

–BYLAWS–



**Counselors and Related Professionals Serving Sexual, Affectional,
Intersex, and Gender Expansive Communities**

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ARTICLE I: NAME, AFFILIATION, AND OPERATING PRINCIPLES

SECTION 1: NAME

The name of the Association shall be the Washington Society for Sexual, Affectional, Intersex, & Gender Expansive Identities, hereinafter referred to as WA-SAIGE (initially founded as Washington Association for Lesbian, Gay, Bisexual, and Transgender Issues in Counseling; WALGBTIC).

SECTION 2: AFFILIATION

WA-SAIGE is affiliated with the national Society for Sexual, Affectional, Intersex and Gender Expansive Identities, hereinafter referred to as SAIGE.

SECTION 3: OPERATING PRINCIPLES

A. Mission

The mission of WA-SAIGE is to improve the counseling services and quality of life for lesbian, gay, bisexual, trans, queer, questioning, intersex, asexual, ally, pansexual, polysexual, and other expansive identities (hereinafter referred to as LGBTGEQIAP+) persons within the counseling profession and beyond and to promote the professional development of counselors and related professionals to ensure that all LGBTGEQIAP+ individuals receive ethical, culturally-inclusive, liberating services that attend to all aspects of their intersectional identities. Further, WA-SAIGE aims to promote the views of marginalized peoples by offering counseling profession leadership opportunities to students, professionals, and faculty with a desire to elevate the voices of the LGBTGEQIAP+ communities. We believe all individuals should be free to develop their full potential regardless of sexual orientation, gender identity, and gender expression. We recognize the unique challenges LGBTGEQIAP+ individuals face as a result of systemic oppression. Our aim is to promote awareness, understanding, competency, and best practices among helping professions in service delivery, collaboration, and advocacy within the LGBTGEQIAP+ community.

In an effort to make the initialism inclusive of multiple identities and to be stated with increased ease, rather than add repeated letters, we have included multiple identities within each letter. With the recognition that no abbreviation of our communities' identities is perfect, this is not intended to disrespect any identity, but rather to provide the most inclusive initialism as a starting point to discuss and advocate for our shared communities' identities and rights and our individual identities.

- L = Lesbian
- G=Gay

- B = Bisexual
 - T = Trans, Transgender; & Two-Spirit (2S; Native Identity)
 - GE = Gender Expansive
 - Q = Queer; & Questioning
 - I = Intersex
 - A = Agender; Asexual & Aromantic
 - P = Pansexual; Pan/Polygender; & Poly Relationship Systems
 - + = We continue to be Inclusive of Other Related Identities by Being Committed to Ever-Expanding, Learning, & Growing the Acronym and Our Understanding of These Identities
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B. Vision

A world where LGBTGEQIAP+ people are respected, celebrated, and experience belonging.

C. Purpose

Through the recognition of both individual and social contexts that represent the confluence of race, ethnicity, class, gender, gender identity and expression, sexuality, affectionality, age, level of ability, spiritual or religious belief system, or indigenous, cultural, & ethnic heritage, it is the purpose of WA-SAIGE to:

1. Promote greater awareness, visibility, and understanding of LGBTGEQIAP+ issues among members of the counseling profession, students, and related helping occupations.
2. Provide social justice and advocacy for LGBTGEQIAP+ inclusion, equity, and affirmative practices in all spaces.
3. Provide and promote mentorship and connectedness for LGBTGEQIAP+ clients, professionals, students, and communities.
4. Improve the standards and delivery of counseling and educational services provided to LGBTGEQIAP+ clients, professionals, students, and communities.
5. Identify conditions which create barriers to the human growth and development of LGBTGEQIAP+ clients, professionals, students, and communities; and use counseling skills, programs, and efforts to preserve, protect, and promote such development.
6. Develop, implement, and foster interest in counseling-related charitable, scientific, and educational programs designed to further the human growth and development of LGBTGEQIAP+ clients, professionals, students, and communities.

7. Secure equality of treatment, advancement, qualifications, and status of LGBTGEQIAP+ members of the counseling profession and related helping occupations.
8. Contribute to the publishing of journal articles and other scientific, educational, and professional materials with the purpose of raising the standards of practice for all who work with LGBTGEQIAP+ clients, students, and communities in the counseling profession and related helping occupations.
9. Provide current information to enhance professional counselors' awareness, knowledge, skill, and professionalism towards LGBTGEQIAP+ clients, students, and communities.
10. Secure equality of treatment, advancement, qualification, and status of LGBTGEQIAP+ counseling professionals, students, and related helping occupations.

