



NOGLSTP Caucus and Regional Groups Guidelines (rev.1 03/23/2010)

Many people have asked whether there is a NOGLSTP chapter in their area, or how they might form a NOGLSTP chapter. Instead of chapters, NOGLSTP has CAUCUS and REGIONAL GROUP categories of group membership. A CAUCUS is a group of people -- within the same discipline, or professional society, or company -- with some common viewpoint. An example of a NOGLSTP CAUCUS is the LGBT Chemists and Allies, a group of LGBTQIA American Chemical Society members. A REGIONAL GROUP is a group of people within a specific geographic area. An example of a NOGLSTP REGIONAL Group is Los Angeles Gay and Lesbian Scientists (Los Angeles CA).

A NOGLSTP CAUCUS or REGIONAL GROUP has its own structure, governance, and purpose, but achieves NOGLSTP benefits through group affiliation with NOGLSTP. The most important benefit of group membership is having a representative on the NOGLSTP Board of Directors. This arrangement allows groups of common interest to have a voice in matters of NOGLSTP governance, and to bring their unique issues, concerns and ideas to the Board. The representative is responsible for conveying NOGLSTP news (and any copies of copyrighted material) to their group, and is responsible for conveying group news and concerns to the NOGLSTP Board. At this point in time, the NOGLSTP Board meets face-to-face once a year during the AAAS Annual Meeting. Other meetings are conducted by toll-free teleconference, or by round-robin email. At this point in time, NOGLSTP does not offer any reimbursement for expenses associated with attending the Annual Board meeting. Those who are not able to physically attend the Annual Board meeting may join the discussion via conference call by advance arrangement.

Although CAUCUS and REGIONAL GROUPS that affiliate with NOGLSTP are autonomous in governance, mission, and activities, it is expected that the group will respect the following NOGLSTP policies on member privacy, equal opportunity, and 501c3 issues.

- **Member Privacy:** The NOGLSTP membership roster is confidential, and may not be disclosed to a non-member. In addition, NOGLSTP mailing lists – email or postal -- may not be sold, leased, or loaned.
- **Equal Opportunity:** When considering eligibility for membership, NOGLSTP does not discriminate against individuals due to gender, gender identity, sexual orientation, physical (dis)ability, race, national origin, religion, or political affiliation.
- **501c3:** NOGLSTP resources may not be used in any way that would jeopardize its status as a 501c3 non-profit tax exempt organization. This issue is discussed in more detail in the next section.

501c3 Rules

NOGLSTP CAUCUS and REGIONAL GROUPS must be mindful of the three prohibitions for 501c3 non-profits:

1. No part of the net earnings inures to the benefit of any individual. This means that no one person can use or take any of the organization's financial or other assets for personal use or benefit.
2. No substantial part of the organization's activities is carrying on propaganda or otherwise attempting to influence legislation. The key word is substantial. When in doubt, don't use NOGLSTP resources for such activities.
3. No participation in, or intervention in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office. This prohibition means that NOGLSTP
 - Must not endorse or directly campaign for a candidate or political party
 - Must not contribute money or in-kind donations to a candidate or political party
 - Must not distribute materials aimed to influence the outcome of an election

Therefore, a NOGLSTP CAUCUS or REGIONAL GROUP must not use NOGLSTP's money, property, name, logo, website, or letterhead to engage in partisan endorsements, partisan fundraising, or electioneering of any sort. NOGLSTP resources must not be used to endorse a candidate, or attack/trumpet a candidate's position on a specific issue before an election. The CAUCUS or REGIONAL GROUP is free to engage in matters of partisan politics – within the limits of laws pertaining to their own group – as long as NOGLSTP resources are not involved.

Mechanism for creation of a NOGLSTP CAUCUS or REGIONAL GROUP

With Board approval, group membership is attained through formalizing a critical mass of individual NOGLSTP members or by payment of annual group dues. Both of these affiliation methods are available to professional societies and not-for-profit groups. In the critical mass method, a minimum of 5 regular NOGLSTP members having a common discipline, mission or geography may create an independent association and apply for membership as a NOGLSTP CAUCUS or REGIONAL GROUP. This group may also have members who are not regular NOGLSTP members, and the group's representative is responsible for keeping them informed about NOGLSTP news. Alternatively, an existing association may pay an annual group dues fee of \$250 to NOGLSTP. The \$250 annual dues includes one regular NOGLSTP membership for the individual who will represent the group on the NOGLSTP Board. In addition, the group's members are eligible to receive a discounted NOGLSTP membership. Otherwise, the group's members receive NOGLSTP news through their group representative. Only the annual dues method is available to corporate groups. A summary of guidelines and benefits follows.

