

**The University of Texas at Austin
Hispanic Faculty/Staff Association
CONSTITUTION**

ARTICLE I: ORGANIZATION NAME

The official name of the organization is Hispanic Faculty/Staff Association. The official acronym is HFSA.

ARTICLE II: MISSION

The Hispanic Faculty/Staff Association exists to promote understanding and respect of the Hispanic cultures through advocacy, education, and service.

ARTICLE III: PURPOSE

The membership strives to fulfill the mission of the organization through the following core values:

- Fellowship and networking: by providing a venue for the exchange of cultural values and ideas, and social interaction in like-minded service community.
- Member Development: by providing opportunities for the educational, professional, and leadership growth of its members.
- Communication: by providing an opportunity for improved communication among the membership, as well as with community stakeholders and cultural constituents; and by being the organization's voice to the university's administration.
- Service: by providing opportunities to the membership, to serve within the organization, the university, and within the local community.

ARTICLE IV: MEMBERSHIP

HFSA promotes an inclusive environment. No eligible individual will be denied membership based on religion, age, race or color, marital status, national origin, disability, or sexual orientation. Registrants become active members upon verification of eligibility and payment of annual dues.

A. Eligibility

Individual membership is open to faculty and staff (classified or administrative & professional) members, employed at least half time in a benefits-eligible position at The University of Texas at Austin. Additionally, U.T. faculty and staff retirees are eligible for membership, but cannot hold an executive office or serve as chairs of standing committees.

B. Rights

Paid members who are active employees are eligible to vote, hold office, and attend meetings (excluding executive committee meetings, except by invitation) and events of the Association. Members who are retirees are allowed to vote and attend meetings (excluding executive committee meetings, except by invitation) and events of the Association, but cannot hold an executive office or serve as committee chair. Members are entitled to all

benefits and services of HFSA. The restriction of select activities to the paid membership is at the discretion of the executive committee.

C. Dues

Membership dues are established by a vote of at least two thirds of the members present at a duly called meeting and are announced during the summer preceding the fiscal year to which the rate applies. Membership is valid from September 1 through August 31.

ARTICLE V: ORGANIZATIONAL STRUCTURE

Section 1. Executive Committee

The executive committee comprises one: 1) staff co-chair, 2) faculty co-chair, 3) recorder, 4) treasurer, 5) public relations officer, 6) historian, (7) staff co-chair elect, (8) faculty co-chair elect and (9) treasurer elect. Executive committee members are considered HFSA officers. Officers are elected to serve for one year. The election process for HFSA officers is outlined in Article VIII: Elections and Election Procedures.

A. Positions and Duties

All positions are subject to the organization's election process, outlined in Article VIII: Elections and Election Procedures. The co-chairs are representative of the make-up of the Hispanic Faculty/Staff Association: one faculty co-chair and one staff co-chair. The individuals are the chief executive officers of the Association and perform all duties customarily performed by a chief executive officer. These individuals preside at meetings of the organization; perform such duties as may be prescribed in this constitution or as may be assigned to him or her by the membership; and coordinate the work of the officers and committees of HFSA in order for the Association to pursue its purposes. If at any time during their term, either co-Chairperson ceases to meet the eligibility requirements for their office, they will notify the executive board and relinquish their post.

1. *Staff Co-chair*

The staff co-chair must hold a classified or administrative & professional (A&P), benefits-eligible position appointed half-time or more. Duties are as described above.

2. *Faculty Co-chair*

The faculty co-chair must hold a faculty, benefits-eligible position at a half-time appointment, minimum. Emeritus professors and retired members have voting privileges but cannot hold office. Duties are as described above.

3. *Recorder*

The recorder takes and processes the minutes and minute reports of general and executive board meetings of HFSA.

4. *Treasurer*

The treasurer serves as the chief financial officer and has custody of all funds of HFSA; keeps an accurate account of all receipts and expenditures; has full authority to receive and give receipts for all monies due and payable to HFSA from any sources whatsoever and to endorse checks and drafts in its name and on its behalf. The treasurer deposits funds of HFSA in such depositories as designated by the HFSA executive committee. The treasurer processes all checks, notes, and drafts

with approval from the faculty- or staff co-chair. The treasurer presents a financial statement at the annual meetings and as requested by the executive committee. The treasurer is responsible for such books of account and records as conform to the requirements of law and this constitution. The treasurer serves as budgetary consultant to the executive committee and any committee designated by the executive board or membership.

