

Oregon Society for Sexual, Affectional,
Intersex, and Gender Expansive Identities
(Oregon SAIGE, ORSAIGE)



Bylaws
v. 9.0.0

Keely Helmick, LPC, CST, President

OREGON SAIGE BYLAWS

ARTICLE I: Name, Affiliation, Mission, and Purpose

Section 1: Name & Affiliation

The name of the Oregon Society for Sexual, Affectional, Intersex, and Gender Expansive Identities, hereinafter referred to as ORSAIGE. It is a division of the Oregon Counseling Association, hereinafter referred to as ORCA, and is subject to the provisions of its bylaws that apply to divisions. ORSAIGE is affiliated with the national chapter of SAIGE, division of the American Counseling Association (ACA).

Section 2: Mission

ORSAIGE serves as the Oregon Chapter of the Society for Sexual, Affectional, Intersex, and Gender Expansive Identities. Our mission is to promote greater awareness, organize social and policy action, and further Oregon-based mental health professionals' competency to provide affirming and emancipatory care to Queer communities. ORSAIGE also serves as a platform to address the needs and support the professional development of Queer identified mental health professionals and allies throughout Oregon.

We use 'queer' to refer to those individuals and communities who identify as lesbian, gay, bisexual, transgender, intersex, non-binary, genderqueer, asexual/agender, and/or two spirit as well as other emerging or minoritized gender expansive and sexual/affectional identities. We recognize that individuals and community identities are not static but consist of dynamic intersections between race, ethnicity, class, gender identity and expression, sexual and/or affectional orientation, age, ability status, spiritual or religious belief system, Indigenous, cultural, and ethnic heritage, and more. We understand that this language is individually, socially, and culturally contextualized and ever changing.

Section 3: Purpose

The Purpose of ORSAIGE is to:

- Improve the standards of delivery of mental health services and related education to Queer clients, professionals, students, and communities.
- Identify and breakdown conditions and barriers that impede the growth and development of Queer clients, professionals, students, and communities.
- Elevate the voices of minoritized groups and those most affected by sexual and gender inequity to guide the mission and vision of this organization.
- Advocate alongside and on behalf of Queer individuals at the client, community, municipal, and state governance levels, and in the media.
- Work to secure equity of treatment, advancement, opportunities, and status of Queer members of the counseling and therapy professions and related helping professions.
- Sustain an organization that is representative of Queer clients, students, and professionals throughout Oregon with an intention of providing professional development to those in rural and urban areas.
- Develop, implement, and promote counseling-related charitable, scientific, and educational programs designed to further the growth and development of Queer clients, professionals, students, and communities.
- Promote cross-discipline communication, networking, and professional development in support of providing and equitably distributing knowledge, skill, and advocacy efforts meant to raise the standards of practice for all who serve Queer clients, professionals, students, and communities in mental health fields.

ARTICLE II: Non-Discrimination and Inclusion Statement

ORSAIGE shall work actively to grow representation and expand inclusivity among counseling professionals and the communities they serve. ORSAIGE shall also actively work to include representative intersecting identities among its leadership. There shall be no discrimination against any individual on the basis of race, ethnicity, class, gender identity and expression, sexual/affectional orientation, age, ability/disability, spiritual or religious belief system, or indigenous and cultural heritage.

ARTICLE III: MEMBERSHIP

Section 1: Code of Ethics

Those code of Ethics currently adopted by the American Counseling Association (ACA) shall be the Code of Ethics for ORSAIGE.