<p>CAUCUS (as LGBT subset of Professional Society, or single-discipline group) or REGIONAL GROUP of LGBT technical professionals:</p> <p>Option 1: an association of 5 or more individual dues-paying NOGLSTP members, no yearly caucus fee</p> <ul style="list-style-type: none"> ○ Group has its own structure, governance, and purpose. The group is responsible for selecting or appointing its NOGLSTP Board Representative. This person is the liaison between the NOGLSTP Board of Directors and the group, and must be a regular NOGLSTP member. This liaison has full voting rights on the NOGLSTP Board of Directors. ○ Individual NOGLSTP members in this group receive their personal membership benefits (e.g., personal copy of NOGLSTP Bulletin, right to vote in NOGLSTP elections, listing in NOGLSTP Out List, access to membership roster, access to noglstp.net email address for participation in NOGLSTP Mentoring Project, etc.). ○ Official NOGLSTP communications and mailings will go to the liaison. The liaison may copy and distribute any copyrighted materials to the group, including those who are not NOGLSTP members. The NOGLSTP membership roster is confidential, however, and therefore may not be distributed to the group or any other entity. ○ The group may have a website link from the noglstp.org site or web hosting as a noglstp.net subdirectory (If NOGLSTP provides this webspace, the caucus maintains its own website, using open source blogging tools provided by the web host; content subject to NOGLSTP approval) ○ The group may use the NOGLSTP logo on the group website and at group meetings. ○ The group may use NOGLSTP letterhead only upon approval of the NOGLSTP Board of Directors. ○ The group follows NOGLSTP Equal Opportunity policy with respect to membership eligibility. ○ The group's activities that relate to NOGLSTP must not jeopardize NOGLSTP 501c3 status (see 501c3 rules on page 1) <p>Option 2: same as Corporate caucus (see next column), \$250/yr with opportunity for discounted individual NOGLSTP membership</p>	<p style="text-align: center;">Corporate caucus: \$250/year</p> <ul style="list-style-type: none"> ○ The group has its own structure, governance, and purpose. The group is responsible for selecting or appointing its NOGLSTP Board Representative. This person is the liaison between NOGLSTP Board of Directors and the group, and becomes a regular NOGLSTP member as a benefit of the group dues. This liaison has full voting rights on the NOGLSTP Board of Directors. ○ Discounted individual NOGLSTP membership (\$25/yr) is available for all members in this group who want individual access to members-only benefits (e.g., personal copy of NOGLSTP Bulletin, right to vote in NOGLSTP elections, listing in NOGLSTP Out List, access to membership roster, access to noglstp.net email address for participation in NOGLSTP Mentoring Project, etc.). ○ Official NOGLSTP communications and mailings will go to the liaison. The liaison may copy and distribute any copyrighted materials to the group, including those who are not NOGLSTP members. The NOGLSTP membership roster is confidential, however, and therefore may not be distributed to the group or any other entity. ○ The group may have a website link from the noglstp.org site or web hosting as a noglstp.net subdirectory (if NOGLSTP provides this webspace, the group maintains its own website, using open source blogging tools provided by the web host; content subject to NOGLSTP approval). ○ The group may use the NOGLSTP logo on the group website and at group meetings. ○ The group may use NOGLSTP letterhead only upon approval of the NOGLSTP Board of Directors. ○ A Corporate Caucus may not display corporate branding or advertisement at NOGLSTP functions or on NOGLSTP publications (paper or electronic) unless they also become a sponsor. ○ The group follows NOGLSTP Equal Opportunity policy with respect to membership eligibility. ○ The group's activities that relate to NOGLSTP must not jeopardize NOGLSTP 501c3 status (see 501c3 rules on page 1)
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