

C O L O R A D O



**Society for Sexual, Affectional, Intersex,
and Gender Expansive Identities**

Colorado Society for Sexual, Affectional, Intersex, and Gender Expansive Identities

BYLAWS

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BYLAWS of the Colorado Society for Sexual, Affectional, Intersex, and Gender Expansive Identities

ARTICLE I: NAME, MISSION, AND PURPOSE

Section 1: Name.

The name of the association shall be the Colorado Society for Sexual, Affectional, Intersex, and Gender Expansive Identities, hereinafter referred to as CO-SAIGE. It is a division of the Colorado Counseling Association, herein referred to as CCA and is subject to the provisions of its bylaws that apply to Divisions

Section 2: Mission.

The mission of CO-SAIGE is to enhance the quality of life in society for people who have a queer identity and have been historically oppressed by promoting greater awareness and understanding of these experiences among members of the Colorado counseling profession and related helping occupations. CO-SAIGE also promotes advancing the counseling profession and the practice of counseling to promote respect for human dignity, diversity, and social justice. CO-SAIGE also aims to promote greater awareness, organize social and policy action, and further Colorado-based mental health professionals' competency to provide affirming care to communities with queer historically oppressed identities. CO-SAIGE also serves as a platform to address the needs and support the professional development of mental health professionals and allies throughout Colorado.

We use 'queer' to refer to those individuals and communities who identify within any historically oppressed transgender, gender expansive, intersex, and sexual/affectional/romantic identities. We recognize that individuals and community identities are not static but consist of dynamic intersections between race, ethnicity, class, gender identity, sex assigned at birth, gender expression, sexual, romantic and/or affectional orientation, age, ability status, spiritual or religious belief system, Indigenous, cultural, ancestry, military status, marital and/or parental status, political beliefs, size, height, ethnic heritage, and more. We understand that this language is individually, socially, historically, and culturally created and contextualized, and that this language is ever-changing.

Section 3: Purpose.

The Purpose of CO-SAIGE is to:

- a. improve the standards of delivery of mental health services and related education to queer clients, professionals, students, and communities;
- b. improve the standards of delivery of supervision to counselors working within queer communities and with queer clients;
- c. enhance the quality of life in society for people who hold queer identities by promoting greater awareness and understanding of queer experiences among members of the Colorado counseling profession and related helping occupations.

- d. promote the advancement of the counseling profession and the practice of counseling to promote respect for human dignity, diversity, and social justice;
- e. provide spaces for minoritized groups and those most affected by queer identities to guide the mission and vision of this organization;
- f. advocate alongside and on behalf of queer individuals at the client, community, municipal, and state governance, and in the media;
- g. secure equality of treatment, advancement, qualification, and status of queer members of the counseling professions and related helping professions;
- h. sustain an organization that is representative of queer clients, students, and professionals across the state of Colorado with an intention of providing professional development to those in rural areas;
- i. develop, implement, and foster interest in counseling-related charitable, scientific, and educational programs designed to further the growth and development of queer clients, professionals, students, and communities;
- j. promote cross-discipline communication, networking, and professional development in support of providing and equitably distributing knowledge, skill, and advocacy efforts meant to raise the standards of practice for all who serve queer clients, professionals, students, and communities in mental health fields;
- k. facilitate professional development and training opportunities for counseling practitioners, students, and educators thus improving the standards and delivery of counseling services provided to queer clients and communities in the state of Colorado;
- l. provide a centralized location for mental health counselors, school counselors, counseling professionals, and other helping professionals in the state of Colorado to access resources, referrals, and consultation on issues related to queer populations;
- m. promote greater awareness and understanding of persons of various sexual, romantic, and/or affectional identities, sexes, and genders not fully represented by these terms.

ARTICLE II: MEMBERSHIP

Section 1: Non-Discrimination Policy.

CO-SAIGE shall work actively to grow representation and expand inclusivity among counseling professionals and the communities they serve. CO-SAIGE shall also actively work to include representative intersecting identities among its leadership. There shall be no discrimination against any individual on the basis of race, ethnicity, color, national origin, citizenship, class, economic status, education, gender identity and expression, sex assigned at birth, sexual/affectional/romantic identity age, ability/disability, marital and/or parental status, military status, spiritual or religious belief system, political belief system, height, weight, body size, mental ability, ancestry, indigenous and cultural heritage.