5. *Public Relations Officer*

The public relations officer promotes the goals, objectives, and programs of the association, and facilitates internal and external communication. The public relations officer ensures the membership and community at-large are informed through: e-mail correspondence, invitations, business letters, publicity and promotional materials, press releases and telephone.

6. *Historian*

The historian documents association events and maintains photos and other memorabilia; coordinates the creation of an annual historical report; and collaborating with the public relations officer and the web designer to address communication needs for HFSA.

7. *Staff Co-chair Elect*

The staff co-chair elect steps in to assume the duties described in Article V: Organizational of the staff co-chair as Structure, should the staff co-chair become unable to carry out their term. The staff co-chair elect will automatically assume responsibilities of Staff Co-Chair after being sworn in at the June meeting of the year following their election as Staff Co-chair Elect.

8. *Faculty Co-Chair Elect*

The faculty co-chair elect steps in to assume the duties of the faculty co-chair as described in Article V: Organizational Structure, should the faculty co-chair become unable to carry out their term. The faculty co-chair elect will automatically assume responsibilities of Faculty Co-chair after being sworn in at the June meeting of the year following their election as Faculty Co-chair Elect.

9. *Treasurer Elect*

The treasurer elect steps in to assume the duties of the treasurer as described in Article V: Organizational Structure, should the treasurer become unable to carry out their term. The intent of having this position is so the treasurer elect can learn the practices and procedures alongside the current treasurer, in preparation for the following year when they take office. The treasurer elect will automatically assume responsibilities of treasurer after being sworn in at the June meeting of the year following their election as treasurer elect.

Section 2. HFSA support positions

Other support positions may be designated by the executive committee in order to fulfill the purpose of HFSA. The web designer position is not subject to the election process unless deemed appropriate or necessary by the executive committee. This position serves at the pleasure of the executive board and may continue for a period of time mutually agreed upon by the incumbent and the executive board. The position may also be eliminated, or the incumbent replaced, at the discretion of the board. The web designer is responsible for the layout and design of the HFSA website and the maintenance of the integrity of the posted information. The web designer posts

news and publicity pieces received from the executive committee and membership at large. The web designer consults with the executive committee on any issues with the website.

Section 3. New Positions

The executive committee may add or propose new position if it is deemed necessary for the fulfillment of the Organization's mission or to meet the Organization's goals. This may occur after consultation with the general membership. As with existing positions, new positions are subject to the organization's election process, outlined in Article VIII: Vacancies and Elections and Elections Procedures.

ARTICLE VI: MEETINGS

Section 1. General Membership Meetings

The membership meets monthly (except January, July and August) at times and locations designated by the executive committee or general consensus, giving no less than 14 days prior notice to the membership and/or attendees. All meetings will be recorded by HFSA Recorder.

Section 2. Special Meetings

Special meetings may be called by the executive committee as needed, provided sufficient notice of no less than 14 days, is given to the membership.

Section 3. Executive Committee Meetings

A. Monthly Executive Committee Meetings

Monthly meetings of the executive committee are held to discuss business affairs of the organization. Meeting times and locations are determined by executive co-chairs and based on availability of committee members.

B. Transition Meetings

New officers assume full responsibilities upon completion of yearly transition meeting(s). Transition meeting(s) take place during the summer to be completed no later than July 15 of the summer prior to the effective year. Transition meetings are called by the current and future co-chairs and are subject to the attendance of at least two-thirds of executive committee members. The number of, format, and logistics for these meetings is determined as a collaborative effort by outgoing and incoming executive co-chairs. Immediately following the last transition meeting, the previous officers will have completed their term of office. Transition meetings will include an orientation about administration, communications, finance, and operations to support leadership, accountability, and checks and balances.

C. Miscellaneous Meetings

The executive committee meets any time as necessary to help fulfill the mission of the Organization or meets its goals.

Section 4. Committee Meetings

Meetings of HFSA different committees of are held at the discretion of the committee chairperson, at times and locations determined by the co-chