



Equality Springfield Bylaws

**Adopted October 6, 2011
Amended April 3, 2012**

Bylaws

Section 1: Name

This organization shall be known as Equality Springfield.

Section 2: Vision and Mission

Equality Springfield envisions a greater Springfield in which lesbian, gay, bisexual and transgender (LGBT) people are welcomed and valued. To realize that vision, we promote broader awareness of LGBT issues, we participate visibly in the cultural life of our community, we build coalitions of supporters, and we contribute to the strength of the LGBT and allied communities by providing opportunities for fellowship and mutual respect.

Section 4: Elections of Officers and Duties

The officers shall be President, Vice-President, Secretary, and Treasurer. The Steering Committee shall consist of the officers and three at-large members. The members of Equality Springfield shall constitute the Board of Directors. Elections of officers and members of the Steering Committee shall be held every two years at the first meeting in November. In October of the election year, the President shall appoint a nominating working group to submit a slate of candidates for consideration. Nominations shall also be taken from the floor. The November election shall be by ballot. The candidate for each office receiving the majority of votes of members present shall be elected. The officers elected shall be installed at the first meeting in January as the first order of business and then assume their duties.

A. The President shall oversee the activities of Equality Springfield and assure that the activities follow the policies decided upon by the membership. The President will preside at meetings of Equality Springfield and of the Steering Committee. The President shall be a member ex officio of all working groups or committees and shall perform all duties usually pertaining to the office.

B. The Vice-President shall act as an aid to the President and perform the duties of the President in their absence. Should the office of President become vacant, the Vice-President shall serve as Acting President until Equality Springfield elects a new President. In addition, the Vice-President is in charge of communications and publicity for Equality Springfield.

C. The Secretary shall keep records of all meetings and activities of Equality Springfield and the Steering Committee, giving a report of same at the next meeting. The Secretary shall maintain a list of the membership and members in good standing.

D. The Treasurer shall accept dues, record expenditures and receipts, and maintain the Equality Springfield bank accounts. A financial report shall be made at each regular meeting. The Treasurer will submit financial account documentation to the audit committee annually. The Treasurer shall prepare and submit any financial reports required by law.

E. Vacancies. In the event of a vacancy in the office of President, Vice-President, or Secretary, that position shall be filled by a vote of the membership after one month's notice of the vacancy. Should the Treasurer leave his or her position before the end of

their term, the President shall appoint an acting Treasurer to serve in the interim until one can be elected by the members.

Section 5: Membership

A. Membership is open to anyone who supports the mission of Equality Springfield. Voting members are defined as people who complete an application form and pay any required dues, and who agree to participate in meetings and activities. In order to be eligible to vote at a meeting, a member's application must have been approved for at least thirty days prior to that meeting. Membership forms must be renewed annually and dues for voting membership must be paid to remain a member in good standing.

B. Dues, if any, are to be set at the first meeting of each calendar year by a majority vote of members present.

C. Loss of membership may occur. A member who is not in good standing with Equality Springfield may have their membership revoked by a 2/3 vote of members present at any meeting.

Section 6: Meetings

Meetings of Equality Springfield shall be held at least monthly on a date and time set by a vote of the officers. A quorum shall consist of the voting members present. Emergency meetings may be called by the Steering Committee provided that notice is given to the membership. Policies and procedures to facilitate the functioning of Equality Springfield shall be adopted by a vote of the membership and shall be consistent with these by-laws. In all matters not specifically addressed in the By-Laws, *Robert's Rules of Order* shall govern the business of Equality Springfield.

Section 7: Finances

A. Financial documents such as checks must be signed by the Treasurer. One additional officer shall be an alternate designated signer of all financial documents. This person shall also be a second signature of checks in excess of \$500.00. The newly elected steering committee shall determine the second designated signer at their initial meeting.

B. Audits must be conducted annually. An Audit Committee appointed at the last regular meeting of the calendar year shall present the results of an audit at the February meeting.

Section 8: Committees

The President or Steering Committee may appoint committees to further the goals and operations of Equality Springfield.

Section 9: Amendments

The By-Laws may be amended by a 2/3 vote of members present, provided that such amendment has been presented in writing, is signed by five voting Equality Springfield members, and is read at the regular meeting preceding the meeting at which the vote is taken. Notice must be emailed at least 10 days in advance, to all members of the proposed changes to the Constitution and By-Laws, as well as when the proposed changes will be considered by the membership.