



Florida State University

LatinX Faculty/Staff

Network

BYLAWS

LatinX Faculty/Staff Network Florida State University

Article I. Organization Name

The name of this organization shall be the LatinX Faculty/Staff Network at Florida State University.

Article II. Mission

The LatinX Faculty/Staff Network is committed to supporting the inclusion and recognition of LatinX Faculty, Staff and Students at Florida State University. The LatinX Faculty/Staff Network also supports the University's mission and strategic plan through the promotion of an inclusive and affirming campus climate.

Article III. Objectives

The objectives of the organization are:

- To provide a forum for the exchange of ideas and discussion of important issues which affect LatinX faculty, staff, and students at Florida State University
- To provide a resource for the professional development, retention and advancement of LatinX faculty and staff members at the university
- To provide a resource for the academic development and retention of LatinX students at Florida State University
- To promote and enhance opportunities for equity, diversity, and inclusion within the university and the Tallahassee community
- To establish and maintain cooperative working relationships with various university units, the alumni, community groups and LatinX faculty and staff at other institutions
- To monitor and encourage the inclusion of diversity and equity as an integral part of the mission and strategic plans of Florida State University

Article IV. Membership

Section 1—Membership Statement

Membership in the LatinX Faculty/Staff Network shall be open to all faculty and professional staff currently employed at Florida State University (FSU) on a part-time or full-time basis. No FSU faculty or professional staff employee may be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status or disability. Membership is strictly voluntary.

Section 2—Active Membership

Active members in good standing are defined as those members who have paid their membership dues in full and are in good standing with the university.

Section 3—Dues

Membership dues will be determined annually. Membership dues may be paid any time during the academic year.

Section 4—Revocation of Membership

Membership may be revoked without mutual agreement for non-participation as determined by the Board of Directors, misconduct, or violations of any provisions of the Bylaws. The process of membership removal from the LatinX Faculty/Staff Network will be achieved by a majority vote resolution of the Board of Directors.

Article V. Meetings

Meetings will be called by the Secretary or any member of the Board of Directors. The LatinX Faculty/Staff Network members will meet at least once a semester during the academic year (Fall and Spring). Meetings during the summer will occur on an as-needed basis. All meetings will be announced to the membership in advance and will be open to all members in good standing.

Directors may attend meetings in person or through any communications medium (conference call, Internet, etc.). A majority (3) of the entire Board of Directors will constitute a quorum for voting purposes. Whenever a quorum of Directors is present at a Board meeting, decisions shall be made by a simple voting majority of the Directors present, be it either physically or through a communications medium. Such decisions shall be recorded permanently by the Secretary in the form of Board resolutions and meeting minutes.

Article VI. Officers**Section 1—Eligibility**

All officers of the LatinX Faculty/Staff Network shall serve as full-time employees at Florida State University and be in good standing with the University.

Section 2—Titles and Duties

The officers of this organization shall include two Co-Chairs, one Secretary and one Treasurer. Together, the officers shall comprise the Board of Directors. No officer will be permitted to hold more than one officer position concurrently. The term of office

shall be two (2) years. Officers may be re-elected for no more than two-consecutive terms.

Officer duties are as follows:

- **The Co-Chairs:** Preside over meetings and call meetings to order, be authorized to co-sign with the Treasurer on all financial instruments and nominate members to serve on all committees. All committees will report directly to the co-chairs. Co-Chairs will also serve as the organization's liaison with the University administration.
- **The Secretary:** Take and distribute meeting minutes, handle the distribution of all meeting notices, membership lists and correspondence, maintain the administrative paperwork of the organization, assume the duties and the responsibilities of the Co-Chair in the absence of a Co-Chair and maintain order at all business meetings in line with Robert's Rules of Order (latest edition).
- **The Treasurer:** Keep an accurate record of all financial transactions of the organization; present financial updates during general body meetings; prepare an annual report for distribution to all active members; assist in the coordination of all financial and fundraising activities; assume the duties and the responsibilities of the Co-Chair and Secretary in the absence of a Co-Chair and Secretary.

Article VII. Selection of Officers

Section 1—Eligibility to Vote and Hold Office

Voting will be limited to all faculty and professional staff who are active paying members in good standing.

Section 2—Nomination Process

The nomination of officers shall occur at least one meeting prior to the election. The Secretary is required to provide email notification to the membership regarding the nominees and forthcoming elections.

Section 3—Election Process

Elections for organizational positions shall be held during a spring semester in-person meeting or via an anonymous electronic poll that will be open for one week. Eligible members will vote by secret paper or electronic ballot. A simple majority of those voting will determine the winner of contested elections. The Secretary will tabulate the votes and announce the election results.

Section 4—Vacant Officer Positions

Officers no longer wishing to serve on the Board must submit their resignation to either Co-Chair at least two weeks in advance. In the event an officer is removed or resigns, the nomination process as stated in Section 2 will take place at the next scheduled meeting.

Article VIII. Standing and Ad Hoc Committees

The LatinX Faculty/Staff Network shall have the following standing committees:

- **Social Committee:** The social committee will organize formal and informal events for the association. The goal of the committee is to facilitate community-building efforts.
- **Recruitment Committee:** The recruitment committee will engage new and potential members.

The Co-Chairs may establish ad hoc committees as needed. All ad hoc committees shall receive a specific charge and have a sunset date established at the time of creation.

Article IX. Finances

Section 1—Organizational Spending

Two authorized signatories must approve all financial transactions. The Co-Chairs and Treasurer are the only authorized signatories on the organization's account.

Organizational funds may be spent only on those items that are necessary and relevant to the stated purposes of the organization. Funds may not be used for anything illegal under local, state, and federal laws.

Section 2—Officer Transition

It shall be the responsibility of all account signers to change contact information as well as assist in the update of new account signatures after each election with the organization's financial institution. The Treasurer will be responsible to pass along all information from previous year's budget and current budget.

Section 3—Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account from dues or private donations shall be submitted to the Office of Multicultural Affairs (OMA) at Florida State University. Financial gifts from private organizations and other donors that are designated for a specific purpose must be returned to the original donors.

Article X. Amendments

Amendments to the Bylaws must be proposed in writing to the Co-Chairs and Secretary. The amendment(s) must then be presented to the organization during a scheduled meeting for discussion with 30 days prior notice and should include a full explanation and/or rationale for the amendment for discussion. The amendment(s) must then be voted on for ratification and approved unanimously by the Board of Directors.