

LATINX FACULTY AND STAFF ASSOCIATION – UT ARLINGTON
CONSTITUTION AND BY-LAWS

ARTICLE I — Name

The name of the organization shall be the Latinx Faculty and Staff Association (Hereinafter referred to as the LaFSA.)

ARTICLE II — Mission

LaFSA seeks to achieve a visible commitment to the inclusion and valuing of Latino/Hispanic Faculty, Staff, and Students at The University of Texas at Arlington and the community at large.

ARTICLE III — Purpose

1. To promote increased opportunities for initial employment, retention, and career growth and development for Latino faculty and staff at the university.
2. To provide a forum for the exchange of ideas and the discussion of issues and problems of concern to Latino faculty and staff members at UT Arlington.
3. To provide a mutually supportive social and cultural milieu for Latino faculty and staff at UT Arlington.
4. To provide a mechanism for interacting with the administration and the broader University community on issues which affect or are of concern to Latino faculty and staff at UT Arlington.
5. To monitor and encourage the inclusion of cultural diversity as an integral part of the mission of The University of Texas at Arlington.

ARTICLE IV — Membership and Dues

Section 1 — There shall be no discrimination within the association for reasons of religion, age, race or color, sex, marital status, national origin, disability, or sexual orientation.

Section 2 — Types of Membership

1. Membership shall be open to all University of Texas at Arlington personnel who have a full or part-time position. Members must agree to abide by the rules and regulations of the university. Individuals shall become active members in good standing upon payment of dues.
2. Active members shall be eligible to vote, hold office (in accordance with Article VI), and attend meetings of the association, and are entitled to all the services and benefits provided by the association.
3. Membership will be a one-year term, effective September 1st through August 31st.

Section 3 — Membership Dues

1. The amount of annual dues shall be determined every three years by LaFSA upon recommendation of the Executive Committee. Donations of any amount greater than the dues required for membership shall be accepted at any time.
2. Dues are due September 1st.

ARTICLE V — Governance of LaFSA

- A. As delegated by the LaFSA, the responsibility for the administration, management, and operation of the business affairs of the LaFSA shall be vested in the Executive Committee. The Executive Committee shall consist of the elected officers and the appointed chairpersons of the standing committees. The immediate past President shall be an ex-officio member of this committee for one additional year.
- B. The Executive Committee shall meet every two months of the academic year to conduct the LaFSA's general business. The Executive Committee shall prepare the agenda for each membership meeting during the academic year.
- C. Standing Committees — Each committee shall plan and develop programs and activities as they pertain to their areas of concern. Each committee is responsible for the conduct of the programs and should report at the regular meetings of the Executive Committee and at the general membership meetings.
 - Membership and Nomination Committee — The Chair shall be appointed by the President. The Treasurer and Secretary shall also serve on this committee to assist in recruiting new members and nominate a slate of officers for each election, and intake of LaFSA applications.
 - Faculty Affairs Committee — The chair shall be appointed by the President. The Committee will initiate and assist university efforts towards the hire, retention, tenure and promotion of faculty. The committee shall also identify, publicize and coordinate the mentoring opportunities of LaFSA members.
- D. Ad Hoc committees shall be appointed as needed by the President to serve for a special purpose for such a time as determined by the LaFSA.

ARTICLE VI — Officers

- A. The LaFSA is a co-chair system with an Executive rotation: One full-time UTA faculty member of any rank and one full-time UTA staff member serving in Executive positions (President, President Elect). Executive positions must remain full-time UTA employees while serving.
- B. The LaFSA shall elect from its membership three members to serve as Secretary, Parliamentarian, and At-Large.
- C. Officers of the LaFSA shall appoint a Treasurer for an indefinite period.
- D. **Nomination and Election of Officers**
 - 1. Each year the Membership and Nomination Committee shall put together a slate with at least one candidate for each of the offices up for election.
 - 2. Additional nominations for each office may be made from the floor at the spring general meeting, provided such nominees have been previously contacted and have consented to serve if nominated and elected.
 - 3. The election of officers shall be held during the spring general membership meeting or by mail/electronic ballot, if necessary. At least two weeks' notice shall be given for the election meeting.
 - 4. Elections shall be by ballot and the person receiving the highest number of votes for each office shall be declared elected.

5. Secret ballot voting shall consist of a submission of votes with the voting member's signature.
6. Tabulation shall be a confidential process where only Membership and Nomination Committee Chair will count the ballots and the President remains on standby.
7. Selection of officers shall be determined by a simple majority vote. In the event no candidate receives a simple majority vote, the President shall have the tie breaking vote and the vote shall be kept confidential between the Membership and Nomination Committee Chair and President.
8. The preceding procedures shall be followed under all circumstances. If any question should arise, Robert's Rules of Order shall be consulted.
9. Elections for all Executive Officers of LaFSA shall follow the preceding process.

