

Bylaws of the Latino Staff and Faculty Association

THE UNIVERSITY OF CALIFORNIA, DAVIS

ARTICLE I. NAME

The name shall be **Latino Staff and Faculty Association (LSFA)**.

ARTICLE II. OBJECTIVE

The purpose of this Association shall be to:

Section 1. Develop and maintain a support group for UCD and UCDCM Hispanic career staff which enhances and increases the presence of Hispanics within the campus, and UCDCM's working environment.

Section 2. Promote employment, training, and advancement of Hispanic career staff into positions of increased responsibility (i.e., supervisory, management, and executive positions). Support the goals and mission of the UC system in general and specifically the campus and UCDCM.

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ARTICLE III. MEMBERSHIP

Section 1. The membership of this Association shall not be limited in number.

Section 2. UCD Hispanic and other career staff employees of the University of California, Davis shall be eligible for membership.

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ARTICLE IV. OFFICERS

Section 1. The officers of the Association shall consist of a President, Vice-President, Secretary, Treasurer, and four (4) Directors (one representative each from service units, administration, academic departments, and UCDCM). These officers shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by the Association.

Section 2. The Membership Committee shall appoint an Elections Subcommittee in February. It shall be the duty of this Committee to issue a call for nominations of candidates for the offices to be filled. Candidates are limited to submit only a brief statement of qualifications. The Elections Subcommittee shall report the names and brief professional histories of qualified candidates to the membership.

Section 3. The election of officers shall be by written ballot of the majority of those voting each March. Officers will serve according to the terms of each office. Officers are to attend all Executive Board and general meetings.

Section 4. The **President** shall serve a two-year term, the first year as President and the second year as Past-President (known as ex-officio). The term of office shall begin in July. The duties of the President shall be:

1. Preside at all meetings of the Executive Board and regular general meetings of the Association.
2. Carry out all the orders of the Executive Board and resolutions of the Association.

3. Represent the Association in all matters before the Chancellor and administration in concurrence with the Executive Board.
4. Sign with the Treasurer all checks issued in the name of the LSFA.
5. Sign all contracts approved by the Association or the Executive Board.
6. Call special meetings of the Executive Board as needed.

Section 5. The **Vice-President** shall serve a three-year term, the first year as Vice-President, the second year as President, and the third as Past-President (known as ex-officio). The term of office shall begin in July. The duties of the Vice-President shall be:

1. Preside at all meetings in the event the President vacates his/her position, becomes disabled, or is otherwise unable or unwilling to perform his/her official duties. The Vice President, with the approval of the Executive Committee and/or the general association, will assume those duties until there is a special election to fill the vacancy or until the next annual election.
2. To assume such other duties and responsibilities as may be assigned to him/her by the President.

Section 6. The **Secretary** shall serve a two-year term. The term of office shall begin in July. The duties of the Secretary shall be:

1. Keep minutes of Executive Board and general meetings.
2. Maintain, type, and distribute notices, agendas, etc., in a timely fashion.
3. Perform any other duties assigned by the President.

Section 7. The **Treasurer** shall serve a two-year term. The term of office shall begin in July. The duties of the Treasurer shall be:

1. Collect Moneys as required.
2. Open and maintain an agency account through the office of the Associate Vice Chancellor-Employee Relations and Staff Affairs, including submitting monthly fiscal reports to the Executive Board.
3. Sign all check requests for expenditures along with the President or Vice-President.
4. Keep updated account of all expenditures.
5. Prepare an annual report to be submitted to the newly elected President.

Section 8. The **Directors** shall serve two-year terms. The Directors representing service units and the administration shall be elected in odd years and the Directors representing academic departments and UCDCM shall be elected in even years. The term of office shall begin in July. The duties of the Directors shall be:

UCDCM Director:

1. Attend monthly meetings of both Executive Boards as well as general monthly meetings.

2. Keep each Executive Board abreast of the activities of each association.
3. Circulate materials to the constituency for information/comments.

Academic/Administrative/Service Units' Directors:

1. Attend monthly meetings of the Executive Board and general meetings.
2. Keep Executive Board abreast of academic, administrative, or service unit program activities.

Section 9. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. A member unable to continue serving on the Board shall be replaced by the first runner-up in the election and shall continue to serve until the tenure has expired.

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ARTICLE V. MEETINGS

Section 1. The general meetings of the Association shall be held each month from July to June, inclusive, unless otherwise ordered by the Executive Board or the Association.

Section 2. The June general meeting shall be known as the Annual Meeting and shall be for the purpose of presenting officers, report presentation by officers and committees, and for any other business that may arise.