ARTICLE II: MEMBERSHIP

SECTION 1: OVERVIEW

- A.** Membership shall be individual.
- B.** Membership includes agreement to abide by the *ACA Code of Ethics* (or applicable professional ethical code).
- C.** Membership is valid for one year from date of processing (with the exception of severance of membership; see Article II, Section 4: Severance).
- D.** Membership shall have five classes of voting membership: Student, New Professional, Professional, Regular, Retired.

SECTION 2: CLASSES OF MEMBERSHIP

- A.** Student
 1. Student members shall include persons who are enrolled at least half-time in a college or university program.
 2. Student members must present proof of academic enrollment upon request by the Board of Directors, hereinafter referred to as the Board (see Article V: Board of Directors).
- B.** New Professional
 1. New Professional members shall include individuals who have graduated from a college or university program in the past 12 months.
 2. New Professional members may hold this status for two years post graduation.

3. New Professional members must present proof of academic credentials upon request by the Board.

C. Member

1. Members shall include persons whose interests and activities are consistent with those of WA-SAIGE, but who are not qualified for other classes of membership.

D. Professional Member

1. Professional members hold an advanced degree in their profession (e.g., MA, PhD).
2. Professional members have been working in the field for two or more years following the conferral of an advanced degree.
3. Professional members must present proof of credentials upon request.

E. Retired

1. Retired members shall include individuals who are retired from their respective profession and have been active WA-SAIGE members for the past five (5) consecutive years.

SECTION 3: DUES

- A. Annual WA-SAIGE dues for members shall be established by action of the WA-SAIGE Board.
- B. The Board may authorize reduced dues or dues waivers for special categories of members in accordance with policies and procedures established by the Board.

SECTION 4: SEVERANCE OF MEMBERSHIP

- A. A member may be dropped from membership for any conduct that tends to injure WA-SAIGE or to adversely affect its reputation, that is contrary to or destructive of its mission according to the WA-SAIGE Bylaws, or for any behavior which has been deemed in conflict with that member's respective professional code of ethics/conduct.
 1. Any member in question with engaging in such conduct shall be given notice of the precise nature of the charges against them and provided with opportunity to present evidence on their behalf through witnesses or otherwise. Those in question shall be given opportunity to confront witnesses against them and have the right to appeal through a hearing before the Board. The Board shall have the power to determine whether the charges shall be dropped, the individual in question shall be permitted to resign, or whether the individual in question be removed from WA-SAIGE.
- B. A member shall be dropped from membership for the nonpayment of dues.

1. Membership may be reinstated by payment of dues.

SECTION 5: MEETINGS OF THE MEMBERSHIP

- A.** WA-SAIGE shall hold state meetings once per year at a time and place fixed by the Board which shall give written notice thereof to the membership as to the date and time of the meeting.
- B.** WA-SAIGE may hold other meetings at a time and place fixed by the Board which shall give reasonable notice to the membership.
- C.** A majority of WA-SAIGE members shall constitute a quorum.
- D.** If a meeting is cancelled, the WA-SAIGE President will contact members and arrange to reschedule another time for a member meeting.
- E.** Electronic meeting spaces may be set up for open member meetings.

ARTICLE III: BUSINESS AFFAIRS

SECTION 1: SEVERABLE OR TRANSFERABLE INTEREST

- A.** No member shall have any severable or transferable interest in the property of WA-SAIGE.

SECTION 2: CONTROL AND MANAGEMENT

- A.** All property of WA-SAIGE shall be subject to the control and management of the Board. Any accumulation or disposal of real property, except upon dissolution of WA-SAIGE, must be approved in advance by the Board.

SECTION 3: DISPOSAL UPON DISSOLUTION

- A.** On dissolution or final liquidation, the Board shall, after paying or making provision for the payment of all the lawful debts and liabilities of WA-SAIGE, distribute all the assets of WA-SAIGE to one or more of the following categories of recipients as the Board of WA-SAIGE shall determine:
 1. A nonprofit organization or organizations which may have been created to succeed WA-SAIGE, as long as such organization or each of such organizations shall then qualify as an organization exempt from federal income taxation under section 501(a) of the Internal Revenue Code as an organization described in sections 170(c)(2) and 501(c)(3) of such Code; and/or

2. A nonprofit organization or organizations having similar purposes as WA-SAIGE and which may be selected as an appropriate recipient of such assets, as long as such organization or each of such organizations shall then qualify as an organization exempt from federal income taxation under section 501(a) of the Internal Revenue Code as an organization described in sections 170(c)(2) and 501(c)(3) of such Code.

