



**SAIGE-FL**

**BYLAWS**

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**ARTICLE I: Name, Affiliation, Mission, and Purpose**

**Section 1: Name**

The name of the association shall be the Society for Sexual, Affectional, Intersex, and Gender Expansive Identities – Florida, hereinafter referred to as SAIGE-FL. SAIGE-FL was initially established as the Florida Association of Lesbian, Gay, Bisexual, and Transgender Issues in Counseling (FALGBTIC) in 2015. The name was changed to SAIGE-FL in 2021 in alignment with the national change from the Association of Lesbian, Gay, Bisexual, and Transgender Issues in Counseling (ALGBTIC) to the Society for Sexual, Affectional, Intersex, and Gender Expansive Identities (SAIGE).

**Section 2: Affiliation**

SAIGE-FL is a state branch of the national Society for Sexual, Affectional, Intersex, and Gender Expansive Identities ([SAIGE] which is a division of the American Counseling Association [ACA]), and a division of the Florida Counseling Association (FCA).

**Section 3: Mission**

The mission of SAIGE-FL is to promote greater awareness and understanding of sexual, affectional, intersex, and gender expansive (SAIGE) issues among members of the counseling profession, students, the clients they serve, and related helping occupations.

**Section 4: Purpose**

Through the recognition of both individual and social contexts that represent the confluence of race, ethnicity, class, gender, gender identity and expression, sexual and/or affectional orientation, age, ability/disability, spiritual or religious belief system, or indigenous, cultural, and ethnic heritage, it is the purpose of SAIGE-FL, within the State of Florida, to:

- Promote greater awareness and understanding of Sexual, Affectional, Intersex, and Gender Expansive Identities (hereinafter referred to as SAIGE) issues among members of the counseling profession, students, and related helping occupations.
- Improve the standards and delivery of counseling and educational services provided to SAIGE clients, professionals, students, and communities.
- Identify conditions which create barriers to the human growth and development of SAIGE clients, professionals, students, and communities; and use counseling skills, programs, and efforts to preserve, protect, and promote such development.
- Develop, implement, and foster interest in counseling-related charitable, scientific, and educational programs designed to further the human growth and development of SAIGE clients, professionals, students, and communities.
- Secure equality of treatment, advancement, qualifications, and status of SAIGE members of the counseling profession and related helping occupations.

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- Contribute to the publishing of journal and other scientific, educational, and professional materials with the purpose of raising the standards of practice for all who work with SAIGE clients, students, and communities in the counseling profession and related helping occupations.
- Provide current information to enhance professional counselors' awareness, knowledge, skill, and professionalism towards SAIGE clients, students, and communities.
- Secure equality of treatment, advancement, qualification, and status of SAIGE counseling professionals, students, and related helping occupations.

## ARTICLE II: Membership

### Section 1: Overview

- Membership in FCA shall be a condition of membership in SAIGE-FL.
  - Membership in SAIGE-FL can be added on when applying or renewing one's FCA membership through the FCA website or via paper membership application.
- Membership shall be individual.
- Membership includes agreement to abide by the *ACA Code of Ethics* (2014).
- Membership is valid for one year from date of processing (with the exception of severance of membership, see **Article II, Section 3: Severance**)
- Membership shall have three classes of voting membership: Professional (including New Professional), Student, and Retired.

### Section 2: Membership Classes

#### *Section 2a: Professional Members*

- Professional members shall hold a master's degree or higher in counseling, or a closely related field.
- Such degree must be from a college or university that was accredited when the degree was awarded, by an accrediting body recognized by the Council for Higher Education Accreditation.
- Professional members must present proof of academic credentials upon request by the Board of Directors, hereinafter referred to as the Board (see **Article III: Board of Directors**).
- Individuals who previously met the criteria for student member and have graduated will be categorized as a *New Professional*. Individuals must meet all criteria for Professional Membership, the only difference is an eligibility for a **one-year** reduction in dues to facilitate their transition to professional status. New Professional Members shall be eligible to vote and hold office.

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***Section 2b: Student Members***

- Student members shall be enrolled at least half-time in a college or university program in counseling, or a closely related field.
- Such programs must be in a college or university that is accredited during the student's time in the program, by an accrediting body recognized by the Council for Higher Education Accreditation.
- Student members must present proof of academic enrollment upon request by the Board (see **Article III: Board of Directors**).

***Section 2c: Retired Members***

- Retired members shall include individuals who are retired from the counseling profession, or a closely related field.

**Section 3: Severance**

Membership for a member can be severed for:

- Nonpayment of dues.
  - Membership may be reinstated by payment of dues.
- Any conduct that tends to injure SAIGE-FL or to affect adversely its reputation, or that is contrary to or destructive of its mission or purpose, according to the SAIGE-FL Bylaws and/or the *ACA Code of Ethics* (2014).
  - Any member charged with engaging in such conduct shall be given notice of the precise nature of the charges against them and provided with opportunity to present evidence on their behalf through witnesses or otherwise. Those accused shall be given opportunity to confront witnesses against them and have the right to appeal through a hearing before the Board. The Board shall have the power to determine whether the charges shall be dropped, the accused shall be permitted to resign, or whether the charges are true and the accused be removed from SAIGE-FL.

**Section 4: Dues**

Annual SAIGE-FL membership dues shall be established by action of the Board. The Board may authorize reduced dues or due waivers for special categories of members in accordance with the policies and procedures established by the Board. Current pre-established dues are as follows:

- Professional: Full dues (\$10.00)
- New Professional: Full dues (\$5.00)
- Student: Full dues (\$5.00)
- Retired: Full dues (\$5.00)

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**Section 5: Meetings**

SAIGE-FL shall hold state meetings at a time and place fixed by the Board, which shall give reasonable notice to the membership of such a meeting.

**ARTICLE III: Board of Directors**

**Section 1: The Board**

All members of the Board must be members in good standing of the national SAIGE (which includes membership of ACA), and SAIGE-FL (which includes membership in FCA). The Board shall consist of officers (President, President-Elect, immediate Past-President, Secretary, and Treasurer), Graduate Student Representative and regional representative. Only the President, President-Elect, immediate Past-President, Secretary, and Treasurer are voting members of the board. All officers shall be elected at large from among the members of SAIGE-FL and may seek re-election (see **Article III, Section 5: Nominations and Election of Officers**). Regional representative shall be appointed by the President.

**Section 2: Officers**

*Section 2a: President*

The president shall serve for a one-year term from July 1 to June 30, or until their successor is elected. The president shall preside at all meetings of SAIGE-FL and shall chair and preside at meetings of the Board. The president shall represent SAIGE-FL as a member of, and at the meetings of, the FCA Executive Council. The president shall serve as the SAIGE-FL representative to the Florida Counseling Association Conference Committee

The president shall, with the approval of the Board, create and fill positions on committees (or taskforces) to serve the needs of the division. In the event of a board member mid-term vacancy due to resignation, removal, or other circumstances, the president, in consultation with the Board, may appoint an individual to replace the vacated position to fulfill the remainder of the vacated position's term. The president shall serve as ex-officio on all SAIGE-FL committees, except the Nominations and Elections Committee.

The president shall perform the duties customary to that office and such additional duties as directed by the Board. The President also may call special Board or membership meetings when needed.

*Section 2b: President-Elect*

The president-elect shall serve for a one-year term from July 1 to June 30, or until their successor is elected. The president-elect shall perform the duties of the president in the absence or

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incapacity of the president as determined by the Board. The president-elect shall assume the presidency of SAIGE-FL upon the incapacity or resignation of the President. If the president-elect becomes incapacitated, the term is to be completed by the candidate with the next highest vote on the same slate of candidates.

***Section 2c: Immediate Past-President***

The immediate past president shall serve for a one-year term from July 1 to June 30. The immediate past-president shall, prepare the annual report to the national SAIGE Board, the duties customary to that office, and such additional duties as directed by the Board.

The immediate past president shall serve as chairperson of the Nominations and Elections Committee, the duties customary to that office, and such additional duties as directed by the Board.

***Section 2d: Secretary***

The secretary shall serve for a two-year term from July 1 to June 30, or until their successor is elected. The secretary shall keep record of all proceedings of the Board, and ensure such records are available to SAIGE-FL members. The secretary shall fulfill the duties customary to that office, and such additional duties as directed by the Board.

***Section 2e: Treasurer***

The treasurer shall serve for a two-year term from July 1 to June 30, or until their successor is elected. Shall represent SAIGE-FL in assuring the receipt and expenditures of funds in accordance with the directives established by the Board and shall be under such bond as may be determined by the Board. Assist in the preparation of the budgets for SAIGE-FL, its committees, and its publications. The treasurer shall provide financial reports to the Board during proceedings of the Board. The treasurer shall recommend to the Board any needed modification in procedures for managing the fiscal affairs of SAIGE-FL. The treasurer shall provide reports to the membership, SAIGE Board of Directors, and the FCA Executive Council; perform the duties customary to that office; and such additional duties as directed by the Board.

**Section 3: Other Board Members**

***Section 3a: Graduate Student Representative***

The Graduate Student Representative shall serve the Association for a one-year term and shall be responsible for advocating for the needs of the counseling students across the state. This person



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will not be eligible to vote on the Board but will have a vote during Delegate Assembly. The Graduate Student Representative will serve on the Graduate Student Council.

***Section 3b: Regional Representative***

The regional representative shall serve for a one-year term from July 1 to June 30, or until their successor is elected. The regional representative shall represent the needs and ambitions of SAIGE-FL members throughout Florida, with a special emphasis on the needs of members in areas that are not highly represented by our membership and/or Board officers. The regional representative shall serve as a liaison for SAIGE-FL in their respective regions with members, individuals, businesses, agencies, universities, and counties in Florida to bring back relevant information, issues, and opportunities to the Board. The regional representative is a key component to gathering support and finding ways to get SAIGE-FL involved in issues and events throughout Florida.

**Section 4: Voting**

The SAIGE-FL officers (i.e., the Executive Committee; see **Article IV, Section 1: Executive Committee**) holds the responsibility for voting rights. A majority of the voting officers shall constitute a quorum. Votes taken in face-to-face and live conference call meetings will be counted by simple majority vote. However, in order for issues that arise between face-to-face or live conference call meetings to be addressed in a timely manner, electronic voting may be initiated by the president.

Section 4a: Electronic Communication/Voting

- Roberts Rules of Order will be suspended in the case of electronic voting and email meetings.
- Votes will be cast by the “Reply All” option where all SAIGE-FL officers will see the votes.
- The president will be responsible for regulating discussion to include all participating officers, verifying a quorum, and tabulating the final vote.

**Section 5: Nominations and Election of Officers**

Nominations and elections will be carried out by the Nominations and Elections Committee, with the Board president-elect as its chairperson. The Nominations and Elections Committee shall seek and select more than one nominee for each position (when feasible) to be elected for the next term and submit a slate of candidates/nominees for approval by the Board at its regularly scheduled meeting.

Any SAIGE-FL member can nominate and/or run for a Board officer position. The election procedures shall be published with the ballot, and the ballot will be sent to all members. In the event of a tie on the ballot, a run-off election shall be held to break the tie.

**Section 6: Compensation and Expenses**

None of the Board members of SAIGE-FL shall receive any compensation for their services as such to SAIGE-FL. Reimbursement of expenses, for business and supplies conducted on behalf of SAIGE-FL, must receive approval by the treasurer and president prior to the expenditure.

**Section 7: Removal**

The president may remove a Board member from the Board for neglecting their assigned duties, for any conduct that tends to injure SAIGE-FL or to affect adversely its reputation, or that is contrary to or destructive of its mission or purpose, according to the SAIGE-FL Bylaws and/or the *ACA Code of Ethics* (2014).

Any Board member charged with engaging in such conduct shall be given notice by the president of the precise nature of the charges against them and provided with opportunity to present evidence on their behalf through witnesses or otherwise. Those accused shall be given opportunity to confront witnesses against them and have the right to appeal through a hearing before the Board officers. The Board officers shall have the power to determine whether the charges shall be dropped, the accused shall be permitted to resign, or whether the charges are true, and the accused be removed from the Board.

**ARTICLE IV: Committees**

**Section 1: Executive Committee**

Shall be comprised of the officers of the SAIGE-FL Board (president, president-elect, immediate past-president, secretary, treasurer). The Executive Committee shall act for SAIGE-FL as a division body, prepare the annual budget for SAIGE-FL, and shall report to the FCA Executive Council.

**Section 2: Standing Committees**

Standing Committees shall be comprised of at least one chairperson and at least one member to specifically address needs within SAIGE-FL. All committees are required to report directly to the Board.

*Section 2a: List*

The Standing Committees of SAIGE-FL shall be:

- Awards Committee – responsible for nominating members for awards under FCA and SAIGE guidelines.
- Nominations and Elections Committee – responsible for facilitating annual award and election process, nomination, and installation.

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- Membership Committee – responsible for membership applications, maintenance of official membership list, recruitment of new members, and retention of existing members.
- Technology & Publications Committee – responsible for the creation and maintenance of the SAIGE-FL website brochures, flyers, newsletter, etc.
- Bylaws Committee – responsible for drafting proposals for amendments to these Bylaws and for the final wording of amendments passed by the Board and membership to insure their consistency with the style and substance of these Bylaws. The Committee shall carry out such other functions as may be assigned to it in these Bylaws or by the Board.
- Professional and Leadership Development Committee - keep the association abreast of contemporary issues, and foster leadership development within the association. Work to organize training workshops throughout the state twice yearly in addition to a track of workshops to be presented at the FCA conference each year.
- Resource Committee – responsible for the collection, organization, and dissemination of SAIGE-FL counseling and related fields SAIGE resources for clients, professionals, students, and communities throughout the state.
- Public Policy and Advocacy Committee – keep the leadership and membership abreast of public policy affecting the LGBTQIA community, ways to engage in advocacy efforts, and other legal and ethical issues as they arise.

### ***Section 2b: Appointment***

In the absence of any provision to the contrary in these Bylaws or in the motion creating a committee:

- The President shall appoint, subject to confirmation by the Board. The term of office of those appointed and confirmed shall coincide with that of the President. Gender equality is to be sought in all Committee appointments.
- Said appointees shall serve for one year, with the exception of completing an unexpired term followed by an appointed term. Chairs of standing committees shall serve for one year or until the appointment of their successors.
- Chairs may be reappointed for three additional terms.

### **Section 3: Special Committees**

The president, with approval by the Board, may establish a time-limited Special Committee (or Task Force) for a specific temporary purpose or assigned task which is beyond the scope of the Standing Committees. Any such Special Committee (or Task Force) shall be responsible to the Standing Committee's chairperson with the most closely related scope of responsibility.

## **ARTICLE V: Finances Section**

### **1: Fiscal Year**

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The fiscal year for SAIGE-FL shall run July 1 to June 30 of each year.

**Section 2: Dues and Assessments**

The following procedure shall be followed in establishing SAIGE-FL dues and assessments, in addition to those required by the bylaws of FCA:

- Annual dues for all categories of membership shall be established by the Board.
- The Board may levy special assessments on the entire membership or on any class of members.

**Section 3: Contracting for a Fee**

May be authorized and appointed by the Board, as may be necessary, to fulfill the objectives of SAIGE-FL.

**Section 4: Annual Audit**

The Board shall make sure that all financial records are available for an annual audit which is conducted by the Treasurer and an appointed financial representative. A full report will be submitted to the Board for review during a regularly scheduled financial meeting.

**ARTICLE VI: Non-Discrimination Statement**

There shall be no discrimination against any individual on the basis of race, ethnicity, class, gender, gender identity and expression, sexual and/or affectional orientation, age, ability/disability, spiritual or religious belief system, or indigenous, cultural, and ethnic heritage.

**ARTICLE VII: Bylaw Amendments and Revisions**

These Bylaws may be amended, revised, or both. Process for Bylaw amendments/revisions shall be:

1. The Bylaws Committee shall review the Bylaws on a yearly basis for possible amendments/revisions.
2. The Bylaws Committee shall make suggested possible amendments/revisions to the Board officers.
3. Board officers shall vote on any amendments/revisions, requiring a 2/3 majority vote to pass.
4. In accordance with the national SAIGE Bylaws, the president shall transmit the Bylaws to the SAIGE president for review and approval.
5. Upon national SAIGE approval, and in accordance with the FCA Bylaws, the president shall transmit the Bylaws to the FCA Bylaw Committee for final review before being forwarded to Delegate assemble for final approval.

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6. After approval from SAIGE-FL officers, SAIGE, and FCA, the Technology Committee will ensure the amended/revised Bylaws are made available to SAIGE-FL members through the SAIGE-FL website.

**Article VIII: Rules of Order**

The current edition of Robert's Rules of Order, Newly Revised, (edited by Henry M. Robert III and William J. Evans and published by Perseus-Harper Collins) shall govern the proceedings of all bodies of SAIGE-FL except where otherwise specified in these Bylaws.

**Article IX: Publications**

**Section 1: Division Publications**

The SAIGE-FL Newsletters shall be designated as the official publication of SAIGE-FL. A Journal may also be established as deemed appropriate.

**Section 2: Distribution**

The SAIGE-FL Newsletter and any Journal to be established shall be sent to SAIGE-FL members without additional charge. They shall also be available to non-members, to libraries, and to other organizations by subscription at rates established by the SAIGE-FL Board.

**Section 3: SAIGE-FL Newsletter**

- Editorial Supervision. The Board shall be responsible for recommending editorial policy and professional content of the SAIGE-FL Newsletter.
- The Editor. The Editor shall serve for a two-year term and may be reappointed, subject to the approval of the Board. The Editor shall be responsible for editing and preparing at least two issues of the SAIGE-FL Newsletter per year. In addition, the Editor shall publish the Treasurer's report and budget statement of the organization in the newsletter.