



BYLAWS

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ARTICLE I: Name, Affiliation, Mission, and Purpose

Section 1: Name

The name of the association shall be the Society for Sexual, Affectional, Intersex, and Gender Expansive Identities of Ohio, hereinafter referred to as SAIGEO. The Association of Lesbian, Gay, Bisexual and Transgender Issues in Counseling of Ohio (ALGBTICO) was established in 2010 and our name was changed in 2021 to Society for Sexual, Affectional, Intersex, and Gender Expansive Identities of Ohio (SAIGEO) to be more inclusive.

Section 2: Affiliation

SAIGEO is a state branch of the national Society for Sexual, Affectional, Intersex, and Gender Expansive Identities (SAIGE) which is a division of the American Counseling Association (ACA), and a division of the Ohio Counseling Association (OCA).

Section 3: Mission

The mission of SAIGEO is to promote greater awareness and understanding of LGBTGEQIAP+ issues, especially among members of the counseling profession, students, the clients they serve, and related helping occupations. SAIGEO also engages in advocacy and educational efforts in the State of Ohio.

In alignment with the national SAIGE organization, “Our mission is to advocate for the voice, equity, and inclusion of 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.”

Section 4: Purpose

Through the recognition of both individual and social contexts that represent the confluence of race, ethnicity, class, gender, gender identity and expression, sexual and/or affectional orientation, age, ability/disability, spiritual or religious belief system, or indigenous, cultural, and ethnic heritage, it is the purpose of SAIGE, within the State of Ohio, to:

- Promote greater awareness and understanding of lesbian, gay, bisexual, transgender, queer, questioning, intersex, and ally (hereinafter referred to as LGBTGEQIAP+) issues among members of the counseling profession, students, and related helping occupations.
- Improve the standards and delivery of counseling and educational services provided to LGBTGEQIAP+ clients, professionals, students, and communities.
- 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.
- 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.

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- Secure equality of treatment, advancement, qualifications, and status of LGBTGEQIAP+ members of the counseling profession and related helping occupations.
- Contribute to the publishing of journal 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.
- Provide current information to enhance professional counselors' awareness, knowledge, skill, and professionalism towards LGBTGEQIAP+ clients, students, and communities.
- Secure equality of treatment, advancement, qualification, and status of LGBTGEQIAP+ counseling professionals, students, and related helping occupations.

ARTICLE II: Membership

Section 1: Overview

- Membership in OCA shall be a condition of membership in SAIGEO.
 - Membership in SAIGEO can be added on when applying or renewing one's OCA membership through the OCA website.
- Membership shall be individual.
- Membership includes agreement to abide by the *ACA Code of Ethics* (2014).
- Membership is valid for one year from date of processing (with the exception of severance of membership, see **Article II, Section 3: Severance**)
- Membership shall have three classes of voting membership: Professional, Student, and Retired.

Section 2: Membership Classes

Section 2a: Professional Members

- Professional members shall hold a master's degree or higher in counseling, or a closely related field.
- Such degree must be from a college or university that was accredited when the degree was awarded, by an accrediting body recognized by the Council for Higher Education Accreditation.
- Professional members must present proof of academic credentials upon request by the Board of Directors, hereinafter referred to as the Board (see **Article III: Board of Directors**).

Section 2b: Student Members

- Student members shall be enrolled at least half-time in a college or university program in counseling, or a closely related field.
- Such programs must be in a college or university that is accredited during the student's time in the program, by an accrediting body recognized by the Council for Higher Education Accreditation.
- Student members must present proof of academic enrollment upon request by the Board (see **Article III: Board of Directors**).

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Section 2c: Retired Members

- Retired members shall include individuals who are retired from the counseling profession, or closely related field.

Section 3: Severance

Membership for a member can be severed for:

- Nonpayment of dues.
 - Membership may be reinstated by payment of dues.
- Any conduct that tends to injure SAIGEO or to affect adversely its reputation, or that is contrary to or destructive of its mission or purpose, according to the SAIGEO Bylaws and/or the *ACA Code of Ethics* (2014).
 - Any member charged 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 accused 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 accused shall be permitted to resign, or whether the charges are true and the accused be removed from SAIGEO.

Section 4: Dues

Annual SAIGEO membership dues shall be established by action of the Board. The Board may authorize reduced dues or due waivers for special categories of members in accordance with the policies and procedures established by the Board. Current pre-established dues are as follows:

- Professional: Full dues (\$10.00)
- Student: Full dues (\$10.00)
- Retired: Full dues (\$10.00)

Section 5: Meetings

SAIGEO shall hold state meetings at a time and place fixed by the Board, which shall give reasonable notice to the membership of such a meeting.

ARTICLE III: Board of Directors

Section 1: The Board

The Board shall consist of officers (President, President-Elect, immediate Past-President, Secretary, Treasurer, and IT Support) and regional representatives. All officers shall be elected at large from among the members of SAIGEO (see **Article III, Section 5: Nominations and Election of Officers**). Regional representatives shall be appointed by the officers.

