

# **Bylaws of Phi Delta Chapter, Tri-Ess**

## **ARTICLE I NAME**

The name of this organization shall be: Phi Delta, hereafter referred to as PD or Utah Tri-Ess, an affiliate of The Society for the Second Self, Inc., hereafter referred to as Tri-Ess.

## **ARTICLE II DEFINITION**

Phi Delta is a non-profit, volunteer, educational, outreach organization.

## **ARTICLE III AFFILIATION**

Phi Delta is an affiliate of Tri-Ess. Phi Delta may, with the consent of a majority of the board members voting, participate in communications with, and the mutual support systems of, other groups or organizations, which support, or promote the free expression of gender, but may not become bound by the by-laws or policies of any group other than Tri-Ess.

## **ARTICLE IV. PURPOSE**

The purpose of Utah Tri-Ess is to act as a non-sexual support group for heterosexual crossdressers, spouses and life partners of crossdressers, and their families. Toward this end, it will:

- A. Provide programs speakers, services and social activities for the support of its members and to promote the acceptance of crossdressing.
- B. Provide opportunities for crossdressing, for the purpose of developing self-understanding and self-acceptance.
- C. Pass on knowledge and understanding of crossdressing to related organizations and to the public.
- D. Assist members with problems related to crossdressing, whenever possible.
- E. Promote the Bylaws, Policies and goals of Tri-Ess as stated in the Tri-Ess ByLaws and Policies.

## **ARTICLE V. MEMBERSHIP**

### **A. General Provisions**

1. Individuals seeking full voting membership in Phi Delta must be heterosexual crossdressers or spouses, life partners, adult children or parents of heterosexual crossdressers, must be at least eighteen (18) years of age, and not actively seeking, nor having had, sexual reassignment.
2. Membership will not be denied on the basis of race, religious preference, physical appearance or disability, genetic sex, marital status, inability to pay, the amount of time-spent crossdressed, or use of hormones.
3. Tri-Ess members who are not chapter members and other heterosexual crossdressers who have been vouched for by at least one board member of Phi Delta will be welcome to attend meetings. These people will not be required to crossdress.

4. Any member who later decides to pursue sexual reassignment surgery must transfer their membership to Friends of Phi Delta and relinquish any office held at that time.

5. All persons signing the original by-laws prior to XXXXXX will be considered Charter Members of Phi Delta and have full voting and membership privileges.

#### B. Full voting members

1. Heterosexual crossdressers and the spouses, life-partners, adult children or parents of heterosexual crossdressers are eligible to become full voting members of Phi Delta provided they are members in good standing of Tri-Ess.

2. Full voting members are entitled to all benefits of Phi Delta membership stated herein. In addition, they shall be entitled to hold office in Phi Delta, unless otherwise stated in these by-laws and policies.

#### C. Friends of Phi Delta

1. Persons having a constructive interest in Phi Delta but otherwise ineligible for membership under Article V, Section A, are eligible for non-voting membership. Supportive vendors may obtain non-voting membership. Non-voting members are required to apply for membership in Friends of Phi Delta and Friends of Tri-Ess after attending one meeting. The application will be subject to approval of a majority vote of the Board of Directors of Phi Delta.

2. Non-voting members may attend chapter meetings. They are entitled to use the library and to receive the monthly newsletter, but may not vote or hold office in Phi Delta. Non-voting members shall be subject to all rules, regulations and financial responsibilities of Membership.

### **ARTICLE VI SPOUSES, PARTNERS, AND FAMILY MEMBERS**

A. Spouses, partners and nuclear family members of heterosexual crossdressers may enjoy all the rights and privileges of members of Phi Delta provided they meet all the criteria for membership.

B. Spouses or partners who have lost a partner may apply to the Board of Directors for a continuation of their full voting membership status. By majority vote, the Board of Directors may grant such full voting membership on a case by case basis.

C. Participation in the Spouses and Partners Support Group and/or Couples Group:

1. All participants in the Phi Delta Family Support Group and/or Couples Group must be qualified for membership under the general provision of Article V, A, of the by-laws.

2. All participants in the Phi Delta Family Support Group and/or Couples Group must be members of Tri-Ess and of Phi Delta Chapter.

