes that this alternate method will be used only on rare occasions.

## **Article XI. Walter J. Lear Outstanding Student Research Award**

### *Section 1. Definition and History*

The Walter J. Lear Outstanding Student Research Award was established in 2003 to recognize exceptional work by students on LGBT-related issues.

### *Section 2. Guidelines*

1. Students must select that they want to be considered for the award when submitting their abstract(s) to the Caucus for review.
2. The Program Chair will distribute student abstracts to the Executive Committee for blinded review and grading.
3. The Program Chair, in consultation with the Executive Committee, will determine the grading system.
5. No more than one (1) individual will be awarded each year.
6. The student selected for the award will be given a stipend to use for costs associated with the Annual Meeting, free membership in the Caucus for one year, and a commemorative plaque.
7. The Executive Committee will determine the stipend according to the finances of the Caucus.
8. No student will be given the award more than once.

### *Section 3. Physical Description of Award*

A plaque, free Caucus membership and a stipend will be presented at the Annual Meeting.

## **Article XII. Grant W. Farmer Scholarship for APHA Attendance**

### *Section 1. Definition and History*

The Grant W. Farmer Memorial Scholarship is an annual competitive award, established in 2015, to support at least one deserving undergraduate or graduate student to attend the APHA Annual Meeting.

### *Section 2. Guidelines*

1. The Caucus Chair-Elect / Immediate-Past Chair will put forth a call for the Scholarship, no less than three (3) months prior to that year's Annual Meeting.
2. The Caucus Chair-Elect / Immediate-Past Chair, in consultation with the Executive Committee, will determine the grading system.
3. The student(s) selected for the award will be given a stipend to use for costs associated with the Annual Meeting, and free student membership in the Caucus for one year.
4. The Executive Committee will determine the stipend according to the finances of the Caucus.
5. No student will be given the award more than once.

## **Article XIII. Caucus Committees**

Caucus Committees are established by the Caucus Chair or the Executive Committee. Continuation/discontinuation of existing committees and inauguration of new committees may be determined by the EC at any time.

#### **Article XIV. Powers**

The powers not expressly delineated in the Caucus By-Laws or APHA, nor expressly prohibited by them, are reserved to the Caucus Executive Committee and/or the Caucus members.

#### **Article XV. 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 in all cases to where they are applicable and where they are not inconsistent with these bylaws.

#### **Article XVI. Adoption/Amendments**

##### *Section 1. Amendments*

1. Any voting member may propose an amendment to these By-Laws. Proposed amendments will be provided to the Chair for distribution to the executive committee for discussion and approval before the August EC meeting of each year. Amendments approved by a 2/3 vote of the Executive Committee at the September meeting of the EC will be sent out to the Caucus membership for review. The membership will vote within thirty (30) days (or at the next conference).
2. Amendments are ratified by a 2/3-majority approval of returned ballots of all voting members (which can be administered through email, secure (SSL) internet-based survey mechanism, or another alternative polling mechanism). The Membership Chair and the Webmaster will tally votes and present the votes at the Caucus Business Meeting following the vote.
3. If amendments are approved, the amendment and the By-Laws are adopted.

##### *Section 2. Adoption*

Upon approval by 2/3-majority approval of voting members present at the Caucus Business Meeting, these rules of procedure will be adopted.

## ATTACHMENT A

### **Executive Committee (EC) Attendance Policy**

#### *Attendance Issue:*

An EC attendance issue occurs if the following condition exists in regard to an EC member's attendance at meetings:

1. The EC member misses twenty percent (20%) of the total number of board meetings in a twelve-month period for any reason. This does not include special meetings or the Caucus Business Meeting held during the annual APHA Meeting.

#### *Response to an EC Attendance Problem:*

If an issue exists, the Chair will promptly contact the member to discuss the problem. The EC member's response will be shared by the Chair with the entire EC at the next meeting—if appropriate. In that meeting, the EC will decide what action(s) to take regarding the member's future membership as part of the Executive Committee.

If the Executive Committee decides to terminate the EC member from their position, termination will be conducted per the Caucus By-laws.