E. Term of Office:

1. In the LaFSA's co-chair system with Executive rotation, the President Elect will serve for a three-year term as follows:
 - i. President Elect: one-year term
 - ii. President: one-year term
 - iii. Past President (ex-officio): one-year term
2. A President Elect is elected every year.
3. The Secretary, Parliamentarian, and At-Large officers are elected for a two-year term with the Parliamentarian in even years and the Secretary and At-Large in odd years.
4. The Secretary, Parliamentarian, and At-Large officers may not serve for more than two consecutive terms.

F. Duties of Officers:

1. **President:** The President presides all meetings of the LaFSA and the Executive Committee. Prepare the agenda for the Executive Committee and general meetings. Appoint chairpersons of the standing committees. Act as the formally designated public spokesperson for the LaFSA. Prepare and present the annual report of the LaFSA at the Fall/Spring general meetings. The President will also coordinate the duties of the officers and committees of LaFSA in order that the mission and purpose may be promoted.
2. **President Elect:** The President Elect shall perform the duties of the President in the absence or inability of the President. The President Elect will coordinate all the committees for the Association, with all committees reporting directly to the President Elect.
3. **Treasurer:** The Treasurer shall be the chief financial officer and shall be responsible for the management of all the funds of this organization. The Treasurer shall produce financial reports every two months; collect dues; maintain the membership roster; coordinate the budget process; and propose an annual budget. Transactions of more than \$100 shall be authorized by the Treasurer and President, President Elect, or chair. As an appointed officer, the Treasurer does not have voting power in the Executive Committee.

4. **Secretary:** The Secretary shall be responsible for documenting all official meetings of the association; shall distribute minutes to all members and maintain all documents, records, contracts and agreements; and shall maintain the LaFSA listserv. Serve on the Membership and Nomination committee.
 5. **At-Large:** The At-Large board member shall perform the duties of the Secretary in any absence or inability of the Secretary. Promote the goals, objectives, and programs of the association, and facilitate internal and external communication. Will help keep the Membership and community At-Large informed through the following means (but not limited to): email correspondence, invitations, business letters, publicity and promotional materials, press releases, and telephone.
 6. **Parliamentarian:** The Parliamentarian oversees meeting procedures and acts as an expert in the rules governing the LaFSA.
- G. **Installation of Officers:** Shall consist of an affirmative response to the following question posed by the President:

"Do you agree to discharge the duties of your respective offices faithfully, impartially, and to the best of your ability as prescribed by the By-Laws of the Latinx Faculty and Staff Association?"

ARTICLE VII — Meetings, Quorum, and Voting

- A. Notice of Meetings - The corresponding Secretary shall give written notice to all members at least 10 business days prior to such meetings.
- B. General LaFSA meetings shall be held twice a year, once in the fall and once in the spring, at scheduled dates and times (TBD) or as determined by the Executive Committee.
- C. Special or emergency meetings may be called by the Executive Committee when deemed necessary to expedite the purpose and work of the LaFSA or to respond to an unexpected occurrence or circumstance. These meetings shall require at least three (3) days prior notice to members.
- D. Quorum — A quorum for conducting the business of the Executive Committee shall consist of 50% of the Committee members. In the event 50% of the Committee is not present, the President shall have the power to designate the members present as a quorum.
- E. Voting — Voting upon matters coming before the LaFSA and the Executive Committee shall be determined by a majority vote of a quorum or of the members present as designated by the President.

ARTICLE VIII — Amendments and Revisions

The Constitution and By-laws may be amended at general meetings of the LaFSA by a majority vote of the members present provided two weeks written notice of the proposed amendment has been given to the members. Amendments shall be proposed to the LaFSA by the Executive Committee of the LaFSA or upon the written request of any five members of the LaFSA.

ARTICLE IX — Removals and Vacancies

Section A — Vacancies and Resignations

- A. In the event an officer or standing committee chair must resign during the operating year, he/she shall notify the President or Executive Committee in writing. All of such resignations shall be accepted at the next regular meeting of the Executive Committee.
- B. Should a vacancy occur in the office of the President, the President Elect may assume the office for the remainder of the term. If the President Elect declines to assume the office, the nominating committee shall appoint a person to the presidency, subject to approval of the Executive Committee. This appointment shall be only until the next official election.
- C. The President shall fill by appointment vacancies in any other office. The appointments are subject to the approval of the Executive Committee. The term of office under these circumstances shall be until the next official election.
- D. Any appointee to an unexpired term of office shall be eligible to be nominated to hold one full successive term of office.

Section B — Removal from Office

In the event of non-performance of duties, misappropriation of funds, negligence, an officer may be removed from office in the following manner:

A. Elected Officers

Elected officers may be removed by a 4/5 majority of the members present at a regular meeting, or special meeting, provided a quorum is present.

B. Appointed Officers

Appointed Officers may be removed by the President or President Elect in the President's absence.

ARTICLE X — Parliamentary Authority

- A. In the transaction of all business matters before the Association, Executive Committee and Standing Committees, the parliamentary authority shall be the most current, revised edition of Roberts' Rules of Order.
- B. Use of Roberts' Rules of Order may be suspended by a majority vote of the members present at a given meeting of either the Association or Executive Committee.