

**SRCD SOGIE Caucus  
BY-LAWS**

**(01.14.2021)**

**ARTICLE I  
Membership and Dues**

1. There shall be three classes of members: **Professional, Student/Early Career, and Emerging Economies (Low-Middle-Income-Countries (LMIC)) members**. Membership in the SRCD SOGIE Caucus requires regular professional, student/early career, or LMIC membership in SRCD.
2. Membership is open to any individual who has contributed to or is interested in research related to sexuality, sexual behavior, sexual orientation, AND/OR gender identity or expression, and/or might be motivated by personal sexual orientation, gender identity, and/or allyship.
3. Membership for the SOGIE Caucus is anniversary-based and is coordinated with the regular SRCD Membership anniversary. Joining asynchronously with the SRCD membership will result in a prorated Caucus membership to bring into alignment with the anniversary of the SRCD membership.
4. Dues for each class of member shall be in accordance with SRCD Caucus membership dues. Each membership category shall receive such publications and voting privileges as the Steering Committee may designate.
5. Upon failure to pay annual dues, the privileges of membership in the SOGIE Caucus shall be suspended on the last day of SRCD SOGIE Caucus membership anniversary.
6. All members shall abide by the SRCD Code of Conduct and Compliance Agreement.

**ARTICLE II  
Officers**

1. The Officers of the SOGIE Caucus shall consist of a (1) Chair, (2) Chair-Elect, (3) Past-Chair, (4) Secretary, (5) Treasurer, (6) a minimum of two Members-at-Large, and (7) a minimum of two Student Representatives.
2. All Officers must be current members of the SOGIE Caucus. They shall be elected by the membership of the SOGIE Caucus and shall constitute the **Steering Committee** of the SOGIE Caucus. The Steering Committee shall serve as the governing body of the SOGIE Caucus and conduct its business at meetings, or by correspondence, and report its actions, or request the membership to take action, at the Biennial Business Meeting. Any member, by writing to any member of the Steering Committee, may bring to the attention of the Steering Committee any matter the member wishes the Steering Committee to consider.
3. The **Chair** of the SOGIE Caucus shall preside at all meetings of the SOGIE Caucus and shall chair the SOGIE Caucus Steering Committee. The Chair shall be authorized to fill any vacancies that may occur in Officer positions or on committees for the remainder of unexpired terms and shall perform such other duties as are incident to the office or as may be properly required by vote of the membership of the Steering Committee or the SOGIE Caucus at any duly constituted meeting.
4. The **Chair-Elect** shall chair meetings of the Steering Committee and the SOGIE Caucus in the absence of the Chair. The Chair-Elect is chair of the Programming Committee. Two years after being elected, the Chair-Elect shall succeed to the position of Chair at the close of the subsequent Biennial Meeting.

5. The **Past-Chair** is the chair of the Nominations and Awards Committee.
6. The **Secretary** shall be the recording officer of the SOGIE Caucus. The Secretary shall record, report and archive the transactions of the Steering Committee and the activities of the SOGIE Caucus, and shall perform such other duties as may be assigned by Steering Committee. Once each biennium the Secretary will make a written report to the full SOGIE Caucus membership on the organization and activities of the Steering Committee and the activities of the SOGIE Caucus. The Secretary shall be responsible for ensuring the archiving of all such reports and transactions for historical purposes.
7. The **Treasurer** shall maintain records of membership, receive and have custody of the SOGIE Caucus's funds (in coordination with the SRCD central office staff), discharge its obligations, and maintain its financial accounts.
8. At the time of their election, all of the **Student Representatives** must be enrolled in an undergraduate or graduate program, engaged in at least half-time training in child development, developmental science or a related field. However, if any of the Student Representatives graduates, completes their training program, or otherwise transitions to another professional status, they shall remain eligible to serve as a Student Representative for the remainder of their elected term.
9. All members of the Caucus are eligible to become **Members-at-Large**. One Member-at-Large will serve as liaison to the Membership Committee and can also choose to serve on one of the Caucus committees. A Member-at-Large serves as a representative of the Caucus, participates in the Caucus activities, and one Member-at-Large will serve as liaison to the Membership Committee and can also choose to serve on one of the Caucus committees.
10. The Steering Committee shall meet at least once each two years at the time of the biennial meeting of the SOGIE Caucus. Additional meetings of the Steering Committee may be called by the Chair of the SOGIE Caucus or by a majority of the members of the Steering Committee. The Steering Committee shall appoint the members of the standing committees. The Steering Committee may create such temporary committees as it deems necessary for achieving the objectives of the SOGIE Caucus.

### ARTICLE III Elections and Appointments

1. The **Chair-Elect, Secretary, Treasurer**, a minimum of **two (2) Members-at-Large**, and a minimum of **two (2) Student Representatives** of the Steering Committee, shall be elected by electronic ballot by those qualified to vote. They shall take office officially at the end of the biennial meeting of the SOGIE Caucus in the year in which they are elected and shall serve for **two years**.
2. The **Nominations and Awards Committee** shall invite suggestions for nominations from the SOGIE Caucus membership for the elected officers of the SOGIE Caucus: Chair-Elect, Secretary, Treasurer, Members-at-Large and Student Representatives of the Steering Committee to be elected. This invitation shall be issued by electronic mail nine months prior to the Biennial Meeting and shall specify the return of suggestions to the Nominations and Awards Committee not later than seven months prior to the date of the Biennial Meeting. The Nominations and Awards Committee shall be responsible for the development of a specific set of written procedures and selection criteria that will be used to select the final slate of candidates that will be included on the final election ballot. The document describing the procedures and selection criteria guiding the nomination and election procedures shall be archived and made publicly available to the membership of the SOGIE Caucus. The selection of names to be included on the final election ballot shall be guided by the suggestions of the electorate and shall maintain representation of the

various disciplines of the membership of the SOGIE Caucus. The Nominations and Awards Committee shall ascertain the willingness of the nominees to serve, if elected. The election ballot shall contain the names of the nominees for Chair-Elect, Secretary, Treasurer, Student Representatives and the Members-at-Large to be elected. The Nominations and Awards Committee shall submit the election ballot to the Chair of the SOGIE Caucus at least six months in advance of the date of the Biennial Meeting.

3. The Chair of the Nominations and Awards Committee shall be responsible for the conduct of the elections. The election ballot shall be prepared and distributed to the membership at least five months prior to the date of the Biennial Meeting; the specified date of return shall be no later than three months prior to the date of the Biennial Meeting. The ballot shall provide space for the Caucus members to write in candidates for the position represented on the ballot. Members of the Caucus may vote for one nominee for each position represented on the ballot.
4. The Chair of the Nominations and Awards Committee shall be responsible for the tabulation of the ballots with the assistance of tellers as approved by the Steering Committee.
5. The Chair of the Nominations and Awards Committee shall report the results of the ballot to the Secretary. The Chair of the Nominations and Awards Committee also shall submit the ballots and other materials to the Secretary, who shall archive these materials for a period of at least two years.
6. Other than above-mentioned Officer elections, electronic ballots may be conducted by the Chair of the SOGIE Caucus, or their designee, in a manner determined by Steering Committee.
7. The governance of the SOGIE Caucus strives to be diverse according to gender identity and expression, race, ethnicity, age, and disability characteristics. Given that representation of diverse voices matters in decisions made by leadership, the SOGIE Officers must consist of, to the maximum extent practicable, at least one (1) openly-disclosed transgender or gender nonbinary member and at least two (2) racial or ethnic minority members. In the event that the above groups are not represented among elected SOGIE Officers, up to three (3) individuals may be appointed by the Chair and Chair-Elect as additional Members-at-Large to ensure adequate representation.
8. **Removal.** Any officer may be removed by a majority vote of the Steering Committee whenever the best interests of the SOGIE Caucus would be served thereby, or when there is a determination that nonparticipation, noncompliance or a breach of ethical conduct has occurred, but such removal from the position of officer shall be without prejudice to the SOGIE Caucus membership rights, of the person so removed.
9. **Vacancies.** A vacancy in any officer or committee position due to death, resignation, removal or otherwise, may be temporarily filled by the Chair of the SOGIE Caucus, subject to the approval of a majority of the Steering Committee, for the unexpired portion of the term.

## ARTICLE IV

### Committees

1. The **Nominations and Awards Committee** shall be chaired by the Past-Chair of the Steering Committee and includes an additional four members appointed by the Steering Committee.
2. The **Programming Committee** shall consist of at least five members appointed by the Steering Committee at or following its Biennial Meeting for the next Biennial Meeting. At least two members of the Program Committee shall be members of the Steering Committee. The Chair-Elect of the Steering Committee is the chair of the Programming Committee. General members of the SOGIE Caucus are eligible to be appointed as members of the Program Committee. The Program Committee will be responsible for the development of the proposed content of the SOGIE Caucus

Discussion Hour and any other invited or submitted sessions or presentations developed on behalf of the SOGIE Caucus. The final decision on the content and presenters shall be approved in advance by the Steering Committee.

3. The **Membership Committee** shall be responsible for promoting the growth of the SOGIE Caucus membership. At least two members of the Membership Committee shall be selected from the members of the Steering Committee. The Chair of the Steering Committee is the chair of the Membership Committee. General members of the SOGIE Caucus are eligible to be appointed as members of the Membership Committee. The committee's responsibilities include the dissemination of information regarding the SOGIE Caucus to the SRCD membership and to individuals who are not active members of SRCD, but who might be interested in the mission and activities of the SOGIE Caucus. The membership committee is responsible for the development of promotional materials including those to be displayed and disseminated at the Biennial Meeting.
4. The **Finance Committee** shall be responsible for raising funds and overseeing the disbursement of funds for the SOGIE Caucus leading to and during the Biennial Meeting. The Treasurer shall serve as the chair of the Finance Committee. At least two general members of the SOGIE Caucus are eligible to be appointed as members of the Finance Committee.
5. The **Communications Committee** shall be responsible for creating, reviewing and disseminating existing publications (e.g., newsletters, policy/research briefs, etc.), for evaluating proposals for major modifications to an existing SOGIE Caucus publication, and for making appropriate recommendations for the establishment of new publications to the Steering Committee. The Communications Committee also shall oversee the process of creating and maintaining the SOGIE Caucus website and listserv, as well as the development and oversight of a process and set of procedures for handling media relations. At least two members of the Communications Committee shall be selected from the members of the Steering Committee. The Secretary of the SOGIE Caucus shall serve as chair of the Communications Committee. General members of the SOGIE Caucus are eligible to be appointed as members of the Communications Committee.
6. All committees can elect a co-chair. The term for co-chairs is also two years.
7. The Steering Committee also may create such ad hoc subcommittees as it deems necessary for achieving the objectives of the SOGIE Caucus.

## **Article V**

### **Amendments**

1. The By-Laws of the SOGIE Caucus may be amended by a majority affirmative vote of those voting in a referendum submitted electronically to the voting members of the SOGIE Caucus.
2. Amendments may be proposed by majority vote of the Steering Committee or by petition of at least ten percent of the membership of the SOGIE Caucus that is submitted in writing to the Steering Committee.
3. All proposed amendments to the By-Laws shall be transmitted to the electorate at least forty-five days prior to the vote on the amendment at the biennial meeting of the SOGIE Caucus.