

**LOYOLA MARYMOUNT UNIVERSITY  
THE LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUEER  
FACULTY AND STAFF NETWORK  
MISSION STATEMENT & BY-LAWS**

**MISSION STATEMENT**

The mission of the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Faculty and Staff Network is to enhance the campus climate of Loyola Marymount University (LMU) by promoting social justice, providing education, and fostering community among the lesbian, gay, bisexual, transgender, queer, intersex, asexual, and other gender and sexual minority (LGBTQIA+) faculty and staff and allies on the LMU campus. The LGBTQ Faculty and Staff Network strives to collaborate with LGBT Student Services (LGBTSS) and other LGBTQIA+-related faculty, staff, and student entities on campus and all interested individuals to advocate for and promote LGBTQIA+ success, equality, and inclusion.

**BY-LAWS**

**ARTICLE I – NAME & PURPOSE**

**SECTION 1: NAME**

The name of the organization shall be the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Faculty and Staff Network heretofore referred to as “The Network.”

**SECTION 2: PURPOSE**

The Network is established for the purpose of acting as the official organization of LGBTQIA+ faculty and staff: providing faculty and staff with opportunities to engage in service and social justice efforts both on- and off-campus; facilitating informative events and increasing awareness of resources; strengthen networking and community building opportunities between faculty, staff, students, alumni/ae, and community partners. The Network will collaborate and communicate with other LGBTQIA+ campus departments and entities such as LGBTSS and LGBTQIA+ student organizations.

The function of The Network is to articulate and promote/address the interests and concerns of LGBTQIA+ staff and faculty in the University community and beyond.

**ARTICLE II – MEMBERSHIP**

**SECTION 1: MEMBERSHIP**

Membership shall be extended to all persons who are officially connected with the University as faculty or staff and express interest in The Network. To become an active member, an individual shall complete a membership form or subscribe to the email listserv/Teams channel/newsletter.

The Presidents of LMU LGBTQIA+ student organizations and members of other LGBTQIA+ campus departments and entities will be invited as appropriate to participate in The Network meetings.

## **SECTION 2: MEMBERSHIP RESPONSIBILITIES**

1. Members are to participate actively in The Network meetings, programs, activities, initiatives, and planning and recruitment opportunities.
2. Members are to support the mission and purpose of The Network.

## **ARTICLE III – MEETINGS OF MEMBERS**

### **SECTION 1: GENERAL MEETINGS**

The Network may hold formal general meetings between August 15 and May 15 that are open to all members. The Co-Leads in consultation with the Council may establish a calendar of meetings. Additional meetings may be called (a) by the Co-Leads, or (b) at the request of at least 5 members who sign a petition to hold a formal meeting.

## **ARTICLE IV – COUNCIL**

### **SECTION 1: COUNCIL MEMBERS**

#### **Faculty and Staff Co-Leads (2)**

There shall be every attempt to appoint one Staff Co-Lead and one Faculty Co-Lead. If not possible, the Network may appoint two Staff Co-Leads or two Faculty Co-Leads.

Co-Leads shall be responsible for: internal communication, calling meetings, setting agendas, facilitating meetings, recruiting members, managing membership records, delegating responsibilities, and representing and promoting The Network in the larger communities.

#### **Council Members At-Large (No More Than 8)**

Council Members At-Large are responsible for attending meetings, supporting the recruitment of members, representing and promoting the Network in the larger community, attending events and taking on roles as delegated.

Delegated responsibilities may include, but are not limited to:

**Recording**

Responsible for recording and keeping meeting minutes at all meetings; distributing minutes to membership in a timely fashion; and archiving or coordinating the storage of The Network documents.

**Managing Finances**

Responsible for maintaining accurate records of financial transactions; providing an annual financial report to members; completing necessary forms for payable and receivable expenses; and facilitates The Network fund-raising initiatives.

**Coordinating Social Media**

Responsible for Facebook, Instagram, and other forms of social media the Network may choose to use to create an interactive online presence. Collaborates with committees on getting messaging out to the community.

**Website Management**

Responsible for keeping up-to-date the content of the Network website including but not limited to membership/council details, contact information, and current events and projects planned and/or sponsored by the Network.

**SECTION 2: SELECTION OF COUNCIL & TERMS OF SERVICE***Confirmation of Council Members*

1. Individuals interested in becoming a part of the Council must submit an Introduction Letter to the Council containing a brief bio as well as a declaration of intent.
2. Introduction Letters will be reviewed by the Council.
3. New Council members will be confirmed by a unanimous vote of the Council during a meeting of the Council.

*Appointment of Co-Lead*

1. Individuals interested in being a Co-Lead must submit a Letter of Interest to the Council containing a brief bio, description of related experience, and declaration of intent.
2. Letters of Interest will be reviewed by the Council.
3. Co-Leads will be appointed by a unanimous vote of the Council during a regular Council meeting.

*Reappointment of Co-Lead*

1. Council members appointed as Co-Lead shall serve for a minimum of 2 years.
2. Co-Leads must be re-appointed at the end of each term by a unanimous vote of the Council during a Council meeting.

**SECTION 3: STANDING COMMITTEES**

To fulfill the three pillars of the mission of The Network, there shall be three standing committees. Each committee should be comprised of at least one Council member and be open to all members of The Network.

### **Education Committee**

Duties:

The committee organizes and facilitates informational workshops, panels, and other events promoting LGBTQIA+ issues and awareness throughout the community.

### **Social Justice Committee**

Duties:

The committee facilitates communication and organizes action to respond to campus, local, regional, national, and international events and issues that are of concern to LGBTQIA+ students, staff and faculty.

The committee issues formal statements to the LMU community and the larger public that represent The Network's stances on political issues.

### **Fellowship Committee**

Duties:

The committee facilitates social connections and networking among The Network members; effectively engages in The Network membership outreach; and fosters a strong sense of home and belonging at LMU.

### **Terms of Service**

1. Committees are staffed by The Network members who volunteer themselves or are appointed by the Co-Leads in consultation with the Council.
2. The Co-Leads and the Council will work out terms of service and a timeline of service (such as appointment of members in alternating year) to ensure the stability, continuity and effectiveness of committee performance.

## **ARTICLE V - AMENDMENTS OF BY-LAWS**

1. The Network by-laws are to be reviewed regularly. Amendments may be proposed electronically to all members of The Network at least 7 days before the meeting.
2. These amendments will be placed on the agenda for the next general meeting.

3. Proposed amendments will become effective following approval of a formal vote that exceeds a simple majority (50% +1) of the members of The Network present at the general meeting.

#### **ARTICLE VI – CONFLICT OF INTEREST**

Any member who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Council, a committee, and/or the general membership, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to excuse themselves voluntarily and/or will vacate their seat and refrain from discussion and/or voting on said item.