

# CHICAGO GENDER SOCIETY

## CONSTITUTION

### ARTICLE I – ADMINISTRATION

The name of the group described in this constitution and by-laws is the Chicago Gender Society, also known as CGS.

### ARTICLE II – SCOPE AND PURPOSE

#### SECTION 1 – SCOPE

The Chicago Gender Society is organized and operated for social, charitable and educational purposes. More specifically, CGS is a social and educational organization for all members of the Transgender community; their supporters and for the benefit of the public. The goal of CGS is to provide social and educational activities for its members, the transgender community and its supporters and the general public. It seeks to promote a positive self-image for transgender individuals in the business community, in the media and general public. CGS is neither a therapy group nor a dating service. Each member is responsible for their own conduct.

#### SECTION 2 – PURPOSE

CGS exists to service the membership in four areas:

- A. To offer safe semi-public educational activities for members and the opportunity to meet others with similar interests, build their confidence and perfect their presentation.
- B. To educate the general public in order to dispel fear, ignorance and promote acceptance of the transgendered.
- C. To provide educational programs to educate, assist and support all its members.
- D.** To develop a growing leadership and volunteer base that will expand this **work**.

### ARTICLE III – ADMINISTRATION

#### SECTION 1 – BOARD OF DIRECTORS

- A. CGS will be governed by a five member board of directors consisting of a president, vice-president, secretary, treasurer and representative-at-large.
- B. The primary functions of the board of directors will include but not be limited to:
  - a. Maintaining the orderly operation of the group.
  - b. Formulating and implementing policies.
  - c. Providing programs, policies and procedures for members.

## **SECTION 1 – DUTIES OF OFFICERS**

- A. President. The duties will include but not be limited to:
  - a. Overseeing the overall operation of the group.
  - b. Chairing all business meetings.
  - c. Being a standing member of all committees.
  - d. Delegating duties to the other board members and committees.
  - e. Receipt and review of CGS bank statement prior to delivery to Treasurer.
- B. Vice President. The duties will include but not be limited to:
  - a. Assisting the president in the operation of the group.
  - b. Serving as program director.
- C. Secretary. The duties will include but not be limited to:
  - a. Keeping accurate minutes of all business meetings.
  - b. Reporting those minutes as requested.
  - c. Verification of the determination of a quorum and verification of any other voting related matters.
- D. Treasurer. The duties will include but not be limited to:
  - a. Collection and disbursement of all moneys.
  - b. Keeping accurate financial records and reporting of itemized monthly (and immediately following the close of the CGS fiscal year, the annual) CGS financial report at the regularly scheduled business meeting following the close of such month (or fiscal year).
  - c. Providing the representative-at-large with the updated dues records.
  - d. Establishing and maintaining such bank accounts as necessitated by the group.
  - e. The Treasurer may require, at their sole discretion, receipts and other written documentation in connection with any ticket sales, cash receipts or other financial related matters.
- E. Representative At Large. The duties will include but not be limited to:
  - a. Assisting the officers in various duties as may be required.
  - b. Maintaining accurate and up-to-date membership, attendance and dues records.
  - c. Providing these records to the other board members or committees as requested.
  - d. Acting as liaison to committee chairpersons.
  - e. Determination of whether a quorum is present at any regular business meeting, if a vote is being taken.

## **SECTION 3 – ELECTION OF OFFICERS**

- A. The five officers will be elected to serve a one-year term
- B. Any eligible voting member may hold office. General election procedures are found in the by-laws.

## **SECTION 4 – RECALL OF ELECTED OFFICERS**

- A. Any officer maybe charged and removed from office if a determination by a majority of the board of directors is made with regard to such officer concerning any of the following:
  - a. Failure to comply with any state, federal, or local law to the detriment of the organization.
  - b. Misconduct or malfeasance.
  - c. Any cause rendering his/her continuance in office injurious to the well being of the group.
- B. Recall or removal of any officer must be initiated through a written petition signed by either:
  - a. A majority of the board of directors.
  - b. A minimum of twenty-five percent (25%) of the eligible voting membership.
- C. A written response to the petition must be made by the next regularly scheduled business meeting. A two-thirds majority vote of ballots cast of all eligible voting members is required to pass the recall and remove the officer. Notification of the recall vote must be made to the eligible voting membership in writing, thirty (30) days prior to the meeting.

## **SECTION 5 – VACANCIES**

- A. If the office of president becomes vacant, the vice president will succeed to the president. The office of vice president will then be filled by special election.
- B. Any other vacancies occurring will be appointed by the remaining board members.
- C. Procedures for special elections are found in the By-Laws.

## **SECTION 6 – APPOINTMENTS**

The Board of Directors shall appoint four standing positions, Editor, Archivist, Events Coordinator and Promotional Director. None of these positions shall constitute a board position and the appointed persons shall serve at the discretion of the Board of Directors.