Section 2: Classes of Membership.

Classes of Membership will be maintained as articulated herein.

- a. Membership shall be open to residents of Colorado. Membership is open to residents of states in the Rocky Mountain Region that do not currently have an established state chapter of SAIGE.
- b. CO-SAIGE members will also be members of SAIGE. Members are encouraged to join the American Counseling Association (ACA) and the Colorado Counseling Association (CCA), but this is **not** required.
- c. CO-SAIGE membership is open to all allied mental health professions.
- d. All CO-SAIGE members must agree to abide by the ACA Code of Ethics.
- e. All memberships will be valid for one year from date of processing.
- f. There shall be four classes of voting membership: New Professional, Professional, Student, and Retired.
 - i. **Professional** members shall hold a master's degree or higher in counseling or related mental health field and/or be credentialed in counseling or related mental health field through a certificate or license.
 - ii. **New Professional** members are people who have graduated from a counseling program in the last two years.
 - iii. **Student** members shall include persons who are enrolled at least half-time in a graduate counseling or related educational programs in a college or university.
 - iv. **Retired** members are persons who were professional members of ACA, CCA, SAIGE, or another related professional mental health organization prior to retirement.
- g. There shall be two classes of non-voting membership: Associate and Affiliate.
 - i. **Associate** members are individuals who are interested in counseling but do not meet requirements of the other membership categories.
 - ii. **Affiliate** members are organizations who are interested in counseling and CO-SAIGE content but are not interested in benefits accrued to individual members. Members of an organization that has purchased an Affiliate membership may not, by virtue of membership in the organization, claim member discounts or benefits via CO-SAIGE or CCA.

Section 3: Membership Dues.

Membership dues will be collected as articulated herein.

- a. Annual CO-SAIGE dues for members shall be established by action of the CO-SAIGE Board of Directors, hereinafter referred to as the Board of Directors.
- b. The Board of Directors may authorize reduced dues or dues waivers for special categories of members in accordance with policies and procedures established by the Board.
- c. The dues for each classification of membership shall be based on the following:
 - i. Professional: full dues (\$15)
 - ii. New Professional: ½ dues
 - iii. Student: ½ dues
 - iv. Retired: ½ dues
 - v. Associate: ½ dues
 - vi. Affiliate: full dues (\$15)

- d. Annual membership dues are required prior to processing or renewing membership.
- e. Dues rates are subject to changes by vote of the Board.

Section 4: Application for Membership.

Any person who wishes to become a member of CO-SAIGE shall submit their application via an online platform, such as through the CO-SAIGE section of the CCA website. A person shall become a member based on one of the four categories of membership, their application, and payment of applicable dues.

Section 5: Rights and Privileges.

Professional, new professional, student, and retired members shall be eligible to vote and initiate motions of proceedings. Subject to any limitations or exceptions otherwise stated herein, professional, new professional, student, and retired members shall be eligible for elected office or appointment.

Section 6: Termination of Membership.

Termination of membership will take place as articulated herein.

- a. A member may be dropped from membership for any conduct that tends to injure CO-SAIGE or adversely affects its reputation, or that is contrary to or destructive of its mission, according to the CO-SAIGE bylaws and/or ACA Code of Ethics and Standards of Practice.
 - i. Any member charged with engaging in such conduct shall be given notice of the precise nature of the charges against their person and provided with opportunity to present evidence on their behalf through witnesses or otherwise.
 - ii. Those accused shall be given the opportunity to address witnesses against them and have the right to appeal through a hearing before the CO-SAIGE Ethics committee whose decision shall be final. The CO-SAIGE Board of Directors, who shall have the power to determine whether the charges shall be dropped, whether the accused shall be permitted to resign, or whether the charges are true and they be removed from CO-SAIGE.
 - iii. The accused member does have the right to appeal any final decision of the CO-SAIGE Board of Directors. Members may be reinstated at the behest of the Board of Directors.
- b. A member shall be dropped from membership for the nonpayment of dues. A member may be reinstated by payment of dues.

