

SANTA ROSA JUNIOR COLLEGE LATINX FACULTY & STAFF ASSOCIATION

BYLAWS

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MISSION STATEMENT

The Santa Rosa Junior College (SRJC) Latinx Faculty and Staff Association (LFSA) is a professional organization that focuses on creating a welcoming and equitable environment for Latinx employees and students. Our purpose is to advocate for Latinx issues in higher education and empower our Latinx community to pursue upward mobility through education.

To fulfill its mission LFSA will:

- Promote and encourage members to join opportunities for professional development available through SRJC and other professional organizations.
- Promote social and cultural aspects of the Latinx experience as it relates to education.
- Create an inclusive culture for students by hosting and promoting cultural events such as:
 - Latinx Graduate Celebration
 - Latinx Bienvenida
 - SRJC La Carpa Talent Show
 - Latinx Lecture Series
- Foster relationships by collaborating with affinity groups, campus departments, and community organizations.
- Represent LFSA on the Council for Racial Equity and Justice. Contribute to the District's effort of creating a culture of belonging and building community at SRJC.
- Support and celebrate Latinx student success.

ARTICLE I: NAME

The name of the organization is the Latinx Faculty and Staff Association and will be referred to in the remainder of this document as LFSA. The governing body of LFSA is the Executive Board.

ARTICLE II: EXECUTIVE BOARD

The Executive Board of LFSA shall consist of the elected officers and the most recent Past President. The Executive Board members shall meet at least once a month during the academic year, or as deemed necessary by the President(s). The Executive Board creates agendas for and schedules meetings for the membership. The LFSA President shall appoint members to fill in for vacant positions until that position is up for election by membership.

ARTICLE III: PURPOSE

LFSA serves to increase participation and interaction with college administration, faculty, staff and students in policy making, planning and special purposes in activities supporting the mission of LFSA.

The Executive Board shall facilitate a means of communication among and between all the membership of LFSA and the College Community in general.

ARTICLE IV: MEMBERSHIP

Regular Members

Regular Members shall be composed of all Santa Rosa Junior College non-student employees who support the mission of LFSA, have applied to be a member of the association and have paid the annual (academic year) membership fee. Regular Members receive shared Association communications, can serve as elected officers, can be present during closed sessions of LFSA, and have full voting rights on action items brought before LFSA.

Collaborative Members

Collaborative members comply with the requirements for Regular Members, including the submission of the application form (except for payment of the annual membership fee). Employees, students, student employees and retirees may join as collaborative members. Collaborative Members receive shared Association communications. Collaborative Members waive voting, closed session attendance and officer position rights.

ARTICLE V: OFFICERS

The officers of LFSA comprise the Executive Board and shall consist of President, Vice President, most recent Past President, Recorder/Secretary, Communications Officer, Events Planning Liaison and Scheduling Officer, Scholarship and Alumni Liaison, Membership and Public Relations Officer, Fundraising Officer, and Treasurer. The term of office shall be two years, commencing October 1 and ending September 30. Officer positions may be shared. Officers may serve in the same position for no more than two consecutive terms.

ARTICLE VI: DUTIES OF OFFICERS

President:

- Presides at all LFSA meetings and shall perform all duties common to this position.
- Assumes responsibility for the administration/management of the Association's official business.
- The LFSA President is the official spokesperson for LFSA.
- Represents LFSA in the Council for Racial Equity and Justice.
- Appoints, assigns, and oversees the coordination of the various subcommittees and activities of LFSA.

Vice President:

- Presides over meetings in absence of the President.
- Assists the President in their designated duties, including development of meeting agendas.
- Represents LFSA in the Council for Racial Equity and Justice.
- Assists in the appointment and monitoring of various subcommittees and activities of LFSA.
- In general, the Vice President shall run for President upon completion of the President's term.

Past President:

- May provide advice to LFSA's President.
- May assist the President and Vice President in their designated duties.

Recorder/Secretary:

- Ensures minutes of meetings and executive board meetings are recorded (including a record of attendance) and distributed with the membership.
- Assists the President and Vice President with Association duties.
- Schedules executive, membership, and subcommittee meetings, sends calendar of events, and sets up meeting location and/or virtual links as needed.
- Archives documents and media files related to LFSA events and activities.