### **ARTICLE VII MINOR CHILDREN**

Minor children shall be considered special guests of Phi Delta Chapter. Their rights to attend all chapter meetings shall not be abridged or denied. Attendance by minor children at Phi Delta functions is a family issue and will be decided as such, although it is strongly recommended that children attend only with the approval of both parents and/or legal guardians. All minors attending meetings must be accompanied by a parent or legal guardian.

## ARTICLE VIII DUTIES OF MEMBERS

A. All members of Phi Delta shall support and abide by the By-laws and policies of Phi Delta and Tri-Ess.

B. All members shall conduct themselves in an appropriate manner and strive to make others feel welcome.

C. All members shall also vote, if eligible, in Phi Delta elections and referenda.

D. All members shall promote Phi Delta and Tri-Ess whenever possible.

E. It is expected that every Phi Delta member will do their share of work on chapter committees and projects.

F. Members are expected to adhere to Phi Delta Security Guidelines. Security Guidelines are maintained by the Board of Directors. Changes to the Security Guidelines should be submitted to the Board.

G. Upon a By-Laws/Security Agreement violation being reported to the Executive Board, the President and the Vice-President (unless one of them is the involved party) shall appoint a two-person panel to look into the allegation. The two members will have 30 days in which to conclude their investigation and report to the Executive Board.

After hearing the report at a regular Executive Board Meeting or an ad hoc meeting of the Board, the Executive Board shall either sustain or dismiss the allegation. The member against whom the allegation has been made will have the right to appear before the executive board to state their case. This will be done after the Executive Board has received the report of the two-member panel in private session with the Executive Board. If the allegation is sustained, the Executive Board may censure, suspend or expel the member. If a member is expelled, the Phi Delta Secretary shall notify the offender of the findings of the Executive Board, including instructions on how to apply for reinstatement, and shall notify the National Tri-Ess Office of this action. The Phi Delta Secretary shall also notify a Suspended or Censored member of the Executive Board's findings and action. In cases where the allegation is dismissed, the Phi Delta Secretary will notify the member of the Executive Board's findings and action. In the event it is determined that an allegation was made with malice, action will be taken against the reporting member. All disciplinary actions will be reported to the membership at the next regularly scheduled meeting.

An Expelled member may reapply for membership in Tri-Ess/Phi Delta after a period of not less than one year from the date of Expulsion. Such request shall be submitted in writing to the President, who shall then notify the Executive Board. She shall then appoint, if possible, the same two members who handled the original allegation to interview the applicant, to determine suitability for reinstatement. The Two Members shall then report to the Executive Board at a regular or a special meeting called for that purpose. The Executive Board will then determine if sufficient reason exists for reinstatement. When sufficient reason does exist, the Expelled member will be notified of the Executive Board's finding. The Executive Board will invite the expelled member to attend the next regular Phi Delta membership meeting to present her case to the general membership. After the Expelled member makes her presentation, the membership may ask questions of her or the Executive Board. When the questioning period is finished, a ballot will then be given to each attending member. A unanimous vote of the members present at the membership meeting is required for reinstatement. If there are no more than two "no" votes, those members voting no will be interviewed by the two member panel assigned to investigate the original allegation. The purpose will be to determine the nature of the no votes. If it is determined that one no vote is valid and not based on personal prejudice or malicious intent, then the expelled

member's expulsion will be upheld and expulsion from Tri-Ess/Phi Delta will be permanent.

If the expelled member is reinstated by the Phi Delta membership, she will then submit fees for at least a year's membership in Phi Delta and Tri-Ess. When the member has met all the requirements for reinstatement, she will be readmitted to the chapter and notice sent to the national Tri-Ess. During her first year of reinstatement she will be on probation, during which time she may attend programs, receive publications and work on committees, but may not vote or hold office. When she has satisfactorily completed her probation period, the Executive Board, by majority vote, may readmit her to full privileges.

Directors may not be expelled until they have been removed from the board.