ARTICLE III: MEETINGS OF THE MEMBERSHIP

CO-SAIGE shall hold annual meetings once per year at a time and place determined by the Board and give membership written notice no less than two weeks prior to the time of the meeting. CO-SAIGE may hold other meetings at a time and place determined by the Board

which shall give reasonable notice to the membership. Meetings may also be held using online meeting platforms. Written notices may be provided by postal mail or email.

ARTICLE IV: OFFICERS OF THE ASSOCIATION.

Section 1: Board of Directors Equitable Representation.

The Board of Directors should consist of officers that reflect the communities in which CO-SAIGE serves. Board members should be inclusive of identities across the Queer spectrum and represent diversity in experiences and social locations.

Section 2: Officers and Terms of Office.

Officers and associated terms will be imposed as articulated herein.

- a. The officers of CO-SAIGE shall be the President, President-Elect, Secretary, and Treasurer.
- b. All officers of CO-SAIGE shall be verified members in good standing of SAIGE and ACA.
- c. The president of CO-SAIGE is a voting member of the CCA Governing Council and as such must be a member of CCA. This is a complimentary membership from CCA.
- d. All officers of CO-SAIGE shall be residents of the state of Colorado or be employed in Colorado.
- e. Except as otherwise provided, terms of office of any officer of the Association shall begin on July 1 and shall be for a term of two years.
- f. The cycle of the President is a three-year commitment beginning with holding the position of President-Elect, President, then Immediate Past President. There is no reelection for the office of the President in the same sequence.

Section 3: Duties of Officers.

Duties of Officers are articulated herein.

- a. The president shall provide leadership in the achievement of the mission of CO-SAIGE. The President shall preside at all meetings of CO-SAIGE Board of Directors of CO-SAIGE, and the CCA Board. The president shall be an ex officio member without vote on all committees with the exception of the Board of Directors. The President may appoint another member of the CO-SAIGE Board of Directors to preside at CCA meetings in the President's place. The President shall, with the approval of the Board of Directors, create and fill positions on committees/taskforces to serve the needs of the Division. The president will also, at their own discretion, have the ability to create taskforces as necessary. The President shall, with the approval of the Board, fill any vacancies on the CO-SAIGE Board of Directors for the remainder of the current term, as necessary. The president shall perform the duties customary to that office and such additional duties as directed by the Board of Directors. The President may also call special meetings when necessary.

- b. The President-Elect shall perform the duties of the President in the absence or incapacity of the President as determined by the Board of Directors. The President-Elect shall assume the Presidency of CO-SAIGE upon the death, incapacity, removal, or resignation of the President. If the President-Elect becomes incapacitated, secretary will perform the duties of the President until a special election can be held.
- c. The Immediate Past President shall perform such additional duties as directed by the Board of Directors, including but not limited to recruiting nominees for elected positions.
- d. The Secretary shall keep record of all proceedings of the Board of Directors and CO-SAIGE membership. The Secretary shall also submit minutes of all proceedings to the appropriate person and bodies; this may be done electronically. The Secretary shall perform the duties customary to that office and such additional duties as directed by the Board of Directors.
- e. The Treasure shall represent CO-SAIGE in assuring the receipt and expenditures of funds in accordance with the directives established by the Board of Directors and shall be under such bond as may be determined by the Board of Directors. The Treasurer shall perform the duties customary to that office and such additional duties as directed by the Board of Directors.

Section 4: Nominations and Election of Officers.

Nominations and elections of officers will take place as articulated herein.

- a. Nominations and Elections will be carried out by the CO-SAIGE Board.
- b. The CO-SAIGE Board of Directors and membership shall seek and select more than one nominee for each position to be elected for the next term and submit at least one candidate for each office. Any CO-SAIGE member can nominate a member for office. They may also self-nominate.
- c. In the event of a tie on the official ballot, a runoff election shall be held to break the tie.
- d. Elections shall occur through the CO-SAIGE/CCA website. Members will be made aware of elections through quarterly newsletters, email, and social media pages during the annual elections of CCA and its Divisions and chapters

Section 5: Compensation and Expenses of Officers.

None of the elected officers of CO-SAIGE shall receive any compensation for their services as such to CO-SAIGE.

Section 6: Regional Representatives.

