

**BYLAWS OF THE**  
**LATINO STAFF ASSOCIATION**

PREFACE

These Bylaws of the Latino Staff Association (LaSA) were adopted by the membership of the Latino Staff Association on June 12, 2002, at which time all previous Bylaws were rescinded.

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ARTICLE 1.  
NAME OF THE ORGANIZATION.

1.1 Name.

The name of the organization is the Latino Staff Association ("LaSA").

ARTICLE 2.  
PURPOSE OF THE ORGANIZATION.

2.1 Purpose.

The purpose of the Association shall be to promote the general welfare and interests of Latinos in the University community by engaging in activities which include, but are not limited to, the following:

- (a) Maintaining and enhancing communication with the University community and advising appropriate officials, through research, publication and any other means appropriate, on matters that affect Latino employees.
- (b) Developing and maintaining a support group for Office of the President staff which enhances and increases the presence of Latinos in the Office of the President and the University community.
- (c) Promoting the employment, training, retention, and advancement of Latino staff in the Office of the President and the University community.
- (d) Supporting the educational mission of the University, particularly as it relates to the Latino community.
- (e) Establishing and maintaining cooperative relationships and other outreach activities in the Latino community to promote a greater awareness and level of participation by the Latino community in the programs, services, and activities of the University.
- (f) Assisting in the development of leadership skills of the Association's members by fostering a supportive environment which encourages participation in meaningful leadership roles by members in all personnel program tiers.
- (g) Fostering communication and sensitivity among members of the Association and the University community in order to promote increased interaction, cultural awareness, understanding, and mutual respect for all cultural values.

## 2.1 Purpose (continued)

- (h) Serving as an organized, cohesive body through which Latinos can influence and ensure progress with respect to Affirmative Action objectives in the Office of the President and the University community.
- (i) Fostering greater visibility for Latinos by advocating for the inclusion of Latinos in policy making bodies and committees and by encouraging members of the Association to become active in other UCOP organizations in order to enhance the interests of Latinos within the Office of the President.

## ARTICLE 3. MEMBERSHIP.

### 3.1 Membership.

A member of the Association shall be a person who is eligible for membership in the Association, has requested to become a member of the Association, and is enrolled in the roster of members which is to be maintained by the Treasurer.

Membership in the Association is open to all career, casual, and employees in the Office of the President who wish to participate and desire to assist in carrying out the purposes for which the Association was formed. Retired employees are eligible for membership in the Association.

Members who are in exclusively represented units may participate in all discussions and activities except those concerning scope of representation as defined by HEERA (wages, hours, and other terms and conditions of employment). Such members also may not hold positions or offices on the Executive Board, the Committee on Committees or other committees whose work would be inconsistent with such members' represented status.

## ARTICLE 4. DUES

### 4.1 Dues.

The annual membership dues, if any, shall be set by the membership by majority vote. Dues shall be used only to defray the operating expenses of the Association. Dues shall be collected annually beginning in January. Annual membership is \$10.00 and can be increased by vote of the membership.

## ARTICLE 5. MEETINGS

### 5.1 Regular Meetings.

There shall be regular monthly Board meetings, held on a fixed day and week of each month, as established by the President of the Association with the approval of the membership. Notice of regular monthly meetings need not be given unless such meeting is to take place on a date other than the fixed meeting date or if the location of the meeting is not fixed.

### 5.2 Special Meetings.

Special meetings may be called by the President of this organization; at the request of 50% or more of the Executive Board; or, by request from at least ten members of the Association. Except when not practicable due to unanticipated events, at least three working days' written notice of a special meeting shall be given to each member.

### 5.3 Quorum.

The members who are present in person at a regular or special meeting shall constitute a quorum for the transaction of business, provided a minimum of 3 members of the Executive Board are present and except as provided in Article 10.

## ARTICLE 6. OFFICERS AND DIRECTORS

### 6.1 Officers and Directors.

The Officers of the Association shall be the President, the President-Elect, Corresponding Secretary, Recording Secretary, and Treasurer. There shall also be elected four Directors. Together the Officers and Directors shall comprise the Executive Board of the Association. Upon adoption of the Bylaws, a committee shall be formed for the sole purpose of nominating charter officers and directors. Such committee may nominate any member of the Association, including a member of the committee.

### 6.2 Terms of Office.

Each officer and Director shall take and hold office for one year, commencing at the first of the new year immediately following the elections, except that the "charter" officers and director shall take office immediately after being elected and shall hold office through the calendar year of their election.

### 6.3 Duties of Officers and Directors.

- (a) President. The President shall be the chief officer of the association, shall preside at all meetings of the Association and shall perform all duties incident to the office and consistent with these bylaws.
- (b) President-Elect. The President-Elect shall succeed the President upon expiration of the President's term of office and, during the term as President-Elect, shall perform such duties as the President and Executive Board may from time to time direct.
- (c) Corresponding Secretary. The Corresponding Secretary shall be responsible for coordinating the preparation and mailing of notice of all meetings; shall respond to all correspondence to the Association requiring a response; shall coordinate all releases of information or other communications to persons or entities outside of the Office of the President; and, shall perform such other duties, consistent with this office, as the President and the Executive Board direct.
- (d) Recording Secretary. The Recording Secretary shall prepare, request approval of, publish, distribute and keep the minutes of all meetings, shall certify official copies of such minutes and these Bylaws, and shall perform such other duties, consistent with this office, as the President and the Executive Board direct.
- (e) Treasurer. The Treasurer shall collect dues, if any, from members and promptly deposit them so as to maximize earnings; maintain a current and complete roster of members; keep financial records of the Association; collect, care for and, upon approval of the President or Executive Board, disburse all funds of the Association; render quarterly and annually reports of the financial affairs and status of the Association; receive, account for, disburse and report on all monies of the Association and perform such duties as the President and Executive Board may from time to time direct.
- (f) Directors. The four Directors shall promote and implement activities of this organization, propose policies for adoption by the membership and perform such duties as the President and Executive Board may from time to time direct.

## ARTICLE 7. ELECTIONS

### 7.1 Elections

Elections of officers will be held annually in November. Officers will begin serving their terms in January and will serve for one-year terms.

### 7.2 Voting Eligibility

Members in good standing will be eligible to vote in the election of officers. The Treasurer is responsible for certifying the members who are eligible to vote. Member in good standing is an active, paid member.

### 7.3 Voting Procedures

Voting will be done at a regular meeting, and for the convenience of the membership voting can also take place by casting votes online at the LaSA Web site.

## ARTICLE 8. EXECUTIVE BOARD

### 8.1 Composition of the Executive Board.

The President, President-elect, Corresponding Secretary, Recording Secretary, Treasurer and four Directors shall constitute the Executive Board.

### 8.2 Powers of the Executive Board.

The Executive Board shall manage and supervise the affairs of this organization. It shall exercise all powers and do all things not required by these Bylaws to be done by the membership.

## ARTICLE 9. COMMITTEES.

### 9.1 Standing Committees and Special Committees.

(a) Committee on Committees. The Association shall have only one standing committee, the Committee on Committees. The Committee on Committees shall make recommendations to the President regarding the creation of, and appointment of members to, special committees.

(b) Special Committees. Special Committees shall be appointed by the President in order to facilitate consideration of the affairs of the Association. Any matter appropriate for consideration by a special committee first shall be referred thereto by an affirmative vote of no less than a majority of the membership present. Unless otherwise specifically delegated and except as otherwise provided here in, authority to act on all matters is reserved to the membership, and the

duty of each Special Committee shall be only to consider and to make recommendations to the membership upon matters referred to it.

ARTICLE 10.  
RULES OF PROCEDURE.

10.1 Rules of Procedure

The rules contained in Robert's Rules of Order. Newly Revised, shall govern the proceedings and the conduct of the meetings of the Association and its committees, in all cases to which they are applicable, unless inconsistent with these bylaws.

ARTICLE 11.  
AMENDMENT OF BYLAWS.

11.1 Amendment Procedure.

These bylaws may be amended at any regular meeting of this organization by the affirmative vote of not less than two-thirds of the members present at such meeting, provided the quorum requirement of Article 5.3 is met and further provided that notice of any proposed amendment, including a draft thereof, shall have been given at the regular meeting of the organization next preceding the meeting at which such amendment is voted upon and the proposal for amendment first shall have been referred to an appropriate Committee of this organization in accordance with Article 9.1 (b), or, if there is no appropriate Committee, to the Executive Board.