Inclusion
The LGBTQIA+Allies Interest Group in ACSP
(Proposed By-laws, November 2018)
(Approved with minor changes, October 2019, Greenville, SC ACSP)

Background: LGBT faculty have been informally meeting at ACSP conferences and putting together panels and roundtables since at least the Fort Worth conference in 2006. Four faculty (Gail Dubrow - University of Minnesota, Petra Doan – Florida State University, Michael Frisch – University of Missouri Kansas City, and Curt Winkle – University of Illinois Chicago) met in Minneapolis during ACSP 2010 and proposed a LGBTQ interest group within ACSP. Michael Frisch and Petra Doan have been the primary contacts of the informal interest group since 2010. We have communicated using the ACSP website, PLANET and the Planners 2040 Facebook group as well as through informal channels. In 2017 it become apparent that we need to formalize our structure within ACSP leading to full recognition as an ACSP interest group.

1.0 Name: Inclusion – The LGBTQIA+Allies Interest Group in ACSP. We choose to call ourselves “Inclusion.” The subtitle includes the initials LGBTQIA which stand for Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual as well as explicitly adding allies. Inclusion requires openness to the intersectional nature of identity, acknowledging the different experiences of people along the lines of race, class, ethnicity, sex, gender identity, sexual orientation, national origin, religion and life experience.

2.0 Goal: Our primary purpose is to create an LGBTQIA inclusive space within ACSP. This interest group will work toward this goal through the following activities:

2.1 Panels: The organization will organize research panels on LGBTQIA topics at ACSP conferences as interest permits. These panels will be co-sponsored by existing research tracks and interest groups in ACSP.

2.2 Roundtables: We will organize at least one roundtable at every ACSP conference on current LGBTQIA topics in urban planning and the academy.

2.3 Training: We will research and compile training resources on issues of LGBTQIA inclusion and representation within the academy and the urban planning profession. We will work toward providing these resources to ACSP member faculty and schools through the Annual Conference, the website, the Administrator’s Conference and other ACSP venues. We will work with ACSP committees and other ACSP Interest Groups on issues of mutual interest.

2.4 Liaison with Other Professional and Academic LGBTQIA groups: We will communicate and link our work to the work of the LGBTQ and Planning Division of the American Planning Association. We encourage communication with other LGBTQIA groups in allied disciplines of geography, public administration, history, sociology, political science, economics, architecture, public health, data science, and urban affairs.

2.5 Social Events: We will organize either a formal reception or an informal social meet-up at ACSP conferences. We recognize the importance of creating LGBTQIA inclusive social
spaces within the scope of ACSP conferences. These spaces will further professional networking opportunities within ACSP. Social events will be governed by ACSP conference rules.

2.6 **Annual Business Meetings:** We will conduct business at an annual business meeting during the ACSP conference.

2.7 **Scholarship:** We will communicate and promote scholarship on LGBTQIA issues in urban planning through other measures as determined by members of the interest group. These measures may include sponsorship of books, special issues of journals and awards for work on LGBTQIA topics.

2.8 **Advocacy:** We will advocate for LGBTQIA recognition and inclusion in the urban planning academy within and beyond ACSP. We expect to see inclusive statements as a part of planning school accreditation. We encourage both formal and informal discussion of situations and issues among members. We advocate for a public realm free of discrimination based on gender, gender identity, and sexual orientation. We will communicate as necessary with other LGBTQIA rights organizations as part of this effort.

2.9 **Other Activities:** Other activities might include sponsored discussions, forums, talks, and social networking activities as the membership desires. We may sponsor our own list serve and/or Facebook group.

3.0 **Decision-making:** We will use Robert’s Rules of Order in procedural decision-making. Efforts will be made to acknowledge minority positions in contested votes (transforming Robert’s Rules into Roberta’s rules).

4.0 **Membership:** Membership is open to faculty, staff and graduate students of ACSP member schools; individual members of ACSP, and to all registered participants in an Annual Conference of ACSP. We will issue an annual call for membership in the last quarter of every year. Membership is established by filling out the membership form and membership shall continue until the individual requests to be removed from the distribution list. We anticipate keeping a Google list serve to maintain the membership list.

5.0 **Officers:** Inclusion will have three officers: President, Vice-President and a Secretary/Treasurer. Officers will serve for two-year terms and elections will be held at annual ACSP conferences in odd-numbered years. Upon the completion of the President’s term of office, the officer will then serve as Past President for two years. Inclusion will have a student representative.

5.1 **Duties of the President:**

5.1.1 Organizes interest group panels, roundtables and events at the ACSP Annual Conference.

5.1.2 Works with the Vice-President and Secretary/Treasurer to prepare a work program for the next two years.

5.1.3 Works with the Vice-President and Secretary/Treasurer to prepare an annual budget for the interest group. This proposed budget should be available for adoption by the annual business meeting at the ACSP Fall Conference.

5.1.4 Annually reports on the activities of the interest group to the ACSP Governing
5.1 Board.

5.1.5 Develops (and revises as necessary) a five-year plan of action for the Interest Group in consultation with the Executive Board of the Interest Group.