The regional representatives shall serve for a one-year term from July 1 to June 30, or until their successor is chosen. The regional representatives shall represent the needs and ambitions of CO-SAIGE members throughout Colorado, with a special emphasis on the needs of members in areas that are not highly represented by our membership and/or Board of Directors officers. The regional representatives shall serve as a liaison for CO-SAIGE in their respective regions with members, individuals, businesses, agencies, universities, and counties in Colorado to bring back relevant information, issues, and opportunities to the

Board of Directors. The regional representatives are key components to gathering support and finding ways to get CO-SAIGE involved in issues and events throughout Colorado. Regional area coverage and the respective representatives shall be appointed by the Board of Directors Officers based on needs throughout the state, and represent the following regions as defined by CDE (<http://www.cde.state.co.us/cdeedserv/rgmapage>):

- a. North Central (1)
- b. Northwest (1)
- c. West Central (1)
- d. Southwest (1)
- e. Metro (at least 1, preferably 2)
- f. Pikes Peak (1)
- g. Southeast (1)
- h. Northeast (1)

Section 7: Removal and Resignation of Officers.

Removal and resignation of Officers will take place as articulated herein.

- a. Any elected or appointed Officer may be removed from office, with cause in accordance with the bylaws of the CCA, upon a majority vote of the Board of Directors, whenever the Board of Directors' judge this action to be in the best interest of CO-SAIGE. The Board of Directors shall receive at least ten (10) business days' notice of the proposed removal. During this 10 business day period, the Officer at issue will receive the opportunity to personally address the Board of Directors prior to the removal vote, which will take place by the end of the 10 business day period.
- b. Any officer, elected or appointed, may be removed by a two-thirds vote of the Board of Directors, in the judgement of the Board, the best interests of CO-SAIGE would be served. In such event, the Board of Directors may, if the Executive Committee chooses not to fill the vacancy, elect another Officer or Board Representative to serve out the remainder of the term.
- c. Any elected Officer may resign at any time by delivering written notice to any one of the following: the Board of Directors, the President of CO-SAIGE, or the Secretary of CO-SAIGE. A resignation is effective when the notice is given unless the notice specifies a later effective date. If a resignation is made effective at a later date, the Board of Directors may fill the pending vacancy before the effective date if the Board of Directors provides that the successor does not take office until the effective date. Notices of resignation may be through postal mail or email.

ARTICLE V: BOARD OF DIRECTORS

Section 1: Composition.

The Board of Directors shall be composed as follows:

- a. the four officers of CO-SAIGE (at minimum);

- b. representatives of the CO-SAIGE membership including Members-at-Large, a Student Representative, and an Affiliate Representative.
 - i. There shall be two (2) Member-at-Large positions on the Board of Directors, each serving a two-year term. Member-at-Large representatives shall represent the general membership of CO-SAIGE on issues of interest or concern, particularly those that arise outside of the standing CO-SAIGE committee structure. Members-at-Large are eligible for a maximum of two consecutive terms on the Board. The Members-at-Large are voting members of the Board.
 - ii. There shall be one (1) Student Representative position on the Board, serving a one-year term. The Student Representative shall represent the interests and concerns of student members of CO-SAIGE. The Student Representative to the Board is eligible for multiple terms on the Board until the end of their graduate education. The Student Representative is a voting member of the Board.
 - iii. There shall be one (1) Affiliate Representative position on the Board, serving a one-year term. The Affiliate Representative shall represent the interests and concerns of the affiliate membership of CO-SAIGE. The CO-SAIGE Board, in consultation with the Affiliate organizations, will appoint the Affiliate Representative annually. The individual Affiliate Representative (not the Affiliate Organization) is eligible to be appointed for a maximum of two consecutive terms on the Board. At the Board's discretion, the Affiliate Representative position may remain empty. The Affiliate Representative is a non-voting member of the Board.

Section 2: Powers and Functions of the Board of Directors.

The Board of Directors:

- a. adopt and amend Bylaws;
- b. establish strategic plan of CO-SAIGE;
- c. establish broad, long-term professional directions for CO-SAIGE;
- d. exercise such other powers and functions as may be necessary or desirable in the best interests of CO-SAIGE, not in conflict with the Bylaws.

Section 3: Nominations and Election for Board of Directors.

The Board of Directors will be formed through the nomination and election process articulated herein.