- A. Editor. The duties will include but not be limited to:
  - a. Publishing regular monthly newsletters as well as other articles and publications as may be required.
- B. Archivist. The duties will include but not be limited to:
  - a. Keeping the archives of CGS resource materials such as books, magazines and videos.
- C. Events Coordinator. The duties will include but not be limited to:
  - a. Coordinating all special events.
  - b. Keeping accurate records of all contacts regarding all events.
  - c. Reporting progress pertaining to each event.
  - d. Acquire necessary contracts to be signed by the president.
- D. Promotional Director. The duties will include but not be limited to:
  - a. Seek out avenues of promoting CGS.
  - b. Update outside publications in print or on the Internet.
  - c. Maintain information presented on the CGS hotline and website.

## **ARTICLE IV – MEMBERSHIP**

### **SECTION 1 – MEMBERSHIP ELIGIBILITY**

- A. Membership is open to all members of the transgendered community and their supporters as set forth in Article II, Section 1.
- B. An individual who wishes to join CGS may do so by submitting an application to the Board of Directors.

### **SECTION 2 – ELIGIBILITY TO VOTE**

An eligible voting member must have attended a minimum of three (3) regular business meetings as a member in good standing in the fiscal year (April 1 thru March 31) prior to the April business meeting, or hold an appointed position as of the March meeting. The appointed position would have to be a unanimous decision by the Board.

## **SECTION 3 – MEMBERSHIP**

- A. Membership privileges include:
  - a. Admittance to the monthly meetings and other CGS functions at no charge, except where a special event fee is in effect to the general membership.
  - b. Full voting rights within guidelines.
  - c. Eligibility to run for all offices within guidelines.
  - d. Subscription to monthly newsletters and other publications.
- B. Non-member's privileges include:
  - a. Attendance at the first meeting at no charge.
  - b. Payment of prevailing meeting fee at each meeting attended thereafter.

## **SECTION 4 – GROUNDS FOR REVOCATION OF MEMBERSHIP**

Membership in CGS may be revoked if a member engages in any of the following:

- A. Misappropriation of any funds of CGS.
- B. Willful disobedience of the CGS constitution or by-laws.
- C. Verbal, printed or published statements detrimental to the security or peace of mind of individual members or CGS as a whole.
- D. Any use of controlled substances or abuse of alcoholic beverages at CGS function or behavior to the detriment of the membership or the general public that reflects upon the integrity of CGS.
- E. Obtaining admission to CGS by false statements, deceptions, concealments or evasion of facts.
- F. Overt sexual behavior or any other types of behavior at CGS functions that is detrimental to the peace of mind of others.
- G. Appropriation of the personal property of any other member, or the removal of such property.
- H. Unauthorized disclosure of confidential information affecting another member, the member's peace of mind or that of the member's family.
- I. Attempting to obstruct or mislead a duly authorized internal investigation of a charged member, or willfully suppressing facts with regard there to or bearing false witness.
- J. Failure to comply with the rules, code of conduct, or any provision lawfully made by the board of directors or their designees.

## **SECTION 5 – PROCEDURE FOR REVOCATION**

- A. Ejection from any CGS-sponsored event for failure to comply with the above regulations may be made at the discretion of the ranking board member in attendance in order to maintain decorum.
- B. A written petition for revocation can be made by any eligible voting member or officer to the board of directors. The charged member must be given an opportunity to respond in writing and/or in person to the board of directors. The petition will then be considered by the board of directors and if found not to be without merit it shall then be presented for a vote at a regularly scheduled business meeting.
- C. Revocation will be effective upon a two-thirds majority vote of the ballots cast of all eligible voting members present at the regularly scheduled business meeting where it has been presented for vote but only if there is a quorum. A quorum shall consist of at least two-thirds of the average number of eligible voting members in attendance of regular business meetings over the prior six months, ending with the immediately preceding regular business meeting.

## **ARTICLE V – CONSTITUTIONAL AMENDMENT**

This constitution, by-laws, and its amendments may be amended or repealed by a two-thirds majority vote of the ballots cast of the voting membership present at the regularly scheduled business meeting where it has been presented for vote but only if there is a quorum. A quorum shall consist of a least two-thirds of the average number of eligible voting members in attendance of regular business meetings over the prior six months, ending with the immediately preceding regular business meeting. Proposed amendments must be mailed out to each eligible voting member one month before the amendment is to be voted upon.

## **ARTICLE VI – DISSOLUTION CLAUSE**

In the event of the dissolution of the Chicago Gender Society, the assets would be distributed by a majority vote of the board of directors to such charitable or educational organizations that it deems most appropriate in furthering the aims of this group.

## **ARTICLE VII – MISCELLANEOUS PROVISIONS**

Robert’s Rules of Order shall be used to cover any provision not covered here in.