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All officers must be members in good standing of the Ohio Counseling Association (OCA). Regional representatives and Emerging Leaders must be in good standing with SAIGEO (which includes membership of OCA).

Section 2: Officers

Section 2a: President

The president shall serve for a one-year term from July 1 to June 30, or until their successor is elected. The president shall preside at all meetings of SAIGEO and shall chair and preside at meetings of the Board. The president shall also represent SAIGEO as a member of, and at the meetings of, the OCA Executive Council.

The president shall, with the approval of the Board, create and fill positions on committees (or taskforces) to serve the needs of the division. In the event of a board member mid-term vacancy due to resignation, removal, or other circumstances, the president, in consultation with the Board, may appoint an individual to replace the vacated position to fulfill the remainder of the vacated position's term.

The president shall perform the duties customary to that office and such additional duties as directed by the Board. The President also may call special Board or membership meetings when needed.

Section 2b: President-Elect

The president-elect shall serve for a one-year term from July 1 to June 30, or until their successor is elected. 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 SAIGEO upon the incapacity or resignation of the President. 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.

The president-elect shall serve as chairperson of the Awards and Elections Committee, the duties customary to that office, and such additional duties as directed by the Board.

Section 2c: Immediate Past-President

The immediate past-president shall serve for a one year term from July 1 to June 30. The immediate past-president shall serve as the chairperson of the **Conference Planning** Committee, prepare the annual report to the national SAIGE Board, the duties customary to that office, and such additional duties as directed by the Board.

Section 2d: Secretary

The secretary shall serve for a two-year term from July 1 to June 30, or until their successor is elected. The secretary shall keep record of all proceedings of the Board, and ensure such records

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are available to SAIGEO members. The secretary shall serve as chairperson of the **Membership Committee**, the duties customary to that office, and such additional duties as directed by the Board.

Section 2e: Treasurer

The treasurer shall serve for a two-year term from July 1 to June 30, or until their successor is elected. Shall represent SAIGEO 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 provide financial reports to the Board during proceedings of the Board. The treasurer shall provide reports to the membership, national SAIGE Board, and the OCA Executive Council; perform the duties customary to that office; and such additional duties as directed by the Board.

Section 2f: Information/Technology Support

IT support shall serve for a two-year term from July 1 to June 30, or until their successor is elected. IT support will provide supportive technology services to SAIGEO and the Board to accomplish the yearly goals. The IT support shall be appointed by the Board Officers based on SAIGEO needs. Board members will contact the IT support to request technology services. Such services include website administration, Facebook page maintenance, Dropbox folder and files maintenance, activity and event flyer creation, and mass communication to members. The IT support shall serve as chairperson of the **Technology and Resource Committee** and such additional duties as directed by the Board.

Section 3: Regional Representatives

The regional representatives shall serve for a one-year term from July 1 to June 30, or until their successor is appointed. The regional representatives shall represent the needs and ambitions of SAIGEO members throughout Ohio, with a special emphasis on the needs of members in areas that are not highly represented by our membership and/or Board officers. The regional representatives shall serve as a liaison for SAIGEO in their respective regions with members, individuals, businesses, agencies, universities, and counties in Ohio to bring back relevant information, issues, and opportunities to the Board. The regional representatives are key components to gathering support and finding ways to get SAIGEO involved in issues and events throughout Ohio. Regional area coverage and the respective representatives shall be appointed by the Board Officers based on needs throughout the state, and represent the following regions:

- Northwest Ohio (1)
- Northeast Ohio (1)
- Central Ohio (1)
- Miami Valley Ohio (1)
- Eastern Ohio (1)
- Southwest Ohio (1)
- Southeast Ohio (1)

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Section 4: Emerging Leaders

The Emerging Leaders shall serve for a one-year term from July 1 to June 30, or until their successor is elected. The SAIGEO Emerging Leaders Program was designed to provide graduate counseling students and new professionals early in their careers with cultivating experiences that support leadership skill and competency development, along with diverse opportunities to actively participate in SAIGEO Executive Board meetings, serve on a committee, task force, and/or engage in projects of interest, receive mentorship, build professional networks, and gain exposure to the responsibilities associated with fulfilling elected leadership positions.

Two graduate counseling students (master's or doctoral) and one new professional early in their career will be selected as Emerging Leaders to provide a minimum of 25 hours of service to SAIGEO. Recipients must be an OCA and SAIGEO member at the time of application submission, and status (i.e., master, doctoral, or new professional) should be based on student/graduation status as of January 1 of that year. New professionals must have graduated within the previous year to qualify for the program.

Section 5: Voting

The SAIGEO officers (i.e. the Executive Committee; see **Article IV, Section 1: Executive Committee**) holds the responsibility for voting rights. A majority of the voting officers shall constitute a quorum. Votes taken in face-to-face and live conference call meetings will be counted by simple majority vote. However, in order for issues that arise between face-to-face or live conference call meetings to be addressed in a timely manner, electronic voting may be initiated by the president.

Section 4a: Electronic Communication/Voting

- Roberts Rules of Order will be suspended in the case of electronic voting and email meetings.
- Votes will be cast by the “Reply All” option where all SAIGEO officers will see the votes.
- The president will be responsible for regulating discussion to include all participating officers, verifying a quorum, and tabulating the final vote.