5.1.6 Represents and advocates for the interest group in other ACSP, professional and LGBTQIA forums.

5.1.7 Appoints three people to the nominating committee who will seek out new leaders and run elections.

5.1.8 Convenes the Annual Business meeting

5.1.9 Serves on the Inclusion Executive Committee.

5.1.10 Serves as Past-President for a two-year term at the end of the term of office.

5.1.11 Provides leadership and advocacy as needed.

5.2 Duties of the Vice-President

5.2.1 Assists the President in organizing interest group panels, roundtables and events at the ACSP Annual Conference.

5.2.2 Represents the interest group at ACSP conference program meetings.

5.2.3 Collects and maintains training resources on LGBTQIA inclusion issues within academia and the planning academy.

5.2.4 Moves into President role if the President resigns without fulfilling the full term of office.

5.2.5 Assists the President and the Secretary/Treasurer on the proposed work program of the Interest Group.

5.2.6 Assists the President and the Secretary/Treasurer to develop a proposed budget in the weeks before the ACSP annual conference.

5.2.7 Reviews and proposes changes to the By-laws as necessary for vote at the Annual Business Meeting.

5.2.8 Counts votes at the Annual Business Meeting

5.2.9 Serves on the Inclusion Executive Committee.

5.3 Duties of the Secretary/Treasurer

5.3.1 Maintains an up-to-date membership list of the Interest Group.

5.3.2 Circulates an annual membership call via the ACSP Update Newsletter and other ACSP communication forums.

5.3.3 Sends notice of Inclusion Interest Group activities to ACSP Update.

5.3.4 Prepares the proposed budget and financial report to the Annual Business Meeting with the assistance of the President and Vice President.

5.3.5 Prepares the budget request for Inclusion Interest Group activities to the ACSP Governing Board by January 31 of every year.

5.3.6 Prepares draft minutes of Annual Business meetings and circulates the minutes to the members of the Interest Group.

5.3.7 Maintains the minutes and financial records of the interest group.

5.3.8 Serves on the Inclusion Executive Committee.

5.4 Duties of the Past-President

5.4.1 Serves on the Inclusion Executive Committee

5.4.2 Advises on Interest Group activities

5.4.3 Advises on history of Interest Group actions.
5.5 **Duties of the Student Representative**
   5.5.1 Serves on the Inclusion Executive Committee  
   5.5.2 Advises on Interest Group Activities

6.0 **Elections, Nominations and Terms of Office**
6.1 Officers serve for a term of two years.  
6.2 The officers of President, Vice-President and Secretary\Treasure are elected.  
6.3 No officer may serve in that particular role for more than two consecutive terms of office. An officer may run for a different office.  
6.4 A nominating committee will be appointed by the President to run the next election. This committee will also nominate candidates to run for Interest Group Officer positions. The committee prepares the ballot and tallies the results. Members of the nominating committee cannot run for an office.  
6.5 Any member can nominate a member as a candidate to run for office. The member candidate must accept the nomination to be listed on the ballot.  
6.6 Elections will be held electronically in odd-numbered years.  
6.7 Ballots will be emailed to all members by September 1 and they must be returned by September 15.  
6.8 A plurality of votes is necessary to win office.  
6.9 Nominations are due by the end of May of the year of the election.  
6.10 Only members of the interest group can vote in the election.  
6.11 A team of two may run as co-president and co-vice-president.

7.0 **Executive Committee**
7.1 The Executive Committee exists as the committee of officers of the Interest Group plus the immediate Past-President.  
7.2 Duties include:  
   7.2.1 Approving program proposals for the ACSP conference and other ACSP conferences and meetings.  
   7.2.2 Approves the proposed agenda for the Annual Business Meeting  
   7.2.3 Approving the financial request to the ACSP Governing Board.  
   7.2.4 Authorizes all expenditures of the Interest Group in a manner consistent with the approved budget.  
   7.2.5 Reviewing and providing guidance to Inclusion officers between ACSP conferences  
   7.2.6 Reviewing and providing guidance to ACSP staff, ACSP officers, other ACSP interest groups, ACSP Governing Board members and ACSP committees as needed.  
   7.2.7 Reporting to the Annual Business Meeting about Executive Committee activities and actions.  
   7.2.8 Meets with a quorum of at least three members. Meetings can be held by conference call.  
   7.2.9 Proposes work groups and sub-committee as necessary to accomplish the work program of the interest group.

8.0 **By-law changes**
8.1 The By-laws exist to facilitate Inclusion Interest Group functions. Possible changes in the by-laws include development of committees, endowed awards, and endowed
The by-laws and changes to the by-laws must be approved by a two-thirds margin of all attending interest group members at the Annual Business Meeting.

Notice to all interest group members about proposed changes to the by-laws must be made 60 days in advance of the Annual Business Meeting.

9.0 Interest Group Termination

9.1 Failure to submit annual reports to the ACSP Governing Board for three consecutive years will lead to termination of the Interest Group.

9.2 Resources and endowments will return to Governing Board management upon termination of the Interest Group.