Treasurer:

- Tracks and deposits all of LFSA's funds into the appropriate account(s).
- Keeps and maintains adequate and correct accounts of LFSA's business transactions, receipts, disbursements, earnings and all other matters customarily included in financial statements.
- Provides regular reports at the LFSA meetings.
- Assists the President and Vice-President with Association duties.

Scholarship and Alumni Liaison:

- Supports fundraising efforts for student scholarships and secures funds for student conferences and scholarships.
- Chairs the Latinx Student Scholarship Committee.
- Recruits SRJC Latinx alumni to participate in student forums, Latinx Graduate Celebration, attend student conferences, and other volunteer opportunities.

Membership and Public Relations Officer:

- Processes membership applications, tracks membership dues and paying status.
- Leads the maintenance of the LFSA webpage.
- Manages social media pages.
- Maintains correspondence and communications with non-LFSA entities and organizations.

Fundraising Officer:

- Researches and organizes fundraising projects in which LFSA may participate each semester.
- Presents proposal(s) at least two weeks in advance to the Executive Board and shall confirm details upon approval of the majority.
- Keeps an updated file of organizations and persons who may aid in organizing a fundraising project.
- Collaborates with the LFSA Treasurer, Marketing and Communications department and SRJC Foundation for the benefit of the association.

Communications Officer:

- Assists the President and Vice President with Association duties.
- Maintains correspondence with the executive committee and membership through monthly newsletters.
- Collaborates with the Marketing and Communications department and SRJC Foundation for the benefit of the association.
- Collaborates with Membership and Public Relations Officer to promote LFSA activities and initiatives through various campus outposts such as: MySRJC App, digital kiosks, bulletin boards, social media, and display cases.

Events Planning and Scheduling Officer:

- Assists recorder with meeting logistics.
- Event Planning:
 - Identifies the appropriate space, starts the reservation, follows through the entire process, and ensures cross communication with other programs within the District in a timely manner.
 - Identifies event support needs including food, custodial, media services, etc., and communicates them to campus support services.
 - Processes event forms and necessary paperwork.

ARTICLE VII: COMMITTEES

The committees and sub-committees of LFSA shall be formed as needed by the Executive Board with input from the membership.

ARTICLE VIII: MEETINGS

LFSA will hold open meetings for general membership at least once per semester, fall and spring. The President may call special meetings if deemed necessary.

Voting:

All paid Regular Members of LFSA may vote. Voting may be conducted either electronically or in person at any meeting of LFSA.

Quorum:

Quorum shall consist of 50% +1 of the votes cast by those eligible to vote (Regular Members). Quorum for the Executive Board shall also consist of 50% +1 of the elected officers.

Business of LFSA:

LFSA business may be conducted at any meeting of the general membership or Executive Board. Any business conducted with the Executive Board must be brought to the attention of the LFSA membership.

Requests for official Association actions and endorsements must be proposed in writing to the Executive Board two weeks in advance.

ARTICLE IX: NOMINATIONS AND ELECTIONS

Nominations for Executive Board Officers shall be submitted by members of LFSA during spring semester.

Elections of officers will be conducted electronically. Ballots will be sent to all regular members. Electronic ballots will be verified by a minimum of two members of the Executive Board.

ARTICLE X: ATTENDANCE AND PERFORMANCE OF DUTIES

Filling Vacant Positions:

In case a vacancy occurs in the office of President, the Vice President shall succeed to the office and shall fill the remainder of the term. If the Vice

President is unable to fill the position, LFSA will elect an interim President from the membership. Other interim officer vacancies shall be filled with appointments made by the President until the general election.

Attendance of Officers:

The membership may remove an officer from office for non-attendance after 3 unexcused absences at LFSA meetings and/or Executive Board meetings.

ARTICLE XI: AMENDMENTS

These Bylaws may be amended by at least 50% +1 vote of the Regular Members. Amendments must be proposed in writing to LFSA and voted upon at a subsequent time.