

U.S. Geological Survey (USGS) Lesbian, Gays, Bi-Sexual, Transgender, Queer (LGBTRQ)

Employee Resource Group

Charter and Bylaws



1. Name of Organization

Lesbians, Gay, Bi-Sexual, Transgender, Queer is hereafter referred to as LGBTQ. When deemed collaborative with The Department of Interior (DOI) LGBTQ it is hereafter referred to DOI/USGS LGBTQ.

2. **LGBTQ.** For the purposes of LGBTQ, include DOI and USGS employees who identify themselves as LGBTQ.

3. Mission, Goals & Objectives

The **U.S. Geological Survey LGBTQ's** mission is to serve as a resource to (*USGS*) to positively influence the environment, to ensure professional, equal and fair treatment, share and promote culture differences and similarities for all employees who identify themselves as LGBTQ. To assist in cultivating an inclusive and high-performing workforce that empowers all of its LGBTQ employees and understanding of skills and qualifications that they bring to USGS and DOI.

LGBTQ also will connect with DOI LGTBQ and other resources to assist the community in becoming successful in achieving their goals and to achieve superior results, and promotes accountability to ourselves and to the communities we serve. Also to assist USGS and the Office of Diversity and Equal Opportunity (DEO) in achieving its Diversity and Inclusion goals and to engage in leveraging the USGS's commitment to diversity and inclusion that reflects workplace equity, cultivates an inclusive high performing workforce that empowers all of its members.

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4. Objectives

- Assist in driving organizational initiatives that maximize the development of **LGBTQ** employee's by:
 - Mentoring
 - Coaching
 - Recruitment
 - Cultural
 - Visible projects
- Support *USGS/Human Capital/Office of Diversity and Equal Opportunity (DEO)* efforts to attract and retain the best LGBTQ talent by:
 - Work/Life Balance
 - Off-Ramping or On-Ramping (New Member Orientation)
 - Job Sharing
- Promote LGBTQ leadership and development at all levels in the organization
 - Raise level of exposure
 - Forums for education
- Build an internal support system for **LGBTQ** within the organization and throughout DOI.

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- Reduce isolation
- Address *LGBTQ* issues/concerns
- Assist (*USGS/Human Capital/DEO*) in creating and sustaining diverse and inclusive work environment
 - Engage all “LGBTQ Members” as full diversity and inclusion partners
 - Lead other employees toward better cultural understanding with LGBTQ employees
 - Support all dimensions of diversity and inclusion
 - Assist (*USGS/Human Capital/DEO*) in fostering an environment of inclusiveness that supports our agency’s DNA, allowing us to assist in becoming “*The Federal Agency of Choice for employment in the Federal Government*”

To accomplish this, the LGBTQ ERG will:

- Serves as a resource to the organization by supporting recruitment, development, leadership goals attainment and retention initiatives for high talent LGBTQ.
- Promotes and supports key diversity and inclusion initiatives that recognize, respect and leverage the individuality of all *LGBTQ* employees as a competitive advantage.
- Develops communication methods to share information and promote LGBTQ ERG activities, events and major initiatives.

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5. Membership and Nondiscrimination Policy

LGBTQ is composed employees who classify themselves as members of the LGBTQ definition. DOI/LGBTQ does not discriminate in terms of membership or treatment because of race, color, religion, sex, national origin, age, sexual orientation or handicapping condition.

6. Meetings

Regular meetings will be held monthly and will be open to all DOI/LGBTQ members and any interested DOI employees and will generally be held via teleconference call. Video conference capability will be held used as appropriate to share any presentations.

The USGS Special Emphasis Program Manager will meet with LGBTQ ERG Team Leaders/Chairs on a quarterly basis or if a “Special” Team Leader meeting is called or as necessary to support mission initiatives.

Attendance

ERG Team leadership and members are required to attend LGBTQ ERG Team meetings until such time as LGBTQ ERG Team sponsored event/activity is completed; all other members are encouraged to attend LGBTQ ERG meetings, events and other activities. The LGBTQ ERG Team Leader will inform the Special Emphasis Program Manager of all scheduled meetings, activities and events. LGBTQ ERG meetings and events will be posted on the DEO Website.

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7. Governance

These bylaws will direct the activities of DOI/LGBTQ through the Executive Board which at a minimum consist of the following:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Historian

The Secretary and Treasurer position may be combined unless the Executive Board determines a conflict of interest would exist by doing so. Additional activities not specifically provide for herein can be conducted based on the consensus of members as determined by the Executive Board. The Executive Committee can add positions necessary to support mission objectives.

