

**Chicana Latino Faculty Staff Association**  
of  
California Polytechnic State University  
Bylaws

**Article I - Name and Location**

Name:

The name of this association shall be the Chicana Latino Faculty and Staff Association. Hereafter, the Chicana Latino Faculty and Staff Association will be referred to as the "ASSOCIATION." We, the ASSOCIATION, use the terms Chicana and Latino to be inclusive of both WOMEN and MEN. In an effort to simplify the text, we elected not to use the masculine and feminine suffix with the slash (o/a). Indeed, the ASSOCIATION purposefully placed the feminine suffix in one term and the masculine suffix in the other term in order to be explicitly inclusive of both MEN and WOMEN.

Location:

The location of the ASSOCIATION shall be the campus of California Polytechnic State University, San Luis Obispo, CA 93407.

**Article II – Mission**

The mission of the Cal Poly, San Luis Obispo Chicana Latino Faculty and Staff Association is to give voice and recognition to the many Chicana and Latino university members. The organization is committed to facilitating rapport between Chicana and Latino university employees at all levels and across the entire campus community. Our presence on campus enriches the university because of our contributions, diversity and commitment to the intellectual life of the community.

**Article III – Goals**

The goals of the ASSOCIATION shall be to:

1. help foster an atmosphere of mutual respect, support, advocacy, understanding, and "familia" between and among Chicana Latino faculty, staff, students, and the wider university community;
2. increase the involvement of Chicanas and Latinos in all levels of university life;
3. help solidify and strengthen Cal Poly's ties to and participation with our surrounding Chicana Latino communities;
4. offer consultation to the university regarding policies and practices that impact Chicanas and Latinos in the Cal Poly community;
5. work with the Cal Poly community to develop effective channels of communication to bring about better understanding of the goals and objectives of the University's diversity

initiatives and other articulated concerns as they relate to Chicanas and Latinos in the University community;

6. work with the Cal Poly community to identify areas of need in program development and in the recruitment of Chicana and Latino faculty, administrators, staff, and students;
7. provide a broad network of Chicana Latino role models, support, and advocacy to help ensure the overall success of Chicana and Latino students;
8. be full partners in Cal Poly's efforts to preserve and foster diversity and the integrity and vitality of the public commitments to our university mission statement.

#### **Article IV – Membership**

Composition:

1. The ASSOCIATION shall be open to all Cal Poly faculty, staff, and administrators who have an interest in Chicana Latino issues in education and who are committed to promoting the goals and objectives of the ASSOCIATION. Cal Poly enrolled students may also participate in the organization as non-voting, non-office holding members.
2. Only those who have paid annual dues to the ASSOCIATION shall be considered “members in good standing” and have specific membership privileges.

Membership Privileges:

1. All members in good standing have a right to vote, hold office, or serve as committee chairpersons.

Membership Dues:

1. Membership dues shall be \$20.00 per year.
2. The membership year shall be from September 1 through August 31.
3. Dues paid by April 30 of each year shall count for the current membership year, unless requested otherwise by the member.
4. Dues paid on May 1 or later shall count for the following membership year, unless requested otherwise by the member.

Standards of Conduct:

1. It is the intent of this ASSOCIATION to uphold and abide by pertinent state and University laws and regulations.
2. This ASSOCIATION or any of its members shall not intentionally conspire to commit any act which causes or is likely to cause physical or emotional harm to anyone.

3. The ASSOCIATION reserves the right to deny membership to anyone who does not maintain professionalism and the standards and goals of the association.

### **Article V – Meetings**

#### General Membership Meetings:

1. General membership meetings shall be held at least once per quarter.
2. The meetings shall be at a time and place designated by the Executive Committee with written electronic notice provided to each member at least seven (7) days prior to the meeting.
3. Meetings will be conducted according to Robert's Rules of Order.

#### Special Meetings:

1. Special meetings may be called by the Executive Committee as the need arises.
2. Written electronic notice of special meetings must be provided to all members at least seven (7) days prior to such a meeting, except in a severe crisis when the majority of the Executive Committee may order a special meeting with lesser notice.

### **Article VI – Officers and Duties**

#### Officers:

1. The elected officers of the ASSOCIATION shall be: President, Vice-President, Secretary and Treasurer.
2. The officers shall be elected by the ASSOCIATION members who are in good standing.
3. The elected officers shall be collectively known as the "Executive Committee" of the ASSOCIATION.

#### Executive Committee:

1. The Executive Committee shall consist of the elected President, Vice-President, Secretary, Treasurer, and the immediate past President.

