

SALUTARIS:
The National Institutes of Health
Gay, Lesbian, Bisexual, Transgender
Employees' Forum

Charter and Bylaws

Article I: Name

The name of the organization shall be Salutaris: The National Institutes of Health Gay, Lesbian, Bisexual, Transgender Employees' Forum (Salutaris)

Article II: Mission and Purpose

Salutaris is an organization of Gay, Lesbian, Bisexual, Transgender (GLBT) and allied NIH employees whose mission is to foster an atmosphere at NIH that is open and inclusive of all employees regardless of sexual orientation or gender identity.

We seek to provide a forum for GLBT employees to meet, network, and discuss issues important to the NIH GLBT community; to represent GLBT employees to the NIH community; to provide guidance and recommendations to the NIH Office of Equal Opportunity and Diversity Management (OEODM) on matters affecting the welfare of GLBT employees and assist the OEODM in fostering a workplace environment that is accepting and supportive of GLBT employees; to coordinate meetings, organize social activities, and sponsor educational programs open to all members of the NIH community; and to act as a resource on GLBT issues to the NIH community at large.

Article III: Organization

- A. Executive Committee
 - 1. Chair
 - 2. Vice Chair/Secretary
 - 3. Treasurer
 - 4. Standing Committee Chairs
- B. Committees
 - 1. Standing Committees
 - a. Finance
 - b. Communications
 - c. Events
 - 2. Ad-Hoc Committees
- C. Membership
 - 1. All Members
 - a. Employed at NIH as an employee, contractor, special volunteer, fellow or intern, or "tenants" of the NIH Bethesda Campus;
 - b. Dedicated to the Mission and Purpose of Salutaris;

- c. Of legal age of majority and shall not be denied membership with regard to gender, sexual orientation, gender identity, marital or prenatal status, race, religion, creed, national origin, or disability.
- 2. Voting Members
 - a. A Voting Member as defined in Article VII of these bylaws;
 - b. A Voting Member may participate in any of the standing and ad hoc committees.
- 3. ListServ Members
 - a. A ListServ Member as defined in Article VII of these bylaws;
 - b. ListServ members may participate in Salutaris events; however they may not vote or have decision making authority over the organization.

Article IV: Executive Committee

- A. All Executive Committee Members must be Salutaris Voting Members in good standing as described in Article VII
- B. Membership includes the Chair, Vice Chair/Secretary, Treasurer and the Standing Committee Chairs, or his/her designate
- C. Members can serve in more than one position provided no other member of Salutaris wants to hold said position
 - 1. Chair
 - a. Elected by Voting Members to serve as the leader of Salutaris for a one-year term beginning January 1 and ending December 31;
 - b. May be reelected for an additional year. After two years the Chair must step down and not fill said position for one full year. During this hiatus, said chair can serve in another elected capacity;
 - c. Calls and chairs meetings of the Salutaris Executive Board;
 - d. Chairs standing and ad-hoc Salutaris General Membership meetings;
 - e. Liaisons with the NIH OEODM and other NIH organizations to represent the membership of Salutaris and the interests of NIH GLBT employees;
 - f. Partners with other Washington, DC Metro GLBT organizations to enhance Salutaris' mission;
 - g. Serves as an ex-officio member of all committees and may attend their meetings;
 - h. Must be a current paid member of the NIH Recreation and Welfare Association.
 - 2. Vice Chair/Secretary
 - a. Elected by Voting Members to serve a one-year term beginning January 1 and ending December 31;
 - b. May be reelected for an additional year. After two years the Vice Chair/Secretary must step down and not fill said position for one full year. During this hiatus, said chair can serve in another elected capacity;