8. Officers

Officers lead month and adhoc meetings as necessary and execute the duties of their offices as outlined below. The Executive Board may from time to time hold Executive Board meeting. The descriptions of the Officers responsibilities are listed below:

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- PRESIDENT/TEAM LEADER/CHAIR –
 - A USGS National Center site chair position (the “Chair”) will be created in which an LGBTQ member shall serve for a period of 12 months and subsequent chairs will be identified by the voting process implemented by the USGS LGBTQ Group Leadership. The Chair Responsibilities are at a minimum:
 - Develop the agenda and preside at all general meetings.
 - Leads LGBTQ ERG in the establishment of annual ERG Theme
 - Represents LGBTQ ERG in the local area and all ERG –sponsored events
 - Promotes LGBTQ ERG initiatives and ensures that all activities align to the USGS guiding principles
 - Collaborates with other LGBTQ ERG Chapters to share and learn next and best practices

- VICE-CHAIR-
 - Shall serve in the Chair capacity during his/hers absence. Also, will serve as the LGBTQ ERG Lead for all Ad Hoc Actions Committees established by the LGBTQ ERG. The Vice-Chair responsibilities at a minimum are:
 - Represents the LGBTQ ERG on behalf
 - Records notes of LGBTQ ERG leadership meetings of the Chair, when necessary
 - Provides guidance and programs to members leadership
 - Performs all duties in absence of the President.

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- SECRETARY
 - Organizes and keeps track of all local LGBTQ ERG documents
 - ensure execution of all LGBTQ ERG logistics and operations of membership
 - Develop campaigns to drive and engage LGBTQ ERG membership
 - Maintain current log of active members and event participation

- TREASURER
 - Receive all funds payable to LGBTQ and issue receipts for such funds;
 - Satisfy financial obligations dully authorize by majority vote of members present at general meetings.
 - Keep clear and accurate records of all LGBTQ receipts and disbursements; and
 - From time to time present financial reports on the financial status of LGBTQ at general meetings, and present a detailed report on the financial statue of LGBTQ ERG at the end of each fiscal year.

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- HUMAN RESOURCE REPRESENTATION – TBD

- ERG ARCHIVIST/HISTORIAN –
 - The initial archivist is responsible for building and maintaining the ERGs history for future reference.

- OUTREACH, EVENTS AND ACTIVITIES COORDINATOR
 - Promote internal and external cultural activities
 - Assist and engages in recruitment and outreach activities by representing their community
 - Conduct training seminars and forum that reflects the ERG’s mission.

9. Election Process

- a. Each year at the January general meeting, LGBTQ ERG will elect four officers from among its members. The officers will be elected by electronic ballot with a simple majority vote of members participating in the election. Terms of office will be for one year.

- b. Each year at the November general meeting the LGBTQ ERG Executive Committee will solicit volunteers to form an Elections Committee for the purpose of ensuring democratic principles for the nomination and election of officers and for overseeing the election process.

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1. All LGBTQ members are eligible to run for office and may nominate themselves or other members willing to serve.
2. The Elections Committee will:
 - a. Solicit and receive nominations for officers from DOI/LGBTQ members.;
 - b. Prepare an electronic balloting system listing all of the eligible candidates
 - c. Present the candidates information at the December general meeting; and
 - d. Receive any additional nominations from the floor at the December general meeting.
3. Within one week after the December meeting, all members shall receive a link to the electronic balloting system.
 - a. Electronic voting will be open until one week prior to the January general meeting.
 - b. The Elections Committee shall meet prior to the January meeting for the purpose of reviewing the electronic record of balloting and certifying the count.
 - c. The electronic record of balloting shall be presented at the January general meeting and be made available to members present for review.

10. Filling Vacant Positions

A. When an officer other than the President resigns his or her position on the LGBTQ Executive Board or separates from the DOI employment, the Officer shall notify the President in writing prior to leaving LGBTQ ERG.

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B. When the President resigns his or her position on the LGBTQ, the Executive Board or separates from DOI/USGS employment, the President shall notify the Vice President in writing prior to leaving DOI/LGBTQ.

C. In the event the President is the resigning or separating Officer, the Vice President shall assume the position of President and a new Vice President shall be nominated and elected for the remainder of the term by a simple majority vote at the next general meeting.

D. In the event the Vice President, Secretary or Treasurer is resigning or separating prior to completing their year term, a new officer shall be elected for the remainder of the term by a majority vote via electronic balloting.

11. Financial Contributions

The Executive Board may from time to time conduct fund-raising activities in accordance with DOI and USGS Departmental policies. The USGS Ethics Office shall be contacted prior to any fund-raising activities.

12. Voting

A. A quorum shall consist of at least three members, one of whom shall be the President or Vice President, serving as the presiding officer. A quorum shall be present to initiate or transact normal business presented at any meeting and all votes on normal business issues shall be carried by the consensus of the members present, as determined by the presiding officer.

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B. All issues which will changes these Bylaws either by addition or deletion shall be presented electronically to the members as amendments to the Bylaws and to the Special Emphasis Program Manager.

C. The Executive Board when considering proposed Chapter charters, shall ratify them with a simple majority vote.

13. Committees

The Executive Board will establish from time to time committees and appoint Chairpersons who will report the status of committee efforts at DOI/LGBTQ general meetings.

14. Amendments

A Proposed amendments to these bylaws may be presented to the membership at any general meeting and subsequently will be voted upon by electronic ballot which must be received by the membership at least two weeks prior to the next general meeting and returned to the President or his/her designee at least two working days prior to this meeting.

B. Amendments must be passed by a simple majority of the members voting.

These updated bylaws were approved by the DOI LGBTQ membership through electronic voting on May 2, 2018 on the Department's Bison Connect. The undersigned LGBTQ President witnesses this establishment of the By-laws of LGBTQ.

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James Mosley

James Mosely

President:

05/02/18

Date: