

ByLaws
of
**“The Hopkins Network of Lesbian, Gay, Bisexual, and Transgender Employees
and Supporters”**

Article I

Name and Purpose

SECTION 1.01. Name: The Hopkins Network of Lesbian, Gay, Bisexual, and Transgender Employees and Supporters (hereinafter the “The Hopkins Network”)

SECTION 1.02. Purpose. The Hopkins Network seeks to create a welcoming and affirming environment for Lesbian, Gay, Bisexual, and Transgender (LGBT) employees, patients, families, and friends, promoting JHHS within The Hopkins Network by promoting social and intellectual enrichment and networking opportunities.

This can be done through; **Community Relations**, by increasing the visibility and public image of JHHS in the targeted community to the degree prescribed by JHHS and the overall JHHS mission statement; **Organizing events**, by targeting existing events and creating new opportunities to reach targeted community; **Employee Resource Group**, through collaboration with other Employee Resource Groups.

Article II

Membership and Meetings

SECTION 2.01. Membership. The Hopkins Network shall have at least eight members and each member shall be affiliated with JHHS or an affiliated institution. For full voting privileges, a member must be current on any required annual dues.

SECTION 2.02. Annual Meetings. The Hopkins Network shall hold an annual meeting at which time officers shall be elected according to section 4.05, and transact any other business related to the goals of the group. The Annual Meeting shall be held in the month of [to be determined] of each year. Failure to hold an annual meeting does not invalidate the Hopkins Network’s existence or affect any otherwise valid acts of the Group.

SECTION 2.03. Regular Meetings. Meetings may be held at the discretion of the Hopkins Network with the exception of the Annual meeting requirement.

SECTION 2.04. Meeting Notification. Notification of meetings shall be made at least 7 days in advance. Notification must be in writing but can vary between email and the U.S. Postal Service.

SECTION 2.05. Quorum. A quorum for meetings of The Hopkins Network shall consist of a 20% of the membership list present at a given meeting and at least one officer.

ARTICLE III

Dues & Compensation

SECTION 3.01. Dues. The amount of annual dues, if any, shall be determined at the first meeting of the Hopkins Network and may be changed by majority vote of the membership present at an annual meeting. Dues may also be changed via an electronic vote by the majority of the entire dues-paying membership at a time other than the annual meeting.

SECTION 3.02. Compensation. A member may not receive any compensation from the Hopkins Network, except for reimbursement of expenses.

ARTICLE IV

Officers

SECTION 4.01. Officers. The Hopkins Network shall have a Chair, a Vice Chair and a Secretary/Treasurer each of whom shall meet membership criteria. No Member shall serve more than three (3) successive one (1) year terms in the office of the Chair or in the office of Vice Chair, but any time spent in either such office shall not apply to the time that may be spent in the other such office. All officers shall be employed in good standing at the time of election and be current on any required annual dues. Employment in good standing shall be deemed to mean the individual is not then under documented progressive discipline.

SECTION 4.02. Chair. The Chair must be an employee of JHHS or an affiliated institution in good standing. The Chair shall preside over the meetings of the Hopkins Network. The Chair shall appoint special committees to ensure the functions and duties of the Hopkins Network are completed as mandated. Additional duties include the mentorship and development of a successor and new members.

SECTION 4.03. Vice Chair. The Vice Chair must be an employee of JHHS or an affiliated institution in good standing. The Vice Chair shall act as second in command and provide support to the Chair and the Employee Resource Group. In the event the Chair is unable to serve the entire one-year term, the Vice Chair will succeed to the position of Chair for the then remaining period of the term. The Vice Chair shall also be in charge of coordinating social gatherings of the Hopkins Network.

SECTION 4.04. Secretary/Treasurer. The Secretary/Treasurer must be an employee of JHHS or an affiliated institution in good standing. The Secretary/Treasurer shall generate the minutes of each meeting held which minutes shall inform the members of the Hopkins Network regarding all planned activities. The Secretary/Treasurer shall also be responsible for the sending of notices and

maintenance of the membership list (e.g., member names, office addresses, office phone numbers and email addresses. The Secretary/Treasurer shall also collect any agreed upon dues and shall deposit in designated account in accordance with Employee Resource Group guidelines and direction of Office of Workforce Diversity.

SECTION 4.05. Election, Tenure and Removal of The Hopkins Network Officers. The election of officers shall be held at each Annual Meeting of The Hopkins Network. A Nominating Committee shall be convened at least 30 days prior to the Annual Meeting, which shall consist of the current Chair and the two past Chairs (if any). If no past Chairs are available, the current Chair may appoint two members at large from the general membership of the HopkinsT. This committee shall present a slate of nominees in writing to all members at least 14 days before the Annual Meeting; however, floor nominations must be admissible for vote as well. Officers for each office will be elected by majority vote of members present at annual meeting in a manner determined by the nominating committee. In order to vote at the annual meeting, the Secretary/Treasurer should verify that a member's annual dues have been paid. The tabulation of votes shall be by all members of the nominating committee, unless a committee member is running for office, and winners announced at the end of the Annual Meeting. If the Vice-president or Secretary/Treasurer resigns, the Chair shall appoint a successor to serve until the next annual meeting. If the Chair resigns, the Vice-chair shall become Chair. Officers can be removed from office by a majority of votes from dues-paying members present at a regular or annual meeting.

ARTICLE V

MISCELLANEOUS PROVISIONS

SECTION 5 .01. Fiscal Year. The fiscal year of The Hopkins Network shall be the twelve calendar month period ending June 30 in each year.

SECTION 5.02. Books and Records. The Hopkins Network shall keep correct and complete books and records of its accounts and transactions and minutes of the meetings. The books and records of The Hopkins Network may be in written form or in any other form that can be converted within a reasonable time into written form for visual inspection.

SECTION 5.03. Prohibition Against Discrimination. The Hopkins Network shall prohibit discrimination against any member, or potential member, on the basis of political or religious opinion or affiliation, marital status, race, color, creed, national origin, gender, gender identity/expression, age, sexual orientation, physical or mental disability.

SECTION 5.04. Collaboration Between Employee Resource Groups. Consistent with the JHHS commitment to diversity and inclusion, The Hopkins Network will collaborate to the maximum extent feasible to facilitate understanding between groups and to maximize resources for the benefit of each group.

SECTION 5.05. Amendments'. These bylaws may be amended, altered, repealed or added to by a simple majority of the membership through email to all listed members, with final approval by the Office of Workforce Diversity.