- c. Provides logistical support for meetings, including notification of membership on location and time of all meetings, distribution of meetings agendas and related materials, etc...;
 - d. Keeps minutes of both Executive and General Membership meetings;
 - e. Maintain the Salutaris member roster and ListServe email list;
 - f. In the absence of the Chair, serves as his/her designate;
 - g. Serves as an ex-officio member of all committees and may attend their meetings;
 - h. Must be a current paid member of the NIH Recreation and Welfare Association.
- 3. Treasurer
 - a. Elected by Voting Members to serve a one-year term beginning January 1 and ending December 31;
 - b. May be reelected for an additional year. After two years the Treasurer must step down and not fill said position for one full year. During this hiatus, said chair can serve in another elected capacity;
 - c. Must be a current paid member of the NIH Recreation and Welfare Association.
 - d. Chairs Finance Committee.
 - 4. Standing Committee Chairs
 - a. Standing Committee Chairs have responsibilities as outlined in these by-laws (Article V: Committees, Section A)
- D. Meets bi-monthly to review progress of committees, discuss pertinent issues confronting Salutaris and the NIH GLBT Community, votes or reaches consensus on decisions and recommends approaches to implementing Salutaris mission;
 - E. Approves ad-hoc committee formation;
 - F. Sets the yearly schedule of General Membership Meetings within the confines of these bylaws.

Article V: Committees

- A. Standing Committees
 - 1. Finance Committee
 - a. Oversight of all Salutaris financial matters;
 - b. Coordinates Salutaris fundraising activities;
 - c. Provides bi-annual reports on Salutaris financial health to Executive Board;
 - d. Coordinates, prepares and submits R&W budget request in consultation with other executive committee members;
 - e. The Treasurer serves as Chair of the Finance Committee.
 - 2. Communications Committee
 - a. Maintains and disseminates Salutaris internal and external communications;

- b. Maintains the Salutaris website, including the posting of minutes and calendar events in a timely manner;
 - c. Maintains knowledge base of GLBT events happening in the D.C. Metro area and communicates pertinent events to the membership;
 - d. Develop and oversee production of publication materials to include advertisements, brochures, etc...relevant to the mission of Salutaris;
 - e. A chair person is elected by Voting Members to serve a one-year term beginning January 1 and ending December 31, and may be reelected indefinitely.
 - 3. Events Committee
 - a. Coordinates social events for Salutaris members and their families, and NIH employees, to meet outside of work or during lunch for social, cultural, recreational and community service events;
 - b. Coordinates Salutaris Signature Events, including “Noon’s In June” and other high profile, cross NIH events;
 - c. Partners with other Washington, DC Metro GLBT organizations to enhance the social experience of Salutaris members;
 - d. Partners with other Washington, DC Metro GLBT organizations to enhance Salutaris’ Signature events;
 - e. A chairperson is elected by Voting Members to serve a one-year term beginning January 1 and ending December 31, and may be reelected indefinitely.
- B. Ad-Hoc Committees
 - 1. Initiated by the Executive Committee or a simple majority of all Voting Members;
 - 2. Serves for a distinct purpose and a set time frame, which may be expanded only through the approval of a simple majority of the Voting Members;
 - 3. Chair persons are elected by the Voting Members for the duration of the Ad-Hoc Committee; however, Chairs cannot serve for more than one year unless reelected, and must step down after two full years;
 - 4. Ad-Hoc Committee Chairs may attend Executive Board meetings but do not have a vote on the Executive Board.

Article VI: Vacancies

- A. Executive Committee
 - 1. When a vacancy occurs at the Executive Committee, the Executive Committee will elect any other voting Salutaris member to the vacant position, provided that the period left in term is less than 6 months;
 - 2. Where the remaining term of the outgoing committee member is in excess of a three (3) month period, the Executive Committee must attempt to fill the position;

3. To fill a position with a term greater than 6 months, the position must be opened to the normal election process and a replacement voted on within 1 month of the resignation of the Executive Committee Member;
 4. During the period between resignation and voting, a temporary Executive Committee Member may be designated with a simple majority of the Executive Board;
- B. Standing Committees
1. Standing Committee Chair vacancies shall be handled as described in Article VI: Vacancies, Section A;
 2. Standing Committee Sub-Chairs shall be the responsibility of said Standing Committee to fill.
- C. Ad-Hoc Committees
1. When a vacancy occurs on an Ad-Hoc Committee, the Executive Board will elect a current member of the Ad-Hoc Committee, provided that they are also a voting member of Salutaris, to the position of Chair for the remainder of the life of the Ad-Hoc Committee or a full year, whichever is shorter.