## **ARTICLE IX DUES AND ASSESSMENTS**

### **A. Annual Dues**

1. Phi Delta will levy annual dues against member's payable before December 1st for the period from December 1 through November 30. Meeting Fees shall be waived in November. Those who join the chapter during months other than the anniversary month will pay fees prorated to the next anniversary month. Annual dues for Phi Delta shall be \$30 for a single and \$15 for each family member or significant other, unless they are modified by the membership. All members shall receive a copy of the newsletter, by mail or by electronic transmittal. New memberships received during the year shall be prorated for that year.

2. Annual dues may be modified with the consent of a two-thirds majority of the voting members in attendance.

3. Members who do not pay their membership fees by the end of the anniversary month shall be given a grace period of 30 days to fulfill their responsibility. They will be sent a warning notice with the next issue of the newsletter. If they have not paid their fees by the end of that month, they will be sent a final warning in the following newsletter that their membership privileges are being terminated until they have fulfilled their financial responsibility to Phi Delta Chapter and to Tri-Ess. For those who are late in paying their renewal fees, pro-ration shall not apply.

### **B. Activity Fees**

1. Members, Family members and Friends of Phi Delta may be assessed an activity fee at each meeting to defray chapter expenses at the discretion of the Board of Directors.

2. Vendors and visiting Tri-Ess members may be assessed an activity fee at the discretion of the Board of Directors.

3. Activity fee assessments may be adjusted by a majority of the voting members in attendance.

5. Any member who attends any part of a Phi Delta Chapter Meeting and/or activity must pay any activity fees, regardless of his/her time of arrival or length of stay.

6. Members failing to pay the assessed activity fees may not attend subsequent meetings and shall forfeit voting rights until said fees are paid in full.

### **C. Special Assessments**

1. Members may be assessed fees for special purposes with the consent of a majority of the voting members in attendance.

2. Special assessments may not be levied on a recurring or continuing basis.

#### D. Hardships

1. A member may petition the Board of Directors in writing for the granting of a hardship status. This petition shall be reviewed in closed session of the Board and hardship status shall be reviewed annually. It is the member's responsibility to keep the Board apprised of his/her financial status.

2. In the case of severe financial hardship only the Board of Directors at its discretion, may invoke one of the following hardship plans:

a. Payment of dues in quarterly installments.

b. Payment of dues discounted by one-third, in quarterly installments.

c. Waiver of dues for one year, after which time a member is expected to move to one of, the other hardship plans or pay dues in full.

3. The Phi Delta Chapter Board of Directors will send to the Membership Director of Tri-Ess a recommendation for hardship status and the type of hardship recommended.

4. In cases of permanent and total disability the chapter may request permanent waiver of dues from Tri-Ess National.

5. Indigence or other financial problems may be considered valid grounds for granting a hardship status. Unwillingness to pay dues is not grounds for hardship status and will result in loss of all membership privileges.

6. Members granted hardship status would enjoy full membership privileges provided they meet all other criteria for membership.

## ARTICLE X MEETINGS

### A. Chapter Meetings

1. Chapter meetings will be held on the 2<sup>nd</sup> Friday of each month.

2. Phi Delta reserves the right to restrict the number of guests at chapter meetings and the right to deny attendance to hostile, intoxicated or otherwise undesirable individuals.

#### 3. Alcohol

a. Alcohol consumption will not be permitted at the monthly meetings. The use of illegal drugs at any chapter function prohibited. Members are responsible for their own behavior. Intoxicated members may be asked to leave chapter meetings and continued abuse may lead to expulsion from the chapter.

b. The Phi Delta Board of Directors shall meet every month before the regularly scheduled Chapter Meeting. The Phi Delta Board of Directors Meetings shall be open, except for discussion of items related to hardship or security issues. Minutes of all board proceedings shall be made. They shall also be published, except for discussion of items related to hardship or security issues

## ARTICLE XI BOARD OF DIRECTORS

## A. General Provisions

1. The voting members of Phi Delta shall annually elect a Board of Directors, (hereinafter referred to as the Board), to serve from January 1st through December 31st of the calendar year. The Newsletter editor shall announce in the September newsletter that Phi Delta is seeking members to serve on the board. Persons seeking to serve must volunteer by the end of the October meeting and the election will be held at the November meeting. All persons who volunteer will be listed on the ballot with the proper board seat, which will be provided in writing 20 days before the November meeting. Positions for which there is only one volunteer will be filled by that member and no election will be deemed necessary. Positions for which there are no volunteers shall remain empty until such time as a member is found and that person has been approved by the board.

