By-Laws

of

Latino Faculty, Staff and Student Association (LFSSA)

Cal Poly Pomona

Submitted by the LFSSSA Executive Board

August 2010
Latino Faculty, Staff and Student Association

Officers and Structure

ELECTED OFFICERS

President
(Term expiring in 2011)

Vice President
(Term expiring in 2012, second year of term serves as President)

Executive Secretary
(Term expiring in 2012, second year of term serves as Treasurer)

Treasurer
(Term expiring in 2011)

REPRESENTATIVES

Faculty Representative
(Term expiring in 2011)

Staff Representative
(Term expiring in 2011)

Student Representative
(Term expiring in 2011)
Cal Poly Pomona  
Latino Faculty, Staff and Student Association 

By-Laws

Article I: Name  
The official name of this organization shall be Latino Faculty, Staff and student Association. The abbreviation shall be LFSSA.

Article II: Mission Statement  
To support the academic and professional development of Latino faculty, staff and students as a means to enhance their leadership skills, and to celebrate and promote the Latino cultural heritage with the campus community.

Article III: Objectives  
The objectives of the Association shall be:
1. To develop activities and programs that enhance the retention and graduation of Latino students.
2. To develop, promote and celebrate Latino cultural and social events with the campus community.
3. To serve as an advocate and resource for professional training and development of members.
4. To provide leadership in identifying and responding to challenges, issues and events affecting the Latino campus community.

Article IV: Membership  
Section I  
Membership is open to employees, faculty and student of the California State Polytechnic University, Pomona as well as off-campus community persons who are interested in the objectives of the Association and shall be of two types: voting members and associate members.

Section 1.1  
Membership in the Association is not based upon race, ethnic origin, sex, age, sexual orientation or religious conviction.

Section 2
Voting members have the right to vote on issues, vote during elections, hold office, participate in committees, bring motions forward and submit amendments to the by-laws and to receive minutes on the meetings.

Section 2.1

2.1.2 Voting members are those who have made a contribution to the Association. Contributions include participation in activities, in-kind donations, and voluntary financial donations.

2.1.3 Voting members are employees, faculty or students of Cal Poly Pomona.

2.1.4 Voting members are active participants in the association as witnessed by their attendance at general meetings, supporting committee work, or by assisting in other functions of the association.

2.1.5 Contributions will be acknowledged by the Association.

2.1.6 At the discretion of the Board, Honorary Members will be designated.

Section 3

Associate Members

3.1 Associate members are those who have contributed to the goals and mission of the Association.

3.2 Associate members are employees, students or alumni of Cal Poly Pomona, or are off-campus community persons.

3.3 The contributions has been witness and recognized by the Association.

Article V: Dues

Section 1

There is NO Annual Membership fee. The Association works under voluntary personal and financial contributions.

For the purpose of voting, membership runs from June 1 through May 31. April 30 is the last day to contribute to receive membership benefits for the year.

The Executive Board will determine the contributions necessary to receive membership benefits.
1.1 Student members will contribute to the Association per academic year as determined by the Executive Board.

1.2 Under special financial circumstances, a membership waiver can be granted in exchange for committee chairpersonship for the affected academic year. A written request outlining the reason(s) must be forwarded by the person requesting the waiver to any Board member. The Executive members will vote on the approval or denial of the request.

1.3 Each academic year a membership roster will be distributed to the Executive Board.

Section 2

Sample of Contributions

2.1 The Association welcomes the voluntary financial contributions of interested parties and members to support the goals, mission and activities of the LFSSA.

2.2 Interested parties may choose to relate their voluntary financial contributions to a specific activity. The request would NOT modify the structure on how the contribution is received.

Article VI: Voting

Section 1

Decisions during the general meetings and the annual meeting shall be ruled by voting members in attendance.

Section 2

In the event of a tie vote during election of the position of an officer or representative, the revote will be cast within two weeks.

Section 3

In the event of a tie vote on an agenda item or proposed issue, during a general membership meeting, a revote will be taken only once. If the issues(s) remain(s) tied the current President will cast the deciding vote.

Article VII: Nominations, Elections, and Student Representatives
Section 1

Any voting member can nominate an individual (with consent of the nominee), who is eligible to run for office as either an officer or representative.

Section 2

Elections will be held during the month of May and the newly elected officers and representatives will assume their positions at the end of Spring Quarter.

Nominations will take place the first week of May. Voting will take place over the following 2 weeks. During the last week of May, votes will be tabulated and the results will be announced. To run for a position, an individual must have been a member for at least one quarter, prior to nominations.

2.1 During even numbered years, the President and Treasurer will be elected for two year terms.

2.2 During odd numbered years, the Vice President and Executive Secretary positions will be elected for two year terms.

2.3 In the case that the current Vice President or/and Secretary are unable to transition into the President and Treasurer roles for their second term because something else that prevents them from continuing their second term (e.g., if they got a new job somewhere else, or other serious reason), the positions would then be put up for election on a one-year basis – for the elected individuals to complete the previous vacant term.

Section 3

Vacancies in any Executive Board position or committee assignments prior to the expiration of term shall be filled by appointments of the President within a month and with the advice and consent of the general membership.

Section 4

Elections for representatives will also be held during the month of May. The representatives are elected for one year terms.

Section 5

Elections will be conducted by the Executive Board meeting in May.
Article VIII: The Executive Board, Officers and Representatives

Section 1

The Executive Board members shall consist of the four elected officers and three representatives. The Executive Board shall be responsible for:

1.1 Leadership and direction of the association.
1.2 Scheduling and conducting meetings at least once per month.
1.3 Presenting proposal and recommendations to the membership.
1.4 Distributing minutes of their meetings to the general membership.
1.5 Creating additional committees as needed.