- a. Nominations and Elections will be carried out by the CO-SAIGE Board.
- b. The CO-SAIGE Board of Directors and membership shall seek and select one or more nominees for each position to be elected for the next term and submit at least one candidate for each office.
- c. Any CO-SAIGE member can self-nominate or nominate another member for office.
- d. In the event of a tie on the official ballot, a runoff election shall be held to break the tie.

Section 4: Meetings of the Board of Directors.

The CO-SAIGE Board of Directors will meet in alignment with the following parameters.

- a. The Board of Directors shall meet at least once per quarter. Other meetings of the Board of Directors shall be held at the call of the President or the President-Elect, acting in their authority.
- b. The President shall preside at meetings of the Board of Directors; in the President's absence, the President-Elect Presides.
- c. Notice of the place, date, and hour of any meeting of the Board shall be given no less than fourteen (14) business days prior to the meeting in a publication, in print or digital; by mailing notice; by electronic mail; to the last known physical or digital address of each member of the Board of Directors.
- d. Officers and Representatives shall be eligible for a vote, except for ex-officio positions.
- e. A majority of the voting members of the Board of Directors shall constitute a quorum throughout any meeting of the Board of Directors at which official business is transacted. Physical or virtual presence shall be considered the same for purposes of a quorum.
 - i. No voting member may represent more than one vote.
 - ii. Should a scheduled meeting be cancelled or lack a quorum, it shall be rescheduled not more than eight weeks later.
- f. Virtual meetings through the internet or by phone, as approved by the Board of Directors, shall be considered the same as in-person meetings.
- g. At each meeting of the Board, and any other time when so requested in writing by membership, each Officer of the Association, committee and taskforce shall submit a written report to the CO-SAIGE President and Secretary. This report shall be submitted within 72 hours prior to the commencement of the meeting.
- h. Organization norms/agreements shall be printed on all agenda documents.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1: Composition.

The Executive Committee shall be comprised of the President, President-Elect, Secretary, and Treasurer, as well as the Immediate Past President (ex-officio) for one year after vacating the office. The Executive Committee shall act for CO-SAIGE as a division body by preparing the annual budget for CO-SAIGE and reporting to the ICA Executive Board during scheduled Executive Council Meetings.

Section 2: Powers and Functions of the Executive Committee.

The Executive Committee shall function primarily to address those issues which are necessary for the efficient operation of CO-SAIGE where the time requirements necessitate immediate action. All actions and activities of the Executive Committee shall be communicated to the Board through minutes which are sent within ten (10) business days of an Executive Committee meeting. The actions taken by the Executive Committee must be submitted for ratification by the Board at the next Board meeting.

Section 3: Meetings of the Executive Committee.

Meetings of the Executive Committee will take place in alignment with the following parameters.

- a. The Executive Committee shall meet quarterly. Other meetings may be called by the President.
- b. The President shall preside at meetings of the Executive Committee and, in the President's absence, the President-Elect shall preside.
- c. Notice of the place, date, and hour of any meeting of the Executive Committee shall be given no less than twenty-four (24) hours prior to the meeting in publication, in print or digital; by mailing notice; by electronic mail; to the last known physical or digital address of each member as articulated in V.1.a.
- d. Officers shall be eligible to vote, except for Immediate Past President.
- e. A majority of the voting members of the Executive Committee shall constitute a quorum. No voting member may represent more than one vote.
- f. At each meeting of the Executive Committee each Officer shall submit a written report to the CO-SAIGE President and Secretary. This report shall be submitted within 24 hours prior to the commencement of the meeting.
- g. Reports shall be compiled by the President to submit to the CCA Executive Council meetings quarterly.

ARTICLE VII: STANDING COMMITTEES

Section 1: Composition and Purposes.

- a. Standing Committees shall be engaged with achieving the goals in concert with the mission of CO-SAIGE and shall conduct business in accordance with these bylaws.
- b. In addition to the Executive Committee, such other committees necessary to achieve the purposes of CO-SAIGE shall be authorized and appointed by the President. Each such committee shall have a written statement of purpose, role, and scope, as approved by the Board.
- c. The chairs of such committees may be appointed by the President from among the Board of Directors or chosen by the committee members.

Section 2: Committees.

Committees of CO-SAIGE may include a combination of standing and ad hoc committees, as articulated herein.

