

TransGender Michigan Bylaws

Article I. Purpose.

1.01. The purposes for which this corporation is organized are charitable and educational. Activities include, but are not limited to, conducting public discussion groups, forums, panels, or other similar programs to promote the elimination of prejudice and discrimination against transgendered persons, and the promotion of other organizations that engage in similar activities including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code.

Article II. The Election and Duties of Directors.

2.01. There shall be a minimum of three and a maximum of fifteen Directors of the corporation.

2.02. The Directors shall elect directors for a renewable term of up to two years. The end of all terms shall coincide with the end of a fiscal year.

2.03. The responsibilities of all directors shall include:

- a. Forwarding the mission and goals of TransGender Michigan
- b. Actively participating in activities and events, including regular attendance at board meetings
- c. Managing the budget
- d. Fundraising
- e. Organizational development
- f. Representing the organization and the transgender community
- g. Maintaining regular communication amongst the Board
- h. Freely providing feedback to one another
- i. Serving as an ally for all underrepresented groups by learning about power, privilege and oppression and always working to counter inequities
- j. Demonstrating a personal financial commitment to the organization
- k. Organizing and leading one major fundraiser each fiscal year

2.04. Any Director may be removed from the board at any time by a majority vote of the Directors if they determine that these responsibilities are not being met.

2.05. Directors will not be compensated at this time, but may be provided with nominal rewards from time to time.

2.06. Directors will be evaluated by the entire Board of Directors twice per fiscal year.

2.07. Directors are required to return all materials relating to the positions held at the end of their service with TransGender Michigan.

2.08. Perspective board members will be given a three-month non-voting provisional board term after which they will be reviewed for board membership. During the three-month provisional board term each will be given a task or tasks, which will be evaluated.

Article III. The Election and Duties of Officers.

3.01. Officers will be elected by the Directors and serve at the discretion of the Directors.

3.02. Officers and their duties are as follows:

- a. The Chairperson is responsible for coordinating the activities of the organization, compiling agendas, facilitating meetings, and delegating tasks.
- b. The Secretary is responsible for maintaining and sending calendar twice monthly, recording and dispersing minutes of meetings, email and postal correspondence, maintaining statistics, making copies, maintaining donor database in regards to personal information, and maintain official information.
- c. The Treasurer is responsible for fiscal management of the corporation, and maintaining the donor database in terms of fiscal data.
- d. Other officers may be assigned as may be required by the Directors.
- e. Additional duties for all officers may be assigned as required by the Directors.

3.03. Officers will not be compensated at this time, but may be provided with nominal rewards from time to time.

3.04. Any Officer wishing to run for a different Officer position must first step down from their original position. Therefore, a Director may not hold more than one Officer position at any given time.

3.05. Officers are required to return all materials relating to the positions held at the end of their service with TransGender Michigan.

Article IV. Members.

4.01. Memberships may be sold for fundraising purposes, but these non-voting memberships include no rights or responsibilities.

Article V. Meetings.

5.01. The Directors shall meet at least quarterly. The Chairperson has the authority to schedule meetings, including emergency, mandatory meetings.

5.02. A meeting shall have a quorum if all Directors have been given adequate notice of the meeting, and at least two Directors are present.

5.03. Meetings of the Directors shall not be open to the general public.

5.04. A non-board member playing a main role in a given agenda item will not be invited to a meeting without approval of Board of Directors

5.05. It is our intent to hold at least two town hall meetings for evaluation and input purposes that is open and announced to the general public each year.

5.06. Regular Follow-up Reports after an event are not to take place during meetings; instead, this information should be dispersed via email communication shortly after the event has taken place.

Article VI. Fiscal Year.

6.01. The fiscal year shall be July through June.

Article VII. Legal requirements.

7.01. The Corporation shall comply with all applicable federal and Michigan laws as well as the requirements of Internal Revenue Code 501(c)(3).

Article VIII. Changes.

8.01. The bylaws may be changed at any time with a majority vote of the Directors.

8.02. These bylaws were approved by the Board of Directors on 6-4-2009.

Article IX. Equal Employment Opportunity Policy.

9.01. TransGender Michigan follows an Equal Employment Opportunity Policy and employs volunteers and personnel without regard to actual or perceived:

- a. gender (including pregnancy)
- b. gender identification (One's sense of belonging to a particular gender; the private experience of gender role)
- c. gender expression (One's outward interpretation of his/her gender identity)
- d. sexual orientation (determined by whom an individual is sexually attracted to and also has the potential for loving)
- e. race, color, ethnic or religious background, descent or nationality
- f. disability (including past, present, or future physical, intellectual or psychiatric disability, learning disorders or disease – for example, HIV)
- g. marital status
- h. age
- i. height and weight

9.02. This EEO policy applies to volunteer opportunities, employment, internal promotions, training, opportunities for advancement, terminations, relationships with outside vendors and customers, use of contractors and consultants and in dealing with the general public.

Article X. Advisory Council & Responsibilities

10.01. The Board of Directors, in order to fully incorporate issues important to all in our community, has created an Advisory Council of TransGender Michigan.

10.02. Advisory Council Members can be elected and terminated at any time by majority vote of the Board of Directors.

10.03. Advisory Council Members shall:

- a. Be fully versed in the mission, goals and objectives of TransGender Michigan
- b. Maintain a proactive role in operations, including provision of advice, support and feedback on all aspects of activity
- c. Ensure that all members of the transgender community are represented
- d. Actively participate in all activities and events, including regular attendance at advisory council meetings
- e. Maintain regular communication with the Executive Director

Article XI. Endorsements & Stances

11.01. TransGender Michigan does not provide endorsements to organizations, causes or events without the approval of the Board of Directors.

11.02. All materials, policies, official literature, and stances of TransGender Michigan are to be decided upon by majority vote among the Board of Directors.

Article XII. Expenditures.

12.01. Expenditures less than \$20 do not require prior Board approval.

12.02. Expenditures equal to or greater than \$20 require prior Board approval.

12.03. Board Members are expected to utilize their own funds for travel for limited use. This includes:

- a. To and from Board Meetings
- b. Within one's metropolitan area

12.04. Travel Expenses are managed by the corresponding Travel Expense Policies.

Article XIII. Speakers Bureau.

13.01. The Speakers Bureau is managed by the corresponding Policies and Procedures.

Article XIV. Staff and Their Responsibilities.

14.01. The Executive Director is responsible for overseeing the daily activities of TransGender Michigan, provides crisis intervention, facilitates regular meetings of the Advisory Council, carries out the interest of the Board of Directors, and supervises TransGender Michigan staff.

14.02. The Volunteer Coordinator is responsible for recruiting volunteers, maintaining communication with the volunteers, and delegating tasks to the volunteers of TransGender Michigan.

14.03. The Speakers Bureau Coordinator is responsible for the operation of TransGender Michigan's Speakers Bureau. This includes, but is not limited to, recruiting speakers, scheduling engagements, promotion of the Speakers Bureau, and training of speakers.

14.04. The Public Relations Coordinator is responsible for writing press releases, acting as a contact to the media, and scheduling press conferences.

14.05. The Director of Technology is responsible for editing the TransGender Michigan website, and moderating the staff email list and the group email list.

14.06. Additional duties for all staff may be assigned as required by the Executive Director.