

**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were adopted by the membership of the Latino Staff Association on June 12, 2002, at which time all previous Bylaws were rescinded.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 Latinx Staff Association ("LaSA") also known as the Latinx Employee Resource Group (LxERG).

ARTICLE 2

PURPOSE OF THE ORGANIZATION

2.1 Purpose.

The purpose of the organization is to promote the general welfare and interests of Latinx employees at the UC Office of the President by engaging in activities that include, but are not limited to the following:

- (a) Maintaining and enhancing communication with the University community, and the community at large.
- (b) Developing and maintaining a support group for UC Office of the President staff which enhances and increases the presence of Latinx employees at the Office of the President and the University community.
- (c) Promoting increased interaction, cultural awareness, understanding, and mutual respect for all cultural values of Latinx employees at the UC Office of the President.
- (d) Promoting the employment and professional development, retention, and advancement of Latinx staff in the Office of the President and the University community.
- (e) Supporting the teaching, research and public service mission of the University by advising appropriate officials, through research, publication and any other means appropriate on matters that affect the Latinx community.

(f) Establishing and maintaining cooperative relationships and other outreach activities in the Latinx community to promote a greater awareness and level of participation LaSA-sponsored programs, services, and activities of the University.

(g) Assisting in the development of leadership skills of LaSA members by fostering and encouraging leadership participation in the organization.

(h) Fostering greater visibility for Latinx employees by advocating for the inclusion of Latinx employees 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 Latinx employees within the Office of the President.

ARTICLE 3

MEMBERSHIP

3.1 Membership.

Membership in the LaSA shall be any employee at the University of California Office of the President. Membership in the Organization 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 organization was formed. Retired employees are eligible for membership.

ARTICLE 4

MEETINGS

4.1 General Membership Meetings

General membership meetings are held at noon (PST) on the third Thursday of each month. If a regularly scheduled meeting needs to be changed, a member of the LaSA Steering Committee will do so and notify the entire membership of the change in advance.

4.2 LaSA Steering Committee Meeting

The LaSA Steering Committee will hold monthly meetings a week before the regular general membership meetings. The Steering Committee will report to the general membership any decisions it has made on behalf of the organization.

4.3 Special Meetings.

Special meetings may be called by the Steering Committee of the organization; at the request of 50% or more of the Steering Committee; or, by request from at least ten members of the organization. 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.

4.4 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 three members of the Steering Committee are present and except as provided in Article 10.

ARTICLE 5

OFFICERS AND DIRECTORS

5.1 Officers and Directors.

The Organization shall be directed by a designated Steering Committee. The Steering Committee will consist of four members from the Organization. Steering Committing members may be nominated or self-nominated. Any member of the Organization may serve on the Steering Committee. The members will serve a term of one office as designated in 5.2 Terms of Office.

5.2 Terms of Office

Each Steering Committee member shall take and hold office for one year, commencing at the first of the new year immediately following the elections.

5.3 Duties of Steering Committee

(a) The Steering Committee members shall preside at all meetings of the Association and shall perform all duties incident to the office and consistent with these bylaws.

(b) Two Steering Committee members will be designated as primary contacts of the Organization for purposes of contact by the LaSA sponsor and the UCOP Affinity/Group Employee Resource Group advisory committee.

(c) Incoming Steering Committee members shall succeed the outgoing Steering Committee upon expiration of the term of office.

(d) One Steering Committee member will assume the responsibility of coordinating the preparation and mailing of notice of all meetings; shall respond to all correspondence to the Organization 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.

(e) One Steering Committee shall assume the responsibilities of recording of all meetings, and 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.

(f) One Steering Committee member shall maintain a current and complete roster of members; keep financial records of the Organization; collect, care for and disburse all funds of the organization as needed;

1) Render quarterly and annually reports of the financial affairs and status of the organization

- 2) Receive, account for, disburse and report on all monies of the Organization;
- and,
- 3) Perform such duties as needed.

ARTICLE 6

ELECTIONS

6.1 Elections

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

6.2 Voting Eligibility

Members in good standing will be eligible to vote in the election of the Steering Committee. The Steering Committee will be is responsible for certifying the members who are eligible to vote.

Member in good standing meets the criteria noted in 3.1 Membership.

6.3 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 website.

ARTICLE 7

COMMITTEES

7.1 Special Committees. Special Committees shall be appointed by the Steering Committee in order to facilitate consideration of the affairs of the organization. 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 herein, 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 8

RULES OF PROCEDURE

8.1 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 9

AMENDMENT OF BYLAWS

9.1 Amendment Procedure.

The Bylaws may be amended at any regular meeting of this organization by an affirmative vote of no less than two-thirds of the members present as provided in Article 4.4. Notice of any proposed amendment, including a draft thereof, shall have been given at the regular meeting of the organization 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 7.1, or, if there is no appropriate Committee, to the Steering Committee.