#### The Executive Committee shall:

1. meet at least monthly during the academic year;
2. have authority to transact the affairs of the ASSOCIATION between regular membership meetings;
3. encourage and assist program development with consultation from the general membership;

4. appoint standing and special committees;
5. accept such other authority as may be delegated to it by the membership at large.

The President shall:

1. preside at all meetings of the ASSOCIATION and its Executive Committee and shall assume the usual duties of a presiding officer per Roberts Rule of Order;
2. oversee the work of the other officers and ensure that they function together as an effective team;
3. provide the overall vision and sense of direction for the organization;
4. delegate appropriate responsibilities to committee chairs and oversee chair people and the work of all committees;
5. be the primary spokesperson for the ASSOCIATION as directed by the Executive Committee and /or the membership;
6. serve as a role model for other officers and members.

The Vice-President shall:

1. exercise leadership and duties of the ASSOCIATION President in her/his absence;
2. perform such other ASSOCIATION duties as the President may assign;
3. automatically succeed to the Presidency, should the office of the President become vacant, prior to the completion of the given term; and a new Vice-President shall be elected;
4. schedule ASSOCIATION officer and organizational meeting dates, time, and facilities and disseminate notices of such meetings regularly and routinely;
5. assist president in overseeing ASSOCIATION chair people and the work of all committees including delegation of appropriate responsibilities to committee chairs and actively keeping abreast of all committee work with committee chairs;
6. chair occasional special committees or projects.

The Secretary shall:

1. record, produce, and distribute true and accurate summary notes of all pertinent ASSOCIATION business to members (including meeting notes, upcoming events and opportunities);

2. record, produce and distribute true and accurate summary notes of the Executive Committee meetings of the ASSOCIATION;
3. keep accurate ASSOCIATION membership lists with names, titles, addresses and phone numbers;
4. create and manage ASSOCIATION email distribution lists;
5. perform such other duties as are assigned by the President and Executive Committee.

The Treasurer shall:

1. receive and deposit all moneys or funds of the ASSOCIATION in such depositories as may be selected by the membership, and shall disburse the funds of the ASSOCIATION in the manner directed by the membership;
2. record and pay bills, and manage day-to-day financial transactions of the ASSOCIATION including the maintenance of adequate and correct account of the assets, liabilities, receipts, disbursements, gains, and losses. The books of account(s) shall be open to inspection by any member;
3. establish an annual ASSOCIATION budget and ensure it is followed;
4. report regularly the ASSOCIATION'S financial status to ASSOCIATION officers and general members;
5. work closely with Cal Poly Corporation or local bank to ensure accuracy of ASSOCIATION account transactions and smooth financial services;

Terms of Office:

1. The term of these officers shall be for two (2) years commencing May 30 of one year and ending on June 1 of the following year.
2. An officer may be re-elected for no more than one (1) additional successive term in the same office.

Election of Officers:

1. The Executive Committee shall appoint an elections committee March 1 of each year. The elections committee shall consist of no less than three (3) members in good standing. No member of the Executive Committee shall serve on the elections committee.
2. When possible, the elections committee shall identify at least two (2) candidates for each office and obtain their consent to run for office.
3. The election committee shall conduct an election by mail, and/or e-mail by sending ballots to all members in good standing.

4. Officers are elected by a majority vote of the members in good standing.
5. Election results shall be announced by the election committee by the end of the membership year (April 30).

#### **Article VII - Committees**

1. The Executive Committee shall appoint ad hoc committees as needed to fulfill the ASSOCIATION'S purposes.
2. As each committee is appointed, the Executive Committee shall define its roles, responsibilities, scope, and timelines.
3. The chair of all appointed committees shall be a member in good standing of the ASSOCIATION.

#### **Article VIII – Duties of Committee Chairs**

The Committee Chair shall:

1. manage the work of committee, with appropriate direction and delegation;
2. report to the vice president and at ASSOCIATION general meetings.

#### **Article XIX - Quorums**

1. A quorum for membership meetings shall be 1/2 of the members in good standing at the time of a meeting. An act of such a quorum shall be considered an act of the ASSOCIATION.
2. A quorum for all committee meetings, including the Executive Committee, shall be the simple majority of the committee membership. An act of such a quorum shall be an act of the committee.

#### **Article X - Amendments**

1. These bylaws may be amended by mail ballot or at any meeting of the ASSOCIATION.
2. Members in good standing shall be provided copies of or emailed all proposed amendments at least fourteen (14) days prior to any vote on bylaws amendments.
3. Amendments shall be considered adopted if they are approved by 1/2 + 1 of the members in good standing.