Article VII: Voting

- A. Voting Rights
1. All Executive Committee Members, as defined in Article III, Section A and Article IV, will have voting rights in both the Executive Committee and General Membership meetings;
 2. Executive Committee Members are held to the qualifications of Voting Members as described in this Article VII, Section A, Part c.
 3. Voting Members
 - a. Shall have a National Institutes of Health email address (nih.gov) or government “tenant” email address (e.g. fda.gov) on file;
 - b. Shall attend at least two (2) Salutaris events (General Membership Meetings, Signature Events, Social Gatherings, Executive Committee, Meetings, etc..) per year.
 4. ListServ Members
 - a. ListServ Members are those members that do not have a National Institutes of Health email address (yahoo.com, google.com, etc..) on file;
 - b. ListServ Members do not enjoy voting rights.
 5. All Voting Members shall have voting rights in the General Membership Meetings.
 6. All Voting Members shall have voting rights for Executive Board Elections.
- B. Forfeiture of Voting Rights
1. If they actively work to undermine the Mission and Purpose of Salutaris
- C. Quorum
1. A quorum for General Member Meetings is defined as at least two (2) Executive Committee Members and (2) General Members present or via

- electronic proxy (email or other electronic communication signifying that they are exercising their right to vote by proxy);
 - 2. A quorum for Executive Committee Meetings is defined as at least three (3) Executive Committee Members.
- D. Proxy Voting
- 1. A member may vote by proxy by relaying their vote on advertised agenda items to the Chairperson via email at least 24 hours before the scheduled meeting.
- E. Decisions
- 1. Decisions shall be by a simple majority (50% +1) of all Voting Members present and those voting by proxy;
 - 2. All votes will be recorded and published in the Salutaris Meeting Minutes.

Article VIII: Executive Committee Elections

- A. Eligibility
- 1. Any Salutaris member in good standing is eligible to run for a Executive Committee Position;
 - 2. Current Executive Committee Personnel are held to the eligibility requirements as outlined in Article IV.
- B. Schedule
- 1. Elections for Salutaris shall take place during the second week of December annually;
 - 2. Voting Members will be sent an email on the Monday of the second week of December with instructions on how to vote;
 - 3. All voting must be completed by 5 pm on Thursday and results announced by noon on Friday of the second week of December.
- C. Method
- 1. Voting will be done electronically via a National Institutes of Health (nih.gov) email or government “tenant” email address (e.g. fda.gov) of a Salutaris member. Votes submitted from non National Institutes of Health (nih.gov) or non-government “tenant” email addresses will not be included in the vote tally.

Article IX: Meetings

- A. General Membership Business Meetings
- 1. General Membership Meetings shall be open to all members and prospective member of Salutaris and the general public;
 - 2. Meetings shall take place 3 times a year, with the first meeting taking place the third week of January every year;
 - 3. A calendar for the remaining meetings shall be established by the Executive Committee and submitted to the General Membership at the January General Membership Meeting;

4. Additional meetings may be called with the approval of a simple majority of General Members present;
 5. All meetings will be open to the public and a record of all meetings shall be kept and made available via the Salutaris website.
- B. Executive Committee Meetings
1. The Executive Committee shall meet at least 6 times a year;
 2. All Executive Committee meetings shall be open to the public and a record of all meetings shall be kept and made available via the Salutaris website;
 3. Executive Committee meetings may be closed to the public and the minutes not published with a vote of 2/3 of the Executive Committee.
- C. Committee Meetings
1. Standing Committees
 - a. Standing Committees shall meet as needed to fulfill the responsibilities of the committee;
 - b. All meetings will be open to the public and a record of all meetings shall be kept and made available via the Salutaris website.
 2. Ad-Hoc Committees
 - a. Ad-Hoc Committees shall meet on an as needed;
 - b. All meetings will be open to the public and a record of all meetings shall be kept and made available via the Salutaris website aside.

Article X: Amendments

- A. Proposals
1. Any voting member of Salutaris may initiate proposals;
 2. Proposals for amendments to the bylaws will be submitted in writing to the Executive Committee at least one month prior to the next regularly scheduled General Membership Meeting;
 3. All proposals shall be made public on the Salutaris website at least two weeks prior to the vote on said proposals.
- B. Approval
1. Charter revisions shall become effective after approval by the membership and upon submission of Charter revisions to the Director OEO/DM.

Article XI: Adoption

These bylaws were approved by Salutaris: The National Institutes of Health Gay, Lesbian, Bisexual and Transgendered Employees' Forum on _____ and submitted to The Office of Equal Opportunity and Diversity Management on _____.

Chair, Salutaris

Date