Section 2

The Executive Board meetings are restricted to officers, representatives and invited guests.

Section 3

Elected Officers:

President (1)

3.1 Shall be responsible for conducting the Executive Board meetings.
3.2 Shall lead association meetings.
3.3 Shall represent the association in business matters with other organizations on and off campus.
3.4 Shall make appointments to fill vacancies.
3.5 Shall have general powers and duties to make the decision in the event of a tie vote.
3.6 Shall delegate some of the President’s duties to other officers or representatives.

Vice President (1)

3.7 Shall assist the President in her/his duties.
3.8 Shall serve in place of the President should the President not be able to carry on his/her duties.

3.9 Shall be the custodian of all the association’s official papers and records.

3.10 Shall prepare and distribute to Executive Board a mailing list of potential and current members (in collaboration with the Treasurer and Secretary).

3.11 Shall serve on at least one committee.

**Executive Secretary (1)**

3.12 Shall notify membership about the place, date and time of general meetings as determined by the Executive Board.

3.13 Shall maintain a sign-in sheet and distribute to the Vice President.

3.14 Shall keep official minutes of all meetings.

3.15 Shall be responsible for the distribution of minutes to the membership.

3.16 Shall be responsible for keeping records on all association activities.

3.17 Shall conduct all official correspondence.

3.18 Shall maintain the Association’s website.

**Treasurer (1)**

3.19 Shall be the custodian of the funds and shall deposit and maintain the funds in the Cal Poly Foundation. Shall pay all financial obligations for this Association subject to the approval of the Executive Board.

3.20 Shall prepare and distribute a list of contributing members.

3.21 Shall process all contributions (such as payroll deductions or in-kind donations) and shall process all Acceptance of Gift forms.

3.22 Shall furnish to the Executive Board and membership all financial information, reports and general financial data requested by them.

3.23 Shall report at monthly Executive Board and general meetings all sums received, expended, all outstanding obligations and such other matters as may be deemed necessary.
3.24 Shall obtain the authorized approval of at least one (1) but not more than two (2) of the following elected officers: President, Vice President and Secretary for special circumstances.

Representatives

Student Representative (2)

3.25 Shall serve as a liaison between the association and university’s Latino centered student organizations.

3.26 Shall communicate student issues and concerns to the association and disseminate information.

Staff Representative (1)

3.27 Shall serve as a liaison between the association and the University’s Latino staff.

3.28 Shall communicate staff issues and concerns to the association.

Faculty Representative (1)

3.29 Shall serve as a liaison between the association and the university’s Latino faculty.

3.30 Shall communicate faculty issues and concerns to the association.

Article IX: Committees

Section 1

All committees are to have designated chairs or co-chairs.

Membership Committee

1.1 Shall be responsible for developing and implementing a recruitment and retention strategy that supports and ensures the continual participation of members in the activities of the association for its continued growth.

Program Committee

1.2 Shall be responsible for developing programs and projects to be undertaken by the association in response to the needs of members and the community at
large, (i.e., Unity Luncheon, Cinco de Mayo Luncheon, Posada, fundraisers, etc.)

Scholarship Committee

1.3 Shall be responsible for the updating and/or developing of the Association’s scholarship application forms and their dissemination.

1.4 Shall be responsible for screening of applications and selections of candidates.

1.5 Shall organize and present the scholarship awards at the LFSSA Scholarship Reception.

Election Committee

1.6 Shall consist of voting members who are not nominees or current elected officers.

1.7 Shall conduct the operation of the annual elections of the elected Executive Board positions that will be vacant for the incoming academic year.

Ad-hoc Committees

1.8 Shall be designated by the President or Executive Board as such needs may arise.

Article X: Membership Meetings

Section 1

General meeting shall be held at least three times (once a quarter) (OR three times a year, once a quarter) during each of the following quarters: Fall, Winter and Spring for the purpose of conducting official business. The place, time and date for general meetings shall be set by the Executive Board.

Section 2

Executive Board meetings shall be conducted monthly during Summer Quarter for planning and preparing the association’s direction and leadership for the academic year. Monthly Executive Board meetings shall be conducted prior to the monthly general meetings for planning and preparing general meeting agendas. Special events such as elections, award presentations, fund raising, etc. shall be addressed in the Executive Board meeting.

Section
The general meetings and the annual meeting are open to members and non-members. However, privileges such as voting, bringing motions forward and submitting amendments are given to voting members only.

Section 5

General members shall be notified by email (and voicemail -?) as shown by University records by the Executive Secretary at the beginning of each quarter (Fall, Winter and Spring) to apprise them of the next meeting and other pertinent information.

Article XI: Amendments

Section 1

Amendments may be initiated by voting members.

Section 2

Amendments shall be adopted if approved by two-thirds of the voting members.

Article XII: Statement of Dissolution

Section 1

In the event of the Latino Faculty, Staff and Student Association (LFSSA) of Cal Poly Pomona should dissolve, the funds deposited in their Foundation account shall revert to Cal Poly Pomona’s Hilda Solis Scholarship program for students pursuing their education at Cal Poly Pomona.

Section 2

In the event Cal Poly Pomona’s Hilda Solis Scholarship program becomes defunct, the LFSSA funds shall revert to the Cal Poly Pomona’s Mexican American Student Association (MASA) for the sole disbursement of scholarships for students pursuing their education at Cal Poly Pomona.