- a. Standing committees of CO-SAIGE may include the following committees.
 - i. Advocacy & Education Committee: shall be responsible for organization of professional development and educational events; promotion of CO-SAIGE and the counseling profession as a whole; advocating for clients, students, CO-SAIGE members, and the queer community at large.

- ii. Membership Committee: shall be responsible for membership recruitment, retention, and member services under the leadership of the Membership Chair. Membership Committee shall be responsible for creating and disseminating the CO-SAIGE newsletter and organizing and creating membership socials, get-togethers, etc.
 - iii. Nominations & Elections Committee: shall develop and implement fair nominations and elections under the leadership of the Immediate Past President.
 - iv. Equity & Inclusion Committee: shall be responsible for examining all CO-SAIGE practices, policies, and procedures through an Equity Lens (Gorski, 2013), and providing feedback and plans of action to the Board of Directors regarding necessary changes.
- b. The CO-SAIGE Ethics Committee shall be formed at the request of the President and be comprised of voting members. The Ethics Committee shall be formed to review ethics violations of members and Board of Directors members.
 - c. Ad hoc and Special Committees may be created by the President to promote the purposes of the organization and shall consist of members of the organization.

ARTICLE VIII: CONFLICT OF INTEREST

Section 1: Conflict of Interest Policy.

The CO-SAIGE Conflict of Interest Policy:

- a. defines conflicts of interest;
- b. identifies classes of individuals within the Society covered by this policy;
- c. facilitates disclosure of information that may help identify conflicts of interest;
- d. specifies procedures to be followed in managing conflicts of interest;
- e. sets forth that, in keeping with appearances as well as evidence of the same in fairness, no one on a CO-SAIGE Executive Board, Award, or other selection committee may receive professional development funds while serving in these capacities. Likewise, individuals serving in these positions shall recuse themselves from discussions, reviews, or votes related to immediate colleagues, friends, or family.

Section 2: Definition of conflicts of interest.

For the purposes of CO-SAIGE functions and processes, a conflict of interest is defined as and applies to members as follows.

- a. A conflict of interest arises when a person in a position of authority over the division may benefit financially from a decision they could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
- b. Persons covered by this policy are the division's officers and award selection committee members.
- c. Persons covered by this policy will provide the President of CO-SAIGE with written/ emailed disclosure of their interests that could give rise to conflicts of interest, such as a

list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

- d. The division treasurer will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the President of the Executive Committee in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

Section 3: Procedures to manage conflicts.

For each interest disclosed to the President, the President will determine whether to:

- a. take no action;
- b. assure full disclosure to the Executive Committee and other individuals covered by this policy;
- c. ask the person to recuse from participation in related discussions or decisions within the division; or
- d. ask the person to resign from their position in the division or, if the person refuses to resign, become subject to possible removal in accordance with the division's removal procedures.

ARTICLE IX: FINANCES

Section 1: Dues and Assessments.

Dues and assessments shall be established by the Board of Directors on an annual basis. Members will be informed about any changes.

Section 2: Contracting.

Contracting for a fee may be authorized and appointed by the Board to fulfill the objectives and needs of CO-SAIGE pending Board approval.

Section 3: Misappropriation.

Any member or Board of Directors member who knowingly participates in misappropriation of Association funds will be subject to removal from office and dismissal as a Member.

ARTICLE X: FISCAL YEAR

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

ARTICLE XI: SOCIAL MEDIA POLICY

Public social networks are not private. Some may be open only to invited or approved members, but even then, users should not expect privacy among the members. All posts will

be seen, read, and open for comment and may be used against posters by their peers, colleagues, employer, potential employers, fellow members, and so on.

These guidelines apply to all CO-SAIGE social networking Forums, which include but are not limited to: Facebook, YouTube, Twitter, Instagram, TikTok and others.