2. The Board shall consist the following positions:

- a. Past President
- b. President
- c. Vice-President
- d. Secretary
- e. Meeting Coordinator
- f. Membership-Treasurer Coordinator
- g. Newsletter Editor
- h. Event/Outreach Coordinator
- i. Librarian
- j. Spouses', Partners' and Families' Support Coordinator

If two or more members are nominated for the same position, the Chapter shall elect one by majority vote, holding a run-off if necessary to ensure a majority. If a run off should prove necessary, it shall be held between the two candidates receiving the most votes. Ballots for this election will be mailed with the December newsletter and this election will occur at the December meeting.

3. Eligibility to serve on the Board shall be restricted to charter members, voting members who have been members of Phi Delta or of Tri-Ess for one calendar year, who have not previously been removed from the Board for cause.

4. No one person or family shall hold more than one position on the board.

5. No Board member shall conduct business which results in a monetary profit at chapter meetings, unless approved by a two-thirds majority vote of the members in attendance one meeting prior to the meeting during which they plans to conduct the business.

6. The Board shall review and approve, by a quorum of 51% of the Board members, requests from members (both voting and non-voting) to sell products and/or services one meeting prior to the meeting during which s/he wishes to sell the product and/or service.

## B. Duties of the Board

1. The Board shall be responsible for the effective administration of Phi Delta, its By-laws, Policies and Board Directives and toward this end shall:

- a. Be in attendance at most board meetings.
- b. Appoint committees and/or delegates to perform tasks for the fulfillment of Board responsibilities.

c. Make recommendations for action to the members of the chapter to be voted upon by the members of the chapter.

d. Ensure that any material that may prove to be controversial be submitted to the Board of Directors of Tri-Ess for approval prior to distribution.

## 2. Past President:

a. This officer, who shall have served as predecessor to the incumbent President, shall be designated as a member at large of the Board of Officers with full voting powers:

b. The Past President will act as advisor and assistant to the President, updating her as to the national rules and regulations

c. The Past President will act as mediating agent to the President and the Officers of the Board in the event that such action is necessary.

d. The Past President shall serve as President in the event both the President/Vice-President is unable to fulfill their duties.

## 3. President shall:

a. Preside at all business and social meeting of Phi Delta and manage emergency concerns when a business meeting is impractical. She may appoint committees for any purpose and shall serve as an ex-officio member of same. She shall act as official spokesperson of Phi Delta and represent it to the public and National Sorority as appropriate. Specific duties include but are not limited to:

b. Liaison with Tri-Ess National and other Tri-Ess chapters.

c. Oversee all Phi Delta operations including, but not limited to, the following:

1. Welcoming all visitors.

2. Authorizing letters to National.

3. Writing one newsletter column for each newsletter.

4. Prepare the annual budget with the Board.

## 4. Vice-President shall:

a. Act as President in the event the President is incapacitated or unable to perform her duties. Specific responsibilities include, but not limited to, the following:

b. Sourcing and coordinating monthly activities and special events, including procurement of vendors whom provide appropriate services of interest to the general membership.

c. Making provisions for food and drinks at monthly meetings.

d. Developing committees and soliciting involvement from the general membership for purposes of support for various activities.

e. Writing articles regarding upcoming events / meetings.

5. The Membership-Treasurer Coordinator shall:

a. Attend all Chapter meetings for the purpose of collecting dues and activity fees from members and for paying for immediate meeting expenses at the time of the meeting. In the event that the Treasurer cannot attend the meeting, they may delegate these responsibilities to another trusted chapter member; however, the Treasurer is still responsible for the collected funds and the associated reporting.

b. Reimburse authorized expenses related to chapter business incurred by members, such as postage, telephone charges, food & beverage items, etc.

c. Maintain the membership database.

d. Provide a monthly financial report to the Board.

6. The Secretary shall:

a. Prepare minutes of the monthly meetings for publication in the Chapter newsletter. In the event that the Recording Secretary cannot attend a meeting, he/she can delegate this responsibility to another chapter member for that meeting. The Secretary must ensure that detailed minutes are kept of all board and general meetings, with the exception of business regarding hardship determinations.

b. Prepare all official correspondence.

