

POLICIES AND PROCEDURES
OF THE
LGBTQIA+ UNIVERSITY CAUCUS

Section I. Name

1. The name of this committee shall be the LGBTQIA+ University Caucus (hereafter referred to as “the Caucus”).

Section II. Mission

1. The mission of the LGBTQIA+ University Caucus is to promote the equity, empowerment, and success of LGBTQIA+ students, faculty, and staff by fostering a safe campus environment; developing, suggesting, and supporting inclusive policies and curriculum; supporting LGBTQIA+ recruitment and retention initiatives; and promoting social and educational opportunities to meaningfully engage with the University community.

Section III. Membership and Membership Responsibilities

1. The Caucus membership is open to any full-time or part-time faculty or staff member who formally requests to join the Caucus.
 - a. The membership of the Caucus shall not be restricted to members of a certain identity (see section III.1.b. for examples).
 - b. Membership of the Caucus shall strive to represent the diverse array of identities represented at WCU including but not limited to race, ethnicity, sexual orientation, romantic orientation, gender identity, gender expression, socio-economic class, ability, religion, rank (title and position), age, and nationality.
2. Membership on the Caucus is not term limited.
3. All members of the Caucus are expected to do the following:
 - a. Attend the general body Caucus meetings that take place throughout the year and events that are either sponsored by the Caucus or support the LGBTQIA+ community.
 - b. Communicate with the co-chairpersons when unable to attend meetings and/or events.
 - c. Bring constituency concerns to the Caucus’s attention.
 - d. Suggest agenda items at least one week prior to the scheduled meeting by contacting the co-chairpersons.
 - e. Take information back to their respective constituencies.
4. Members of the Caucus remain in good standing for a given academic year if they have:
 - a. Regularly attend at least two of the general body Caucus meetings that take place throughout the year and at least one event that is either sponsored by the Caucus or supports the LGBTQIA+ community.

- b. Attendance will be taken by the co-chairpersons at each meeting. Members should communicate with the co-chairpersons when unable to attend meetings.
 - i. Members may collaborate on planning events even if they are unable to be present for the event itself.
 - c. A Caucus member who ceases to be in good standing will be removed from formal membership in the Caucus for the following academic year unless the member has demonstrated meaningful involvement (Section IV 1.b.) in the work of the Caucus as judged by the Caucus co-chairs in office during the given academic year. A faculty or staff member dropped from formal membership on the Caucus may formally request to rejoin the Caucus, and may regain good standing status by satisfying the requirements specified in the preceding article.
5. Co-Chairpersons of the Caucus
- a. One faculty member and one staff member, preferably who have served on the Caucus in good standing for at least one year previous to the current year, are eligible to serve as co-chairperson of the Caucus.
 - i. Although general membership of the Caucus is not limited to any individuals of a certain identity, at least one co-chairperson should identify as a member of the LGBTQIA+ community at any given time.
 - b. The term of co-chairpersons of the Caucus is two years, beginning with their election at the end of the spring semester and ending with the election of the next co-chairperson at the end of the spring semester two years later.
 - i. At the conclusion of a co-chairperson's term, the next co-chairperson is selected by a vote of the Caucus present at the last meeting of the Caucus during the spring semester. If a Caucus member wishes to participate in the vote but cannot attend the meeting, they should send an email vote to the person in charge of the vote.
 - ii. The next Caucus co-chairperson shall be determined by majority vote for a single candidate. If no majority is found after a first vote, members will rank all candidates in order of preference and the candidate with the lowest score shall be the determined the winner.
 - c. The Caucus shall have two chairpersons serving at any given time.
 - d. Terms of co-chairpersons shall be staggered so that at any given time at least one of the co-chairpersons has served in that role for at least one year.
 - e. Co-chairpersons are eligible for re-election for subsequent terms.
 - f. The co-chairpersons shall be responsible for sending all communications regarding upcoming meeting/events and shall include Zoom information so that members can attend and contribute virtually.
 - g. Sub-administrative support will be the responsibility of the co-chairpersons or an elected secretary position, should the Caucus determine it is necessary.
 - h. The leadership is to provide consistency and coordination, not more voice – all members are equal in their voices.
6. Liaisons to the Caucus
- a. The following persons are accorded liaison responsibilities:

- i. The President or one representative from the Sexuality and Gender Alliance (SAGA),
 - ii. The Director or one representative of the Center for Trans & Queer Advocacy professional staff (CTQA),
 - iii. The Chief Diversity and Inclusion Officer or one representative from the Office for Diversity, Equity, and Inclusion professional staff (ODEI), and
 - iv. One representative from the Faculty Senate.
- b. Liaisons may attend all general body Caucus meetings and shall hold power to vote in elections and on Caucus decisions.
- c. Liaisons shall serve one term, lasting a full academic year (Fall to Spring), and may continue to serve in that role at the discretion of the liaison's department.
- d. Liaisons shall be expected to:
 - i. Meet with the co-chairpersons and all liaisons twice a year (once in early Fall and once in late Spring) to set goals for the year and to review progress made.

Section IV. Procedures

1. Caucus Meetings
 - a. The Caucus shall hold two meetings a semester at rotating meeting times/dates in order to accommodate the schedules of membership as best as possible. Although members are encouraged to attend in person, members are welcome to attend virtually through the Zoom links provided by the co-chairpersons.
 - b. In the case where a Caucus member in good standing is unavoidably prevented from attending meetings for a majority of the academic year, the Caucus member has the responsibility to consult with the Caucus co-chairpersons and with the relevant working group leads to ascertain how they will contribute to the work of the Caucus.
2. The Caucus works in partnership with the Office for Diversity, Equity, and Inclusion to develop and address budgetary needs and interests meant to support employee engagement, retention, and special projects. The Caucus co-chairpersons will compose a written budget (by November or in line with fiscal budget planning schedules) and will meet annually with the Chief Diversity Officer to finalize the budget request for the next academic year. If more funding is needed during the current year, the Caucus chair(s) will send a written proposal to the Chief Diversity Officer to determine if additional funding is available.

Section V. Working Groups

1. Working group membership and working group project leads shall be developed by the membership of the Caucus at the beginning of the academic year when goals are determined.

2. At their inception, working groups shall set appropriate timeframes for their goals and shall maintain communication on their projects with the Caucus co-chairpersons.
3. At the end of the academic year, goals will be reviewed and working groups will be subject to renewal or disbandment.

Section VI. Amendments to “Policies and Procedures of the LGBTQIA+ University Caucus”

1. Amendments to the Policies and Procedures of the Caucus shall require approval by two-thirds ($\frac{2}{3}$) of the members of the Caucus. The Caucus will only consult with the Office for Diversity, Equity, and Inclusion when it involves a major change to the structure of the Caucus.
2. The Policies and Procedures of the Caucus shall be reviewed by the full Caucus at three-year intervals beginning in 2021.

Section VII. Publicly Published

This document will be publicly published on the Caucus’ website.

Section VIII. Dissolution

Upon dissolution, funds in any Caucus account will be returned to the Office for Diversity, Equity, and Inclusion.

These Policies and Procedures were constituted on February 8th, 2021.