- a. Only those Forums created by CO-SAIGE elected officials are official Forums of CO-SAIGE. Any other Forums containing CO-SAIGE logos or purporting to be an official CO-SAIGE Forum should be reported to the CO-SAIGE Board of Directors immediately.
- b. All official Forums must be monitored by an administrator, designated by CO-SAIGE, who has the authority to remove content and/or people who violate these guidelines.
- c. Forums must not be used for illegal purposes, including but not limited to defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws, or violation of criminal laws.
- d. Forum participants must not intentionally interfere with or disrupt other Forum members, network services, or network equipment. This includes distribution of unsolicited advertisements or chain letters, propagation of computer worms or viruses, and use of the network to make unauthorized entry into any other machine accessible via the Forum.
- e. Forums may not be used to campaign or announce one's intention to endorse any candidates for CO-SAIGE, CCA, or SAIGE boards and committees or other counseling, professional, or governmental organizations.
- f. Copyright: Referring to an article or news item with typical reference citations, providing a brief quote, or offering a link to legitimate online published content is permissible; list members should not post a full-text version of published material to the forum.
- g. Defamation and libel: Sometimes a robust debate about ideas spills over into attacks on the proponents or opponents of the ideas. In exchanges on the forum and when referring to others, avoid personal attacks and characterizations that question a person's motives or qualifications.
- h. Commercial Postings: Forums may not be used for commercial purposes –defined as communications whose primary purpose is to advance the business or financial interests of any person or entity, or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. The exception to this rule is that CO-SAIGE may use its officially sanctioned social media Forums to promote its own products and services.
- i. Political statements affecting tax exemption: Forum exchanges must avoid electioneering or endorsing a candidate for federal, state, or local political office.
- j. Grant of Non-Exclusive License to CO-SAIGE: By posting content on CO-SAIGE approved Forums, participants are granting CO-SAIGE a royalty-free, perpetual, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, translate, create derivative works from, distribute, perform and display.

ARTICLE XII: BYLAWS AND OTHER GOVERNING DOCUMENTS

Section 1: Bylaws Committee.

The President and the Board of Directors shall appoint the Bylaws Committee when deemed necessary to review for possible revisions.

Section 2: Conflicts.

In the event that there is a conflict between these bylaws and the charter, bylaws, and rules of the CCA or SAIGE, the charter, bylaws, and rules of the more restrictive shall be controlling.

Section 3: Updating.

These bylaws shall be reviewed every three years by a taskforce created by the President in accordance with IV.3.a. This taskforce shall propose and recommend changes to the membership and Board in consultation with a designated SAIGE representative. The Board shall, from time to time, review the bylaws, as well as the policies, practices, and procedures of CO-SAIGE and the Board, and update and revise each as needed to promote CO-SAIGE's stated purpose, in consultation with a designated SAIGE representative. All former bylaws of CO-SAIGE are hereby repealed and any rules, regulation, or policies of CO-SAIGE in conflict with these bylaws are hereby nullified to the extent of such conflict.

Section 4: Amendments.

Amendments to CO-SAIGE Bylaws will be facilitated as articulated herein.

- a. These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a two-thirds vote of the Board of Directors present at a duly called meeting if at least fourteen (14) business days' notice of intention to alter, amend, repeal, or adopt new bylaws at such meeting is given. Notifications shall be in accordance with IV.3.d.
- b. The Secretary shall post a drafted copy of the proposed bylaws on the CO-SAIGE website for all members.

ARTICLE XIII: DISSOLUTION OF THE ASSOCIATION

- a. Upon an approving vote of two thirds of the membership, the Association shall be dissolved.
- b. On dissolution, the Executive Committee shall, after paying or making provision for the payment of all the lawful debts and liabilities of the Association, distribute all the assets of the Association to the parent organization, the Colorado Counseling Association.

ARTICLE XIV: RULES OF ORDER

Martha's Rules of Order shall serve as a guideline for the proceedings of meetings for CO-SAIGE. This includes, but is not limited to:

- a. All proposals to the Board of Directors or a committee must be written in the standard proposal format.
 - i. Title:
 - ii. Date:
 - iii. Submitted by:
 - iv. Type:

- v. Proposed:
- vi. Summary of proposal:
- vii. Actual text of proposal:
- viii. Background:
- b. Meeting Process:
 - i. Stack
 - ii. Clarifying questions
 - iii. Main motions
 - iv. Subsidiary motions
 - v. Privileged motions
 - vi. Privileged requests
 - vii. Amendments
 - viii. Discussion
- c. Voting System
- d. Objections
- e. Escape hatch
- f. Board meeting time limit policy
- g. Committee meeting minutes
- h. Executive sessions during board meetings