Section 2: Categories of Membership

- Membership shall be individual and open to residents of Oregon. Membership is open to residents of states in the Pacific Northwest that do not currently have an established state chapter of SAIGE.
 - ORSAIGE members will also be members of SAIGE. Members are encouraged to join ACA and ORCA but this is not required.
- ORSAIGE membership is open to all allied mental health professions.
- All ORSAIGE members must agree to abide by the ACA Code of Ethics.
- All memberships will be valid for one year from date of processing.
- There shall be three classes of voting membership: Professional, Student, and Retired.
 - Professional members shall hold a master's degree or higher in counseling or related mental health field and/or be credentialed in counseling or related mental health field through a certificate or license.
 - Student members shall include persons who are enrolled at least half-time in a graduate counseling or related educational program.
 - Retired members are persons who were professional members of ACA, ORCA, SAIGE, or another related professional mental health organization prior to retirement.
- Associate members are non-voting members of ORSAIGE. Associate members include:
 - Persons who are interested in counseling but do not meet requirements of the other membership categories.

Section 3: Dues

- Annual ORSAIGE dues for members shall be established by action of the ORSAIGE Executive Board, hereinafter referred to as the Executive Board.
- The Executive Board may authorize reduced dues or dues waivers for special categories of members in accordance with policies and procedures established by the Board.
- The dues for each classification of membership shall be based on the following:
 - Professional: full dues
 - Student: ½ dues
 - Associate: ½ dues
 - Retired: ½ dues

OREGON SAIGE BYLAWS

- All membership dues are one year from date of processing.
- Dues rates are subject to changes by vote of the Board.

Section 4: Application for Membership

Any person who wishes to become a member of ORSAIGE shall submit their application via online platform. A person shall become a member based on one of the four categories of membership, their application, and payment of applicable dues.

Section 5: Rights and Privileges

Professional, student, and retired members shall be eligible to vote and initiate motions of proceedings. Subject to any limitations or exceptions otherwise stated herein, professional, student, and retired members shall be eligible for elected office or appointment.

Section 6: Termination of Membership

- A member may be dropped from membership for any conduct that a) injures ORSAIGE or adversely affects its reputation, b) is contrary to or destructive of its mission, and/or c) is out of compliance with the ORSAIGE bylaws and/or ACA Code of Ethics.
 - 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 the opportunity to address witnesses against them and have the right to appeal through a hearing before the ORSAIGE Ethics committee whose decision shall be final. The ORSAIGE Ethics Committee shall have the power to determine whether the charges shall be dropped, whether the accused shall be permitted to resign, or whether the charges are true and they be removed from ORSAIGE. However, the accused member does have the right to appeal to the Executive Board any final decision of the ORSAIGE Ethics Committee. Members may be reinstated at the behest of the Executive Board.
 - The Ethics Committee shall be formed at the time of the accused member's appeal by the ORSAIGE Executive Board. The Ethics Committee shall also be formed to investigate the conduct of an officer or other board member charged with ethics allegations.
- A member shall be dropped from membership for the nonpayment of dues. A member may be reinstated by payment of dues.

ARTICLE IV: Officers, Duties, and Terms

Section 1: Executive Board Equitable Representation

The Executive Board should consist of officers that reflect the communities in which ORSAIGE serves. Board members should be inclusive of identities across the Queer spectrum, diverse racial/ethnic/cultural identities, ability status, religious/spiritual affiliation, geographic location, and educational levels.

Section 2: Executive Board and Method of Selection

The Executive Board shall consist of officers (President, President-Elect, Immediate Past President, Secretary, and Treasurer) and regional representatives. All officers shall be

OREGON SAIGE BYLAWS

elected at large from among the members of ORSAIGE. Regional representatives (defined in Section 4) shall be appointed by the officers of the Board.

All officers must be members in good standing of the national SAIGE (which includes membership of ACA), and ORSAIGE. Regional representatives must be in good standing with ORSAIGE.

Section 3: Officers and Duties

- President
 - Shall provide leadership in the achievement of the mission of ORSAIGE. The President shall preside at all meetings of ORSAIGE, the Executive Board of ORSAIGE, and the ORCA Board. The President may appoint another member of the ORSAIGE Executive Board to preside at ORCA meetings in the President's place. The President shall, with the approval of the Executive Board, create and fill positions on committees/taskforces to serve the needs of the division. President will recommend individuals that would be confirmed by the ORSAIGE Executive Board if vacancies occur. President shall perform the duties customary to that office and such additional duties as directed by the Executive Board. The President may also call special meetings when necessary.
- President-Elect
 - Shall perform the duties of the President in the absence or incapacity of the President as determined by the Executive Board. The President-Elect shall assume the Presidency of ORSAIGE 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. A special election may be warranted to elect a new President. Duties of the President-Elect include but are not limited to:
 - Responsible for annual awards
 - Planning annual Executive Board retreat
- Immediate Past President
 - Shall perform such additional duties as directed by the Executive Board including but not limited to:
 - Recruiting nominees for elected positions
- Secretary
 - Shall keep record of all proceedings of the Executive Board. The Secretary shall make meeting minutes readily available to all ORSAIGE members. The Secretary will also create any necessary ORSAIGE flyers, documentation, etc. The Secretary shall perform the duties customary to that office and such additional duties as directed by the Executive Board.
- Treasurer
 - Shall represent ORSAIGE in assuring the receipt and expenditures of funds in accordance with the directives established by the Executive Board and shall be under such bond as may be determined by the Executive Board.

OREGON SAIGE BYLAWS

The Treasurer shall perform the duties customary to that office and such additional duties as directed by the Executive Board.

Section 4: Regional Representatives

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

- Central Oregon (1)
- Coastal Oregon (1)
- Columbia Gorge (1)
- Eastern Oregon (1)
- Portland Metropolitan area (1)
- SW Washington (1)
- Southern Oregon (1)

Section 5: Terms of Office for Executive Board

- The cycle of the office of President is a three-year commitment beginning with holding the position of President-Elect, President, then Immediate Past President. There is no reelection for the office of the President in the same sequence.
- The cycle of the offices of the remaining Executive Board positions is a two-year term commitment with the option to seek a second two-year term in the same sequence. Terms will begin July 1 and end June 30.

Section 6: Meetings

- The Executive Board shall meet at least once per year. Other meetings of the Executive Board shall be held at the call of the President.
- At least one-half of the members of the Executive Board shall constitute a quorum throughout any meeting of the Executive Board at which official business is transacted. Physical or virtual presence shall be considered the same for purposes of a quorum.
- Should a scheduled meeting be cancelled or lack a quorum, it shall be rescheduled not more than eight weeks later.
- Virtual meetings through the internet or by phone, as approved by the Executive Board, shall be considered the same as in-person meetings.
- Martha's Rules of Order shall serve as a guideline for the proceedings of meetings for ORSAIGE. This includes, but is not limited to:
 - All proposals to the Executive Board or a committee must be written in the

OREGON SAIGE BYLAWS

standard proposal format.

- Title:
- Date:
- Submitted by:
- Type:
- Proposed:
- Summary of proposal:
- Actual text of proposal:
- Background
- Meeting Process:
 - Stack
 - Clarifying questions
 - Main motions
 - Subsidiary motions
 - Privileged motions
 - Privileged requests
 - Amendments
 - Discussion
- Voting System
- Objections
- Escape hatch
- Board meeting time limit policy
- Committee meeting minutes
- Executive sessions during board meetings
- Organization norms/agreements shall be printed on all agenda documents

Section 7: Sanction and Removal of Office

- Any member of the Executive Board may be sanctioned or removed from office. In the event of resignation, continued absence, illness, removal from office, or death of any member of the Executive Board, the Executive Board shall, by majority vote, elect a successor to serve until the next annual election of officers. In the event that the President Elect is unable to assume the duties of the President, the Executive Board shall, by majority vote, choose a member of the Executive Board to serve as President until their successor takes office. Continued absence is defined as missing two scheduled meetings of the Executive Board in a fiscal year (July 1 - June 30).
- Removal from office shall be enforced under the following circumstances including but not limited to:
 - Misappropriation of funds
 - Gross negligence
 - Dereliction of duty
 - Criminal misconduct
 - Ethics violations
 - Conflicts of interest

ARTICLE V: Nominations and Elections

Section 1: Procedures

- There shall be established a Nomination and Election Committee consisting of the

OREGON SAIGE BYLAWS

Past President and two other members of ORSAIGE in good standing. No member of the Nomination and Election Committee may serve more than two consecutive years. No other member of the Executive Board shall sit on the Nomination and Election Committee in order to promote transparency and impartiality.

- Committee shall seek multiple nominees for each position to be elected for the next term and submit at least one candidate for each office. Any ORSAIGE member can nominate a candidate for office.
- If a member of the Nomination and Election Committee becomes a candidate, that member shall immediately resign from the committee and be replaced by a new member appointed by the President.
- Should the Past President be unable to serve as chair of the Nomination and Election Committee, the Executive Board may appoint another officer not seeking election to serve as chair.
- Elections shall occur through the ORSAIGE website. Members will be made aware of elections through quarterly newsletters, email, and social media pages during the annual elections of ORCA and its divisions and chapters.
- Should a tie occur, a runoff will be held within 30 days between the two candidates. The case of a runoff vote, the membership shall be encouraged via website, social media, and email to vote again.

ARTICLE VII: Committees

Section 1: Executive Committee

Shall be comprised of the officers of the ORSAIGE Executive Board; shall act for ORSAIGE as a division body of SAIGE and ORCA; shall prepare the annual budget for ORSAIGE; shall have the option to report to ORCA during scheduled Executive Board meetings. The ORSAIGE Executive Board will consist of the President, President Elect, Past President, Secretary, Treasurer, and Regional Representatives.

Section 2: Standing Committees

The Standing committees of ORSAIGE are as follows and shall consist of members of the Association:

- Advocacy: Committee shall be responsible for organization of professional development and educational events; promotion of ORSAIGE and the counseling profession as a whole; advocating for clients, students, ORSAIGE members, and the Queer community at large.
- Membership: Committee shall be responsible for membership recruitment, retention, and member services under the leadership of the Membership Chair.
- Nominations and Elections: Committee shall develop and implement fair nominations and elections under the leadership of the Immediate Past President.
- Equity and Inclusion: Committee shall be responsible for examining all ORSAIGE practices, policies, and procedures through an Equity Lens ¹(Gorski, 2013) and

• ¹ More than cultural competence or diversity awareness, equity literacy prepares us to see even subtle ways in which access and opportunity are distributed unfairly across race, class, gender identity, sexual orientation, (dis)ability, language, and other factors. By recognizing and deeply understanding these conditions, we are prepared to respond to inequity in transformational

OREGON SAIGE BYLAWS

providing feedback and plans of action to the Executive Board regarding necessary changes.

Section 3: Ad Hoc and Special Committees

Ad hoc and Special Committees may be created by the President to promote the purposes of the organization and shall consist of members of the organization.

- The ORSAIGE Ethics Committee shall be formed at the request of the President and be comprised of voting members. The Ethics Committee shall be formed to review ethics violations of members and Executive Board members.

Section 4: Appointment of Committees

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

ARTICLE VIII: FINANCES

Section 1: Dues and Assessments

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

Section 2: Fiscal Year

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

Section 3: Contracting for a Fee

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

Section 4: Misappropriation

Any member or Executive Board member who knowingly participates in misappropriation of Association funds will be subject to removal from office and dismissal as a Member.

ARTICLE IX: ADOPTION AND AMENDMENTS OF BYLAWS

Section 1: Bylaws Committee

The President and the Executive Board shall appoint the Bylaws Committee when deemed necessary to review for possible revisions.

Section 2: Amendments

- Members may suggest possible amendments to the ORSAIGE Executive Board.
- Amendments to the bylaws will be voted on by the Board and reviewed by the national SAIGE organization. Amendments shall be approved through a consensus vote.
- The Secretary shall post an amended copy of the bylaws on the ORSAIGE website for all members.