Bylaws for the Lesbian, Gay, Bisexual, Transgender, Queer, and Allies Caucus of the International Studies Association

Article I. Name
The name of this organization shall be the Lesbian, Gay, Bisexual, Transgender, Queer, and Allies Caucus of the International Studies Association (LGBTQA-ISA).

Article II. Purpose
The purposes of this not-for-profit organization are:

A. To promote fair and equal treatment of members of the Lesbian, Gay, Transgender, Bisexual, and Queer (hereafter LGBTQ) community in the International Studies Association (hereafter ISA) and in the profession of international studies, in areas including but not limited to graduate school admission, financial assistance in schools, employment, tenure, and promotion.

B. To combat discrimination against and provide support for LGBTQ faculty, student, and professional members of the International Studies Association.

C. To encourage the application of the skills of scholars and students of international studies to combat discrimination on the basis of sexual orientation.

D. To promote the recruitment of new members to the Caucus specifically and ISA generally.

Article III. Membership and Dues

A. Members of the LGBTQA Caucus of ISA shall be those ISA members who have paid LGBTQA Caucus dues ($5/year for faculty members, $1/year for student or unemployed members).

B. Members are entitled to attend annual meetings, vote, run for office within the Caucus, receive newsletters and other publications produced by the LGBTQA Caucus, enroll in the listserv maintained by the LGBTQA Caucus, and participate in all activities sponsored by the LGBTQA Caucus.

Article IV. Officers

A. All officers of the LGBTQA Caucus of ISA shall be members of the LGBTQ Caucus of ISA.

B. All officers shall be publically identified as such by full names and academic affiliation.

C. The officers of the LGBTQA Caucus of ISA shall be as follows: Chair, Chair-Elect, Secretary-Treasurer, Awards and Nominations officer, Communications Officer, and Graduate Student Member-at-Large.
D. The term of office shall be two years, with elections held at the annual business meeting held at the annual meeting of the International Studies Association. Whenever possible:

   a. No person shall serve in the same elective position for more than one consecutive term;
   b. The officers as a whole shall reflect the diversity of the LGBTQ community and its allies in the United States.

E. Officer duties shall be as follows:

   a. Chair: To serve as a spokesperson for the organization; to attend relevant ISA governance meetings; to recommend to the LGBTQA caucus as a whole the formation of ad hoc committees, in consultation with the Executive Council; to liaison with similar caucuses in other professional organizations and disciplines; and to prepare a report for presentation at the Annual Business Meeting
   b. Chair-Elect: To assist the chair at the Chair’s request; to manage the officer election process; and to organize any panels or events of the LGBTQA Caucus at the Annual Meeting of the ISA, as applicable.
   c. Secretary-Treasurer: To maintain records of all meetings and correspondence of the organization; to compile and revise as needed a membership list in consultation with the ISA Executive Director; to retain a permanent file of the records and publications of the LGBTQA Caucus of ISA; to maintain the Caucus listserv; and to handle the organization’s financial affairs at the direction of the Chair.
   d. Awards and Nominations Officer: To manage the administrative processes around caucus awards, and nomination and election processes for officer positions.
   e. Communications Officer: To manage communications within the caucus over the dedicated email lists and social media pages
   f. Graduate Student Member-at-Large: To serve as a member of the Executive Council.

F. Vacancies between elections shall be filled by the Executive Council

G. The Executive Council:

   a. The Executive Council shall consist of all current officers of the LGBTQ Caucus of ISA as well as the immediate past chair of the LGBTQA Caucus.
   b. The Executive Council may be called into session by the Chair, or contacted by the Chair to act on important matters arising between annual meetings.

Article V. Nominations and Elections

A. Nominations of officers shall be due one month before the annual business meeting of the LGBTQA Caucus to the current Chair-Elect of the Caucus, who will send out a call for nominations. Any member of the LGBTQA Caucus may
nominate any other member for an office by submitting their name, institutional affiliation, contact information, and short bio.

A. The candidates for office shall be presented at the annual business meeting of the LGBTQA Caucus, where officers will be elected by a majority of the vote (where there are two or less candidates for an office) or by a plurality of the vote (where there are three or more candidates for an office).

C. Voting for offices where there are more than one candidate will be done by written, secret ballot, counted by two or more members of the Executive Council.

d. Each year, the following offices will be up for nominations: Chair-Elect, Secretary/Treasurer, and Graduate Student Member-at-Large. The Chair-Elect will serve as Chair-Elect for one term, and then Chair for the following term.

Article VI. Procedures for Ratification and Amendment

A. These bylaws will be presented for Ratification to the members of the LGBTQA Caucus at the first annual business meeting of the LGBTQA Caucus, to be held at the 2011 Annual Meeting of the International Studies Association. Ratification will require the vote of a majority of members present at that meeting.

B. Proposed amendments to these bylaws should be submitted by members in writing to the entire Executive Council no less than one month before the annual business meeting of the LGBTQA Caucus, to be voted on by the membership present at the annual business meeting following submission. Amendment will require a vote of two-thirds of members present at that meeting.

Article VII. Initial Operation

A. These bylaws will be presented to all signatories of the petition to establish the LGBTQA Caucus of ISA, where they are informed that their signature on the petition constitutes consent to be governed by these bylaws until such time as their ratification can be discussed and decided upon at the first business meeting of the LGBTQA Caucus of ISA at the 2011 Annual Meeting.

B. The Caucus will be initially operated by its founding Chair, Dr. Sandra McEvoy, in consultation its founding members, until such time as officer elections can be held at the first business meeting of the LGBTQA Caucus of ISA at the 2011 Annual Meeting.

C. Upon the approval of the LGBTQA Caucus at the 2010 Annual Meeting of the ISA Governing Council, the Caucus will become open for membership to all dues-paying members of the International Studies Association interested in joining the Caucus.