Section 6: Nominations and Election of Officers

Nominations and elections will be carried out by the Awards and Elections Committee, with the Board president-elect as its chairperson. The Awards and Elections Committee 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 regularly scheduled meeting.

Any SAIGEO member can nominate and/or run for a Board officer position. The election procedures shall be published with the ballot, and the ballot will be sent to all members. In the event of a tie on the ballot, a run-off election shall be held to break the tie.

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Section 7: Compensation and Expenses

None of the Board members of SAIGEO shall receive any compensation for their services as such to SAIGEO. Reimbursement of expenses, for business and supplies conducted on behalf of SAIGEO, must receive approval by the treasurer and president prior to the expenditure.

Section 8: Removal

The president may remove a Board member from the Board for neglecting their assigned duties, for any conduct that tends to injure SAIGEO or to affect adversely its reputation, or that is contrary to or destructive of its mission or purpose, according to the SAIGEO Bylaws and/or the *ACA Code of Ethics* (2014).

- Any Board member charged with engaging in such conduct shall be given notice by the president of the precise nature of the charges against them and provided with opportunity to present evidence on their behalf through witnesses or otherwise. Those accused shall be given opportunity to confront witnesses against them and have the right to appeal through a hearing before the Board officers. The Board officers shall have the power to determine whether the charges shall be dropped, the accused shall be permitted to resign, or whether the charges are true and the accused be removed from the Board.

ARTICLE IV: Committees

Section 1: Executive Committee

Shall be comprised of the officers of the SAIGEO Officers (president, president-elect, immediate past-president, secretary, treasurer, IT support). The Executive Committee shall act for SAIGEO as a division body, prepare the annual budget for SAIGEO, and shall report to the OCA Executive Council.

Section 2: Standing Committees

Standing Committees shall be comprised of at least one chairperson and at least one member to specifically address needs within SAIGEO. All committees are required to report directly to the Board.

Section 2a: List

The Standing Committees of SAIGEO shall be:

- Awards and Elections Committee – **chaired by the president-elect**; responsible for facilitating annual award and election process, nomination, and installation.
- Membership Committee – **chaired by the secretary**; responsible for membership applications, maintenance of official membership list, recruitment of new members, and retention of existing members.

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- **Technology and Resource Committee** – **chaired by IT support**; responsible for the collection, organization, and dissemination of SAIGEO counseling and related fields LGBTGEQIAP+ resources for clients, professionals, students, and communities throughout the state.
- **Conference Planning Committee** – **chaired by the immediate past-president**; responsible for **facilitating the call for proposals, reviewing, accepting, and rejecting proposals, securing Ohio Counselor, Social Worker, and Marriage and Family Therapist (CSWMFT) Board-approved CEUs through coordination with the OCA Professional Development Committee, marketing, and logistics.**
- **Government Relations Committee** – **chaired by the liaison to the OCA Government Relations Committee (GRC)**; responsible for organizing and crafting the response to legislation and public policy that is discriminatory, prejudicial, or otherwise oppressive toward LGBTGEQIAP+ clients, professionals, students, and communities throughout the state.

Section 2b: Appointment

Committee members serve at the discretion of the president, with the approval of the Board, on a year-to-year basis.

Section 3: Special Committees

The president, with approval by the Board, may establish a time-limited Special Committee (or Task Force) for a specific temporary purpose or assigned task which is beyond the scope of the Standing Committees. Any such Special Committee (or Task Force) shall be responsible to the Standing Committee's chairperson with the most closely related scope of responsibility.

ARTICLE V: Finances

Section 1: Fiscal Year

The fiscal year for SAIGEO shall run July 1 to June 30 of each year.

Section 2: Dues and Assessments

Shall be established by the Board on an annual basis. Members will be informed about any changes.

Section 3: Contracting for a Fee

May be authorized and appointed by the Board, as may be necessary, to fulfill the objectives of SAIGEO.

ARTICLE VI: Non-Discrimination Statement

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

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ARTICLE VII: Bylaw Amendments and Revisions

These Bylaws may be amended, revised, or both. Process for Bylaw amendments/revisions shall be:

1. The president shall review the Bylaws on a yearly basis for possible amendments/revisions.
2. The president shall make suggested possible amendments/revisions to the Board officers.
3. Board officers shall vote on any amendments/revisions, requiring a 2/3 majority vote to pass.
4. In accordance with the national SAIGE Bylaws, the president shall transmit the Bylaws to the SAIGE president for review and approval.
5. Upon national SAIGE approval, and in accordance with the OCA Bylaws, the president shall transmit the Bylaws to the OCA Bylaw Committee for final approval.
6. After approval from SAIGEO officers, SAIGE, and OCA, the Technology Committee will ensure the amended/revised Bylaws are made available to SAIGEO members through the SAIGEO website.

Article VIII: 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-Harper Collins) shall govern the proceedings of all bodies of SAIGEO except where otherwise specified in these Bylaws.