By-Laws

of

UW OMA&D Latino/a Faculty Staff Association

Article I - Name

1.1 The name of this organization is Latino/a Faculty Staff Association of the University of Washington.

1.2 The principle office of this organization is fixed and located at University of Washington.

Article II – Mission Statement

2.1 The University of Washington (UW) OMA&D Latino/a Faculty and Staff Association (LFSA) is an advocacy, leadership development and social network that address Latino/a issues in higher education, including the educational concerns and advancement of the UW Latino/a community. Its priorities include:

- Highlighting scholarship produced about Latino/a communities; spotlighting the contributions of Latino/a staff
- Assisting in the recruitment, retention and advancement of Latina/o faculty, staff and students
- Creating community and a support network that nurtures Latina/o’s as a visible and viable part of the UW environment and leadership
- Enhancing knowledge of Latina/o educational contributions related to Latino communities
- Promoting social and cultural activities that relate to Latino communities on and off campus

Article III – Membership

3.1 Membership is open to current University of Washington Seattle, Tacoma or Bothell Campus staff personnel.

3.2 Members are self-identified Latinos.

3.3 The one member-one vote principle shall apply to all members.

Article IV – Officers

4.1 The elected Officers shall be Co-Chairs, Events Chair, Marketing Chair, Membership Chair and Treasurer, whose duties shall be those usually assigned to such officers.

4.2 The Executive board consisting of the Co-Chairs will act on behalf of the Association in promoting the mission statement in Article II.
4.3 **Length of Service**- Elected officers will hold their positions for a minimum of more than two years per term with renewal or extension of the term on a case by case basis as needed.

4.4 **Resignation**- Any board member may resign his/her position at any time. Such resignation shall be made in writing, and shall take effect at the time specified therein, and if no time be specified, at the time of its receipt by the entire board.

4.5 **Regular Meetings**- The Board shall meet no less than once per month of each year. Specific dates for meeting shall be fixed by the Board.

4.6 **Quorum and Voting**- A majority of the Board shall constitute a quorum for the transaction of business.

**Article IV- Elections**

1.1 The election of officers shall be held every two years in the month of May. A Nominating Committee shall be convened which shall consist of the current Board of Directors. If no board is in place, the current Co-Chairs may appoint members at large from the general membership of the affinity group.

**Board of Directors**

**Co-Chairs**
- Ideally the Chair positions will be shared between a Faculty and Staff member
- To be responsible for the total operation of the organization.
- To outline the work of the organization and keep members informed on all matters pertaining to the organization.
- To establish committees for special needs and/or programs.
- To check on the progress of committee work and meet regularly with committee chairpersons.
- To make arrangements for meetings and make sure each member is notified.
- To be responsible for seeing that expenditures do not exceed the budget of the organization.
- To coordinate recommended committee budgets.
- To be responsible for evaluation and annual reports.
- To consult regularly with appropriate personnel.

**Events Chair**
- To be in charge of planning, development and overseeing of execution of programs carried out by the Organization.
- To set participation fees based on fiscally appropriate budgeting for all events; produce event reports as required by the Board of Directors.
- To query the membership on occasion as required to ensure that programming meets the needs of the constituency;
- To encourage Professional Development of all members and constituencies of the Organization;
• To discharge any other such duties that may be assigned to this role by the Chair or by the Board of Directors.

Marketing Chair
• Shall be responsible for developing all channels of communication between OMA&D and the members of the Organization
• Manage the technological tools to implement these (e.g., web site, online groups, blogs, chat rooms, online forums and the like)
• Create, develop and finalize website graphics.
• To maintain the files, website, email and google drive of the organization.
• He or she shall discharge any other such duties that may be assigned to this role by the Chair or the Board of Directors

Membership Chair
• To keep a register of members.
• To notify members of regular or called meetings.
• To keep the constitution, by laws, rules of order and standing rules.
• To conduct the correspondence of the organization, including taking meeting minutes
• To be responsible for assembling and distributing the agenda for each meeting.
• To execute and distribute to all members copies of the minutes of each meeting.

Treasurer
• To be in charge of the financial matters of the organization.
• To work directly with the appropriate resource personnel and committee chairpersons.
• To keep the chairperson informed of the financial status of the organization at all times.
• To maintain a file of requisitions and accurate books on the disbursements and receipts of the organization.
• To give financial reports at meetings.
• To assist in compiling the budget for the next year.