7. The Meeting Coordinator shall:

a. Ensure that the meeting place is open and setup and is also responsible for the condition of the meeting place and coordinating activities during the meeting. In the event that the Meeting Coordinator cannot attend the meeting, s/he may delegate these responsibilities to another chapter member for the duration of the meeting.

8. The Newsletter Editor shall:

a. Review all articles submitted by chapter members and forward any controversial articles to the President to review and approve.

b. Assemble, print and mail or electronically mail the chapter newsletter. The chapter newsletter shall be published in a timely manner.

9. The Event/Outreach Coordinator shall:

a. Secure a meeting place suitable for Phi Delta's monthly meetings.

b. Make arrangements for special events when they are scheduled.

c. Contact area colleges/universities and other appropriate organizations for outreach programs.

d. Recruit other chapter members to assist with research or arrangements as needed.

e. Manage and maintain the chapter listserv.

10. The Webmistress



a. Maintain the chapter website in a timely manner.

11. Librarian shall:

a. Maintain the chapter library.

12. The Spouses', Partners' and families' Support Coordinator shall:

a. Represent the interest of spouses, partners and families on the board.

b. Develop and maintain all Partners, Couples and Family outreach and programs.

13. Conduct of Business

1. The Board shall conduct business in accordance with ARTICLE XII, unless otherwise stated in these bylaws and policies.

2. A quorum shall consist of four Board Members in attendance at the Board meeting.

3. Board decisions on matters specifically requiring a membership vote shall not be binding unless ratified by two-thirds (2/3) of the voting members at a subsequent chapter meeting.

D. Vacancies on the Board:

1. Should any seat on the Board of Director become vacant, for any reason, prior to the end of the current term. The Board shall appoint an interim member, to serve until the end of the term, with the advice and consent of the Board, or until the elected member returns to office, whichever comes first.

E. Removal of Board Members

1. If a board member is unable to fulfill the duties and responsibilities of their board position, they will be expected to resign the office. In the case of misconduct and/or malfeasance, a board member may be removed by a vote of 5 members of the board of directors and a 2/3 rd's majority of members and must be given the opportunity to examine written charges and respond to them.

## **ARTICLE XII CONDUCT OF BUSINESS**

A. Calendar

1. The social year of Phi Delta shall be from January 1 through December 31 for the calendar year.

2. The business or fiscal year of Phi Delta shall be from January 1 through December 31 of the calendar year.

B. Phi Delta business shall be conducted during chapter meetings unless stated otherwise in these bylaws and policies as follows:

1. Elections and referenda shall be decided by a simple majority vote of the members voting.

2. The eligible voting members shall decide membership admission; codes, conduct, security, financial assessments and other matters having an impact on the membership provided such matters are consistent with these bylaws.

3. The conduct of all business meetings shall follow Robert's Rules of Order, unless otherwise stated in these bylaws and policies.

C. Inspection of Votes:

1. On any question at which votes are taken, it shall be the right of all sides to provide a representative to confirm vote tallies.

## **ARTICLE XIII AMENDMENTS OF BYLAWS**

A. The bylaws of Phi Delta may be amended as set forth herein, with the exception of ARTICLE XIII and ARTICLE XIV.

1. All voting members must be advised in writing of any proposed amendments a minimum of twenty days prior to the November meeting.

2. Each amendment to be made must be voted on independently.

3. Members may vote in person, by mail or electronic mail, but voting shall be conducted during the business portion of the November chapter meeting by secret ballot and tabulated by the Secretary and another person as determined by members present.

4. A two-thirds majority vote of all members voting shall be required for any amendment to pass.

B. Amendments to ARTICLE XIII and XIV

1. Require 2/3's of all the members eligible to vote, either in person or by mail.

2. Shall constitute a withdrawal from membership in Tri-Ess and require immediate notification be given to that organization.

## **ARTICLE XIV CONFORMITY WITH TRI-ESS BYLAWS AND POLICIES**

Phi Delta being an affiliate of Tri-Ess, any bylaw, policy or provision thereof which conflicts with any Tri-Ess bylaw or policy is hereby declared null and void.