

## BYLAWS of WFQ Affinity Resource Group

### ARTICLE 1 – Name

The name of this Affinity Resource Group (ARG) shall be “WFQ”.

### ARTICLE 2 – Mission and Objectives

Section 1. The mission of the WFQ Affinity Resource Group is to foster a welcoming and inclusive environment at Wake Forest University for individuals interested in issues facing the LGBTQ community. The group will serve as a resource to Wake Forest University to positively influence the environment and to assist the University in achieving its diversity, inclusion, and equity vision by creating awareness of our ARG, events, networking opportunities, and innovative ideas.

Section 2: There are 4 primary objectives of the WFQ Affinity Resource Group. These objectives include:

- a) Fostering an environment of inclusion and belonging for LGBTQ+ faculty and staff, especially by creating spaces that center LGBTQ+ faculty and staff and allow them to connect with one another
- b) Creating avenues for members to communicate with each other about university policies, structures, events, and our experiences at Wake Forest
- c) Using our collective voice to advocate for institutional changes that will support LGBTQ+ individuals
- d) Looking for opportunities to create or assist with programming and projects that support LGBTQ+ people, especially through collaboration with other ARGs and university entities

### ARTICLE 3 – Participation

Section 1. Employees who take part in any leadership role of a Wake Forest University (such as Chair, Vice Chair, or Secretary) must have supervisor approval to hold a leadership role since there is a commitment expectation to deliver WFU ARG goals during the duration of service. Similarly, employees who take part in WFU ARGs as a participant (non-leadership role) during their normally scheduled working time must have supervisor approval. Employees do not need supervisor approval to take part in WFU ARG activities on their own personal time (not normally scheduled working hours).

Section 2. Eligibility. Membership is open to all faculty, staff, and administrators of the University. Members must meet and maintain the following eligibility requirements:

- Members must be employed by Wake Forest University.
- Membership is open to all University employees interested in supporting and learning more about LGBTQ+ people and LGBTQ+ issues.
- Membership is voluntary.
- Support the core values of the University.

Section 3. Leadership Eligibility. New and replacement leadership members will be determined by members and will serve a 12-month term (unless there is voluntary attrition or the steering committee recommends a change).

Section 4. ARG Image. Members must model leadership in all aspects of the diversity and inclusion process and must represent a positive image for the University in all its dealings.

Section 5. Confidentiality. Opinions, experiences and ideas shared by members of the ARG during meetings or related activities and any records thereof, shall be held in confidence and such records shall remain the sole and exclusive property of the University.

## **ARTICLE 4 – Meetings**

Section 1. Annual Meeting - The WFQ Affinity Resource Group will hold an annual meeting to conduct elections of officers. The meeting will be announced at least two weeks in advance.

Section 2. Regular Meetings - The WFQ Affinity Resource Group must meet at least 2 times each semester, at a time and date that is set in advance by the group's leadership. Meetings will occur at times that increase the likelihood that all faculty and staff members can attend. All official meetings should be announced at least seven days in advance.

Section 3. Meeting Minutes – A recorder of the WFQ Affinity Resource Group will document all formal business that occurs at the meeting. Meeting minutes must be sent to all members within one week.

All Affinity meetings and/or teleconferences will be managed in the following manner:

- Attendance
- Old business
- Items discussed
- Decisions made
- Action items
- New business
- Next meeting date and agenda

Section 4: Protocol - All ARG meetings and/or teleconferences shall be conducted in accordance with the following inclusive behaviors:

- Share freely of member's experiences
- Encourage others to share freely
- Allow one conversation at a time
- Respect unique/different points of view
- Agree to disagree
- Confine comments to the issue at hand
- Be sensitive to everyone's time
- Be considerate of the feelings of others
- Provide a timekeeper as needed
- Maintain the confidentiality of internal issues

- Be creative and encourage creativity in others
- Be an active communicator and listener
- Think about the greater good of the organization as a whole

## **ARTICLE 5 – Officers**

Section 1. Leadership. The WFQ Affinity Resource Group shall have a Chair, Vice Chair, and Secretary. Each Officer must be a member of the ARG. No individual can serve more than three consecutive one-year terms in the Office of Chair or as Vice Chair. All Officers must be in good standing at the time of election.

Section 2. Chair. The Chair shall preside over ARG meetings and serves as the official liaison between the ERG and the Office of Diversity and Inclusion. The Chair shall appoint all leaders of special committees with the approval of the membership. The Chair also represents the WFQ Affinity Resource Group at public meetings and events, university programs, and other authorized occasions. The Chairship should rotate between faculty and staff, with neither group serving more than three consecutive terms.

Section 3. Vice Chair. The Vice Chair shall support the Chair in presiding over ARG meetings and serves as a representative between the ARG and the Office of Diversity and Inclusion in the absence of the Chair. The Vice Chair also assumes the duties of the secretary in their absence.

Section 4. Secretary. The Secretary will record, maintain, and distribute minutes for each meeting with the membership. The Secretary is also responsible for handling, receiving, and retaining any administrative paperwork between the ARG and the University, including both formal and informal correspondence. The Secretary serves in the absence of the Vice Chair when not present.

Section 5. Participation. Officers are responsible for attending ARG meetings. All Officers are members of the executive board. The executive board has the authority to carry out the provisions of these bylaws and to expend funds in line with the wishes of the membership. An officer who is absent from three (3) consecutive meetings without approval from the Chair must vacate their role. Officers may be removed by a ¾ vote of the active membership.

## **ARTICLE 6 – Elections**

Section 1. Elections. Votes are implemented via a simple majority vote of active members. The bylaws can only be changed with a vote from at least two-thirds of the active membership.

## **ARTICLE 7 – Adoption and Amendments**

This charter shall take effect immediately upon being put in final format and approved by the ARG, executive committee, ODI, HR or other appropriate body.

Any member of the ARG, the executive committee and/or ODI/HR may propose amendments. Adoption of amendments shall be subject to the same approval process as the founding charter. Approved amendments will be incorporated into the charter and shall take effect immediately, or as described in the amendment.

This charter is created as a framework around which the ARG will carry out its mission. It is not intended to be a contract and may change, as business needs change.