

## **By-Laws**

Lesbian, Gay, Bisexual and Transgender Caucus of Public Health Workers  
“In official relations with the American Public Health Association”

Approved 2008

### **I. Preamble**

The American Public Health Association (APHA) is an interdisciplinary professional society established in 1872. The mission of the Association is to promote personal and environmental health.

The Lesbian, Gay, Bisexual and Transgender Caucus of Public Health Workers (Caucus) was established as being in “official relations” with APHA in 1975.

### **II. Mission Statement**

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

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

To improve health care services for Lesbians, Gay men, Bisexuals and Transgendered people by combating homophobia and heterosexism within APHA as an organization and within public and private health care delivery systems.

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

### **III. Adoption/Amendments**

A. Adoption: Upon approval by 2/3-majority approval of all voting members (defined in text) present at the Caucus Business Meeting, these rules of procedure will be adopted.

B. Amendments: These by-laws may be amended by a 2/3-majority approval of all voting members in attendance at any annual Caucus Business Meeting.

### **IV. Membership/Meetings**

A. General 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 does require that at least 15 Caucus

members be paid-up members of APHA. Voting members are those who are current dues paying Caucus members.

- B. Meetings: A Caucus Business Meeting will be held during the APHA Annual Meeting.
  - C. 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.
- V. Executive Committee
- A. Executive Committee Duties: The Executive Committee acts as the governing body of the Caucus. Its duties are:
    - 1. To formulate rules of procedures for the Caucus.
    - 2. To assist in development of the Caucus program for the annual meeting.
    - 3. To review and provide final approval of the Caucus program for the annual meeting, approval sought through mail, phone, e-mail, etc.
    - 4. To nominate Caucus officers.
    - 5. To consider and transmit to the Governing Council of APHA resolutions originating in the Caucus. Only resolutions approved by the Governing Council shall be published as representing the policy of the Association.
    - 6. To advise the Executive Board of APHA with respect to the origination and membership of the Equal Health Opportunity Committee (EHOC) and any other Boards, Task Forces, Councils, and Standing Committees.
  - B. 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
    - Membership Chair
    - Student Liaison
    - Newsletter Editor
    - Webmaster

Public Relations  
Booth Chair

C. Meetings:

1. The Executive Committee of the Caucus should meet twice during each Annual Business Meeting of the Association. The first meeting is held early in the week to:
  - a. review Caucus generated/supported resolution, position papers, issues;
  - b. nominate officers
  - c. attend to business related to the Annual Meeting and to review Caucus needs and developments.
2. The second meeting is held on the final day of the Annual Meeting and is chaired by the new Caucus Chair. At this time the new Executive Committee begins its official responsibilities. The principle issues to be covered include follow-up on business from Caucus Business Meeting, discussion of program plans for the ensuing year, and publication of the Newsletter.
3. In addition, the Executive Committee shall call a Business Meeting for all Caucus members attending the Annual Meeting to report on Caucus Activities and elect officers.
4. A quorum of the Executive Committee shall consist of seven voting members.

VI. Newsletter/Communication

Between Annual Meeting(s), the business of the Caucus is conducted by mail, phone, e-mail, "The Nation's Health," and the Caucus Newsletter. The Newsletter will have a minimum of two issues if funds are available. The first issue, after the Annual Meeting, will publicize the Program for the following year Annual Meeting, solicit abstracts and publish the names and addresses of all Caucus Executive Committee. The second issue will update Caucus members on Annual Meeting Activities and other Caucus Business at a minimum.

VII. Elections

- A. Only those individuals who are current members of APHA and the Caucus can serve as a Caucus officer.
- B. Only those individuals who are current members of the Caucus can vote in Caucus elections.

- C. Election of Caucus Officers will be held during the Annual Caucus Business Meeting. Officers will be nominated by the Executive Committee with the opportunity for additional nominations to be submitted during the Business Meeting by any Caucus member in attendance.
- D. Officers are elected by a simple majority of those voting Caucus members in attendance at the Business Meeting.
- E. To the extent possible, elected officers shall alternate by gender with each term.

#### VIII. Caucus Officers' Duties and Terms of Office

- A. Chair – two (2) year term, voting
  1. Provide leadership for Caucus activities, including implementation of plans and policies formulated by the Executive Committee.
  2. Collaborate with the Secretary and Program Committee Chair in determining the time and place of meetings of the Caucus and Executive Committee; plan agenda for meetings, and with the aid of the Secretary, assure follow-up of caucus activities.
  3. Preside at meetings of the Caucus and Executive Committee
  4. Annually, register Caucus for designation as being “in official relations” with APHA.
  5. Receive and assure appropriate response to all correspondence relating to the business of the Caucus.
  6. Serve as liaison with professional and consumer groups, related government organizations and individuals interested in Lesbian, Gay, Bisexual and Transgender Public Health related issues.
  7. Assure that members are kept informed of Caucus activities through the Caucus newsletter. Review and approve final editions of the Newsletter before it is mailed to Caucus Members.
  8. Work to assure growth in membership of Caucus.
  9. 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.
  10. Assist Program Chair in developing program for Annual Meeting.
  11. Orient Chair-Elect.
- B. Chair-Elect one (1) year term; voting
  1. Elected at end of first year of Chair's two-year term.
  2. Act for the Chair in his/her absence.
  3. Attend Executive Committee and Business meetings.
  4. Assume position of Chair at the end of term.
  5. Serves on the Caucus Program Committee.