SECTION 4: APPROPRIATION OF ASSOCIATION FUNDS

- A.** No appropriations of WA-SAIGE funds shall be made except pursuant to the authority of the Board.
- B.** The Board shall adopt an annual budget.

SECTION 5: FISCAL AND GOVERNANCE YEAR

- A.** The fiscal year and the governance year of WA-SAIGE shall be July 1 – June 30.

SECTION 6: REPORTS

- A.** Members of the Board shall be sent annual income and expense reports from the WA-SAIGE Treasurer, along with relevant narrative explanation, showing the financial state of WA-SAIGE.

SECTION 7: LIMITATIONS ON ACTIVITIES

- A.** WA-SAIGE is organized and shall be operated exclusively for charitable and educational purposes within the meaning of sections 170(c)(2)(B), 501(c)(3), 2055(a)(2), and 2522(a)(2) of the Internal Revenue Code.
- B.** No part of the net earnings of WA-SAIGE shall inure to the benefit of or be distributable to the members of its Board, officers, members of its committees, other private individuals, or organizations organized and operated for a profit (except that WA-SAIGE shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as herein above stated).
- C.** No substantial part of the activities of WA-SAIGE shall be the carrying on of propaganda or otherwise attempting to influence legislation, and WA-SAIGE shall be empowered to make the election authorized under section 501(h) of the Internal Revenue Code.
- D.** WA-SAIGE shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to

any candidate for public office. Notwithstanding any other provision herein, WA-SAIGE shall not carry on any activities not permitted to be carried on:

1. by an organization exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) of such Code; and/or
2. by an organization, contributions to which are deductible under sections 170(c)(2), 2055(a)(2), or 2522(a)(2) of the Internal Revenue Code.

SECTION 8: INTERNAL REVENUE CODE

- A.** References herein to sections of the Internal Revenue Code are to provisions of the Internal Revenue Code of 1986, as amended, as those provisions are now enacted or to corresponding provisions of any future United States internal revenue law.

ARTICLE IV: OFFICERS OF THE ASSOCIATION

SECTION 1: OFFICERS AND TERMS OF OFFICE

- A.** The officers of WA-SAIGE shall be the President, the President-Elect, the immediate Past President, the Secretary, the Treasurer, Professional Trustees (3 – Director of Membership, Director of Community & Education, Political Advocacy Liaison), and Graduate Student Trustee.
- B.** All officers of WA-SAIGE, except the Treasurer, shall be elected at large from among the members of WA-SAIGE.
- C.** The President, the President-Elect, and the immediate Past President shall serve for one year terms, from July 1 to June 30, or until their successors are elected.
- D.** The Secretary shall be elected to serve for a two year term, from July 1 to June 30, or until a successor is elected.
- E.** The Treasurer shall be appointed by the Board upon recommendation of the President to serve for a three year term, from July 1 to June 30, or until a successor is appointed.
- F.** The Professional Trustees shall be elected to serve for a three-year term from July 1 to June 30, or until a successor(s) is elected.
- G.** The Student Trustee shall be elected to serve for a one-year term from July 1 to June 30, or until a successor(s) is elected.

SECTION 2: DUTIES OF OFFICE

A. President

1. The President shall preside at all meetings of WA-SAIGE. The President shall chair and preside at meetings of the Board. The President shall be an ex officio member without vote on all committees with the exception of the Executive Committee. The President shall perform the duties customary to that office and such additional duties as directed by the Board.
2. In the event of an officer or board member mid-term vacancy due to resignation, removal, or by vacancy by other circumstances, the President, in consultation with the WA-SAIGE executive board, may appoint an individual to replace the vacated officer/board member to fulfill the remainder of the vacated board member's term.

B. President-Elect

1. The President-Elect shall perform the duties of the President in the absence or incapacity of the President as determined by the Board. The President-Elect shall assume the Presidency of WA-SAIGE upon the death or resignation of the President.
2. The President-elect shall coordinate the nominations process for elections.
3. The President-Elect, subject to confirmation by the Board, shall appoint members of committees and the Treasurer, in accordance with and except as otherwise specified in WA-SAIGE Bylaws, policies and procedures.
4. The President-Elect shall serve as Chairperson of the Conference Committee, and shall perform such additional duties as directed by the Board.
5. If the President-Elect becomes incapacitated, the term is to be completed by the candidate with the next highest vote on the same slate of candidates. Should the President-Elect have run unopposed, the Board shall confer to determine the best course of action.