Section 3. Special meetings may be called by the President or the Executive Board and shall be called upon by the written request of ten (10) members of the Association. The purpose for the meeting shall be stated in the call. Except in cases of emergency, at least (3) days' notice shall be given.

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ARTICLE VI. THE EXECUTIVE BOARD

Section 1. The President, Vice-President, Secretary, Treasurer, Directors, and Past President of the Association shall constitute the Executive Board. The Past President will serve as an ex-officio member of the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Association, determine hours and meeting place, make recommendations to the Association, and perform other duties as are specified by these Bylaws. The Board shall be subject to the orders of the Association. The Board shall act as the official representative of the Association for purposes of: communication with campus, UCDCM administrative officers, other campus/UCDCM organizations or their officers, and news media.

Section 3. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held monthly. Special meetings of the Board may be called by the President and shall be called upon by the written request of three (3) members of the Board.

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ARTICLE VII. COMMITTEES

Section 1. A **Committee on Committees** shall be appointed by the Executive Board consisting of a Chair, Vice-Chair, and three (3) members. The purpose of this Committee shall be to solicit volunteers to serve on committees of the Association. This Committee shall mail a solicitation to all

members of the Association in January and appoint committee members in February. At least one (1) member of the Committee on Committees shall be reappointed for a second term to promote continuity on the Committee.

Section 2. The Committee on Committees shall appoint a **Program Committee** consisting of a Chair, Vice-Chair, and five (5) members. The purpose of the Program Committee shall be to plan, and present to the Executive Board, at least two events for the Association. At least two (2) members of the Program Committee shall be reappointed for a second term to promote continuity on the Committee.

Section 3. The Committee on Committees shall appoint a **Membership Committee** consisting of a Chair, Vice-Chair, and three (3) members. The purpose of the Membership Committee shall be to promote membership. At least one (1) member of the Membership Committee shall be reappointed for a second term to promote continuity on the Committee.

Section 4. The Committee on Committees shall appoint a **Communications Committee** consisting of a Chair, Vice-Chair, and five (5) members. The purpose of the Communications Committee shall be to publish a quarterly newsletter. The newsletter shall be reviewed by the Executive Board before mailing. The Committee will also be responsible for publicity, which would encompass the advertisement of the Association's scheduled activities (i.e., Executive Board meetings, Committee meetings and special events) in Dateline, Aggie, Davis Enterprise, and Third World Forum, as deemed appropriate. At least two (2) members of the Communications Committee shall be reappointed for a second term to promote continuity on the Committee.

Section 5. The Committee on Committees shall appoint a **Social Events Committee** consisting of a Chair, Vice-Chair, and five (5) members. The purpose of the Social Event Committee shall be to promote two to three social events per year that may include dual sponsorship with the UCDMC Latino Staff and Faculty Association. At least two (2) members of the Social Events Committee shall be reappointed for a second term to promote continuity on the Committee.

Section 6. The Committee on Committees shall appoint a **Scholarship Committee** consisting of a Chair, and four (4) members. The purpose of the Scholarship Committee shall be to administer the UCD and UCDMC Scholarship program and fund administration. The Committee composition shall consist of UCD and UCDMC employees. At least two members shall be reappointed for a second term to promote continuity on the Committee. The term of appointment shall be two years.

Section 7. The Committee on Committees shall appoint a **Fund Raiser Committee** consisting of a Chair, Vice-Chair, and five (5) members. The purpose of the Fund Raiser Committee shall be to organize fund raising activities to provide funding for use by the Hispanic Staff Organization (i.e., fund raising for scholarships, travel funds to attend professional meetings that focus on Hispanic issues, etc. A member shall be appointed to become familiar with and to keep up to date on resources that are available on and off campus. At least two (2) members of the Fund Raiser Committee shall be reappointed for a second term to promote continuity on the Committee.

Section 8. The Executive Board shall appoint other committees or sub-committees as deemed necessary.

Section 9. Committee chairs will provide quarterly reports to the Executive Board and general membership. Meeting minutes and a year-end final report are to be submitted to the Executive Board. The committees' term of office shall be April 1st through March 31st of the following year.

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ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules or order the Association may adopt.

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ARTICLE IX. AMENDMENT OF BYLAWS

These Bylaws may be amended or repealed, after presentation of the amendments to the Executive Board, at any regular meeting of the Association by a two-thirds vote.

Section 1. No proposals relating to introduction, amendment, or repeal of group legislation shall be presented for vote to the general membership unless the proposal has been previously reviewed and approved by the Executive Board.

Bylaws ratified: October 1989

Amended: September 1990, November 1991, January 1993

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