# **BY-LAWS**

## **ARTICLE I – DUES**

- A. Membership dues are fifty dollars per year.
- B. Membership dues for couples, including a spouse or significant other, will be one and one-half times the membership rate, i.e. seventy-five dollars per year.
- C. The meeting fee for a member’s spouse or significant other, if not a member, will be one-half the prevailing meeting fee, with no fee for attendance at the first meeting.
- D. The prevailing individual meeting fee for applicable categories as set down in Article IV, Section 3 of the Constitution, is five dollars per meeting.
- E. The fiscal year is from April 1 through March 31.

## **ARTICLE II – MEETING SCHEDULE**

- A. Regular business meetings will be held on the second Tuesday of each month at a time and place to be established by the board of directors.
- B. Regular community outreach nights will be held on the fourth Tuesday of each month at a time and place to be established by the board of directors.
- C. The membership will be notified in writing of any changes in the meeting or events schedule

## **ARTICLE III – ELECTION PROCEDURES**

### **SECTION 1 – DATES**

General elections will be held at the regular monthly business meeting in April of each year.

### **SECTION 2 – NOMINATIONS**

Nomination will be taken at the regular monthly business meeting in February of each year by an eligible voting member, with seconding by another eligible voting member. Only eligible voting members may be nominated for office. Nominees will be afforded the opportunity to make a brief statement on their behalf at the April meeting.

### **SECTION 3 – ELECTION COMMITTEE**

An election committee consisting of three will be appointed prior to the general election by the board of directors from the eligible voting members and confirmed by a majority vote of the ballots cast of the eligible voting members present the regularly scheduled business meeting where it has been presented for vote regardless of whether there is a quorum. Members of the election committee may not be nominated for any office. The responsibilities of the election committee will be as follows:

- A. Implement the established election procedures.
- B. Compile and certify the eligible voting membership list according to Article IV, Section 2 of the Constitution.
- C. Certify the eligibility of all nominees.

### **SECTION 4 – VOTING PROCEDURES**

- A. Preparation of ballots: The order of the names of the candidates for each office will be determined by random selection. The election committee shall have printed ballots in number not to exceed the total number of eligible voting members of record as of the March business meeting.
- B. Certification: The election committee will take whatever steps necessary to ensure the validity of all ballots.
- C. Tabulation: The election committee will count all ballots, including mailed ballots received prior to the April business meeting, during the April business meeting and announce the results at that time. Upon receipt, mailed ballots will be held, unopened, until the night of the general election. The outside mailing envelope will be removed and destroyed only by, and in the presence of, the election committee. The names on the mailed ballots will be checked against the attendance of that night's meeting. The mailed ballot of anyone found to be in attendance at the general election meeting will be destroyed, unopened and the person will be issued a regular ballot. The remaining certified ballots will then be removed from the inner envelopes which will be destroyed to ensure the anonymity of the voters. The ballots will then be included in the general election tabulation.
- D. Votes Required for Election: The candidates who receive a plurality of the votes cast shall be certified as elected.
- E. Run-off Elections: A run-off election will be required in the event of a tie. The run-off slate shall consist of those candidates who tied. Any run-off election necessary will take place at the April business meeting. The election committee will provide suitable ballots for the run-off election. In the run-off election the winner will be determined by a plurality of the votes cast.

- F. Distribution: The election committee will prepare official ballots and mail them, along with return envelopes, to all eligible voting members prior to the March business meeting. The election committee will issue an official ballot to each eligible voting member in attendance at the April business meeting. The return envelope will have the member's name imprinted on the front of it. A list of instructions and applicable cut-off dates will also be enclosed. Completed ballots will be returned to the election committee in the following manner:

The ballot must be sealed in the previously described envelope. The voter must sign their name across the seal of the envelope as follows:



This envelope must then be enclosed in another envelope, mailed and returned to the election committee. Mailed ballots must be in the possession of the election committee no later than the start of the general election meeting. A specific cut-off date for receipt of mailed ballots will be set by the election committee based on the date of the general election.

## **SECTION 5 – SPECIAL ELECTIONS**

Procedures for special elections will be governed by the general election procedures herein with the exception that the remaining board will be the election committee. In the event the entire board of directors has been recalled, the election committee will be appointed from the eligible voting members.

## **SECTION 6 – SPECIAL PURPOSE ACCOUNTS**

The Treasurer may designate Special Purpose Accounts as may be determined necessary for the successful on-going operation of the organization. These accounts shall require approval by 4 out of 5 Board members for any deposits, withdrawals or transfers at any time. The following guidelines shall also apply to these accounts:

1. All transactions related to these accounts shall be reported to the members at the next CGS meeting, and the balances of these accounts shall be reported in the monthly financial statements.
2. Any withdrawals or transfers in one fiscal year in excess of 25% of the combined total of all Special Purpose Accounts shall also require a majority vote of the eligible voting CGS members. Voting by mail is allowed utilizing the procedure in Section 4F of these By-Laws.
3. Any future designated Special Accounts would also be governed by any restrictions designated by the donor.
4. A full accounting of these accounts shall be provided with the annual CGS financial statements.