C. Others

1. The immediate Past President shall assist in the coordination of the nominations for Awards, coordinate bylaws changes to be approved by the Board, and shall perform such additional duties as directed by the Board.
2. The Secretary shall keep record of the proceedings of the Board. The Secretary shall perform the duties customary to that office and such additional duties as directed by the Board.
3. The Treasurer shall represent WA-SAIGE in assuring the receipt and expenditures of funds in accordance with the directives established by the Board, and shall be under such bond as may be determined by the Board. The Treasurer shall perform the duties customary to that office and such additional duties as directed by the Board.

4. Each Professional Trustee shall be responsible for a particular area of interest and serve as Chairperson for the respective committee: Director of Membership, Director of Community & Education, Political Advocacy Liaison. Election terms shall be alternated and overlapped.
5. The Graduate Student Trustee shall primarily be responsible for relationships with, and development of, graduate student involvement, and shall serve as the Chairperson for the Graduate Student Committee.

SECTION 3: NOMINATIONS AND ELECTION OF OFFICERS

- A.** The Board shall seek and select more than one nominee for each position (when feasible) to be elected for the next term, and submit a slate of candidates/nominees for approval by the Board at its annual meeting.
- B.** The Board shall conduct the election of officers by ballot.
- C.** In the event of a tie on the official ballot, a run-off election shall be held to break the tie.

SECTION 4: COMPENSATION AND EXPENSES OF OFFICERS

- A.** None of the elected officers of WA-SAIGE shall receive any compensation for their services as such to WA-SAIGE, with the exception that the Board can approve compensation for the President, President-Elect, and/or immediate Past President.
- B.** The Treasurer may be paid such compensation from the funds of WA-SAIGE as may be fixed from time to time by the Board.

ARTICLE V: BOARD OF DIRECTORS

SECTION 1: COMPOSITION

The Board shall be composed as follows:

- A.** Voting Officers
 1. Voting officers, nominated and elected at large from the WA-SAIGE membership (in accordance with Article IV, Sections 1 and 2), shall consist of:
 - President (1)
 - President-Elect (1)
 - Past-President (immediate) (1)

- Secretary (1)
- Treasurer (1)
- Professional Trustees (3)
- Graduate Student Trustee (1)

SECTION 2: POWERS AND FUNCTIONS OF THE BOARD

The Board shall:

- A.** establish policies to govern the affairs of WA-SAIGE.
- B.** formulate operational policies appropriate for executive action and direct the execution thereof.
- C.** act on the reports of Standing Committees, and such Special Committees and Task Forces
- D.** adopt and amend Articles of Incorporation and Bylaws.
- E.** oversee budget and approve all additional expenses.
- F.** exercise such other powers and functions as may be necessary or desirable in the best interests of WA-SAIGE, not in conflict with the Bylaws.
- G.** establish and implement the strategic plan of WA-SAIGE.
- H.** establish broad, long-term professional directions for WA-SAIGE.

SECTION 3: MEETINGS OF THE BOARD

- A.** The Board shall meet a minimum of quarterly, with every attempt to meet monthly, with exception to conflicts around holidays. A meeting will be held before, during, or after the ACA Annual Conference.
- B.** The President of WA-SAIGE shall preside at meetings of the Board and, in the President's absence, the President-Elect shall preside.
- C.** A majority (5) of the voting members of the Board shall constitute a quorum.
- D.** Meetings should not be cancelled. However, in the absence of a quorum, a meeting may be rescheduled to another date prior to the next scheduled Board Meeting.
- E.** At each annual meeting, and at any other time when so requested in writing, each Board member (officers, trustees), and each Standing and Special Committee and Task Force as specified in the Bylaws of WA-SAIGE, shall submit a written report to the WA-SAIGE President who shall transmit the report to the Board.
- F.** Special meetings may be called under urgent circumstances. The President shall inform the Board in writing of the need, purpose, and call for the meeting.
- G.** Electronic meetings/votes may be called by the President to occur in between scheduled

meetings on particularly pressing issues. These should be captured as addendums in the previous meeting minutes.

SECTION 4: EXECUTIVE COMMITTEE

- A.** The Executive Committee shall consist of the President, President-Elect, immediate Past President, and Treasurer. The Treasurer shall serve ex officio, without vote.
- B.** The Executive Committee shall act for the Board within policies as may be established by the Board.
- C.** The Executive Committee shall function primarily to address those issues which are necessary for the efficient operation of WA-SAIGE where the time requirements necessitate immediate action.
- D.** All actions and activities of the Executive Committee must be communicated to the Board through minutes which are sent within ten working days of an Executive Committee conference or meeting.
- E.** The actions taken by the Executive Committee must be submitted for ratification by the Board at the next Board meeting. Any subsequent decision by the Board that is contrary to an action taken by the Executive Committee shall (to the extent permitted by law) be given only prospective effect.
- F.** The Executive Committee shall confer or meet at least once per year in addition to the Board meetings. Other conferences or meetings may be called only in an emergency which is determined by the President or the Board.
- G.** The Executive Committee may invite others (e.g., other Board Members, outside collaborators) to join in meetings as needed and appropriate.

SECTION 5: REMOVAL

Board members who display conduct that tends to injure WA-SAIGE or to affect adversely its reputation, or that is contrary to or destructive of its mission or purpose, according to the WA-SAIGE Bylaws and/or the *ACA Code of Ethics*, can be removed from the Board.

- A.** Any elected officer may be removed from office upon a two-thirds of the votes cast by the voting members of the Board then in office to remove the individual from their position, whenever the Board members' judge it to be in the best interest of SAIGE. An officer in question shall be given at least 10 days' notice of the proposed removal and the officer in question has an opportunity to address the Board prior to the removal vote. The Board will work with ACA and ACA's legal representative for any such removal considerations and processes.
- B.** Any officer appointed by the President may be removed by the President subject to confirmation by the Board.

ARTICLE VI: COMMITTEES

SECTION 1: STANDING COMMITTEES

The Standing Committees of WA-SAIGE shall be:

- A. the Graduate Student Committee
- B. the Technology and Resource Committee
- C. LGBTGEQIAP+ Multicultural and Social Justice Committee
- D. the Regional Representative Committee
- E. the Newsletter Advisory Board

SECTION 2: REPORTS OF STANDING COMMITTEES

Each Standing Committee shall submit an annual written report to the WA-SAIGE President who shall transmit the report to the Board.

SECTION 3: SPECIAL COMMITTEES

The President, subject to confirmation by the Board, may establish a time-limited Special Committee or Task Force for a specific temporary purpose or assigned task which is beyond Standing Committees' scope of responsibilities as indicated in policies adopted by the Board. Any such Special Committee or Task Force shall be responsible to the Chair of the Standing Committee with the most closely related scope of responsibility.

SECTION 4: REPORTS OF SPECIAL COMMITTEES

Each Special Committee and Task Force shall complete the specific purpose or the assigned task by a date specified by the Board and submit a written report to the WA-SAIGE President by or before a date set by the Board. The WA-SAIGE President shall transmit the reports to the Board.

ARTICLE VII: NONDISCRIMINATION

There shall be no discrimination against any individual on the basis of race, ethnicity, class, gender identity and expression, sexual orientation, age, ability/disability, spiritual or religious belief system, or indigenous heritage.

ARTICLE VIII: BYLAWS

SECTION 1: AMENDMENT AND REVISION

These Bylaws may be amended, revised, or both by a two-thirds of votes cast by the voting members of the Board who are present at a meeting where such changes are decided.

- A.** Proposed amendments and revisions may be originated by the Board or presented to the Board by a WA-SAIGE Standing Committee (provided that the submitting entity is in compliance), or by an individual member, provided that in the case of an individual member the proposed amendment shall be presented over the signatures of at least fifty members in good standing.
- B.** All such proposed amendments and revisions must be submitted in writing to the immediate Past President no later than twelve weeks prior to the Board meeting at which the change may be considered.
- C.** The WA-SAIGE Board will review such proposed amendments with or without a recommendation regarding each proposed change at least six weeks before the next regularly scheduled meeting of the Board.

ARTICLE IX: RULES OF ORDER

The current edition of Robert's Rules of Order, Newly Revised, (edited by Henry M. Robert III and William J. Evans, and published by Perseus-HarperCollins) shall govern the proceedings of all bodies of WA-SAIGE except where otherwise specified in these Bylaws.