6. Eligibility Criteria: It is desirable for Chair-Elect to have previously held a position as a Caucus Officer.
- C. Immediate Past-Chair – one (1) year term; voting
1. Provide assistance as needed to current Chair.
  2. Attend, at least, the First Executive Committee meeting at the Annual Meeting and Business Meeting.
  3. Act for the Chair in his/her absence.
  4. Term expires at end of first Executive Committee meeting of the year immediately following his/her last year in office as Chair.
- D. Secretary – two (2) year term; voting
1. Prepare minutes of Caucus Business Meeting and Executive Committee meetings as soon as practicable after the Annual Meeting and submit to Chair.
  2. Prepare address/phone list of all Executive Committee Members and distribute to all Executive Committee members as soon as practicable after the Annual Meeting.
  3. Notify all members of the Caucus and Executive Committee of time and location of meetings.
  4. Orient the new Secretary to the responsibilities of the Secretary and transmit/transfer to incoming Secretary all records and files of Caucus.
  5. Attend Executive Committee and business meetings.
- E. Treasurer – two (2) year term to be staggered with Chairperson's term to ensure continuity; voting
1. New treasurer may open a new, separate checking account for the Caucus at a place of her/his convenience with the approval of the Executive Committee.
  2. Attend Executive Committee Meetings and Business Meetings.
  3. Collect membership forms and dues at Annual Meeting and throughout the year.
  4. Communicate with Caucus Chair regarding financial issues of the Caucus.
  5. Send membership information on a regular basis to Membership Chair or his/her designee.
  6. Keep accurate account of all financial transactions, ensuring an accurate paper trail of all transactions.
  7. Submit monthly checking account statements to Caucus Chair.
  8. Prepare an annual report of all caucus transactions and present it to the Executive Committee and the entire Caucus during the Annual Meeting.

- F. Program Chair – two (2) year term; voting
  - 1. Solicit recommendations for the following year’s program during Caucus Business Meeting.
  - 2. In coordination with the Caucus Chair, finalize the proposed program list and, with Caucus Chair’s approval, submit a call for abstracts to “The Nation’s Health” for publication within the designated deadline.
  - 3. Assure fair and knowledgeable review of abstracts submitted.
  - 4. Solicit abstracts as necessary.
  - 5. Keep in close communication with the Caucus Chair.
  - 6. Respond to APHA correspondence as appropriate.
  - 7. Ensure final program, as submitted to Executive Committee for approval, reflects the diverse concerns and needs of the Lesbian, Gay, Bisexual and Transgender communities, especially related to ethnicity and gender.
  - 8. Submit final program to Executive Committee for approval. Upon approval, submit to the APHA in a timely fashion.
  - 9. Orient Program Chair-Elect.
  - 10. Attend Executive Committee Meetings and Business Meetings
  
- G. Membership Chair – two (2) year term; voting
  - 1. Maintain mailing list of Caucus members, a copy of which shall be provided to each Executive Board member.
  - 2. Originate and execute, with Board approval, strategies to increase Caucus membership.
  - 3. Assist Student Liaison in efforts to outreach to students in schools of Public Health, Public Administration, and other related areas of health care.
  - 4. Attend Executive Committee Meetings and Business Meetings
  
- H. Program Chair-Elect – two (2) year; voting
  - 1. Assist Program chair in developing Caucus Program.
  - 2. Attend Executive Committee Meetings and Business Meetings.
  - 3. Act in Program Chair’s absence.
  
- I. Student Liaison – one (1) year, voting
  - 1. Develop and maintain an outreach program to students in schools of Public Health, Public Administration, and other related areas of health care.
  - 2. Attend Executive Committee Meetings and Business Meetings.
  - 3. Initiate and convene a meeting of individuals concerned with issues that affect this group.

- J. Newsletter Editor – two (2) year term; voting
  1. Write and edit two newsletters per year if funds are available
  2. Be responsible for their timely printing and distribution
  
- K. Webmaster – two (2) year term; voting
  1. Maintain our Caucus site on the World Wide Web.
  2. Update our site as needed.
  
- L. Booth Chair – two (2) year term; voting
  1. Coordinate the LGBT Booth in the exhibit hall of the APHA Annual Meeting, including reserving booth space for next year, coordinating payment with Treasurer, and ensure booth set-up and staffing.
  2. Attend Executive Committee Meetings and Business Meetings
  
- M. Public Relations – one (1) year term; voting
  1. Coordinate the social events at the APHA Annual Meeting, including the Host City Social, the Caucus Social after the Business Meeting, the Annual Caucus Dinner, and the Women’s Breakfast.
  2. Recruit, as necessary, additional caucus and other volunteers to assist in coordinating the above events.
  3. Coordinate all contacts and payment with the Treasurer.
  4. Attend Executive Committee Meetings and Business Meetings
  
- IX. Confidentiality
  - A. Only those Caucus members who consent in writing will be identified to APHA in the annual recertification of the Caucus.
  - B. The Caucus mailing list shall be used exclusively for official Caucus business.
  
- X. Provision for Replacement of Officers
  - A. Any Executive Committee member may recommend that an officer be removed. Upon consensus by a majority of voting members of the Executive Committee except the officer being removed, a special mailing will be sent to the Caucus membership with an explanation as to why they are to be removed. 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 mailing.
  - B. Upon either the removal of an officer or the inability of an officer to complete his/her term of office, 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.

XI. 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 at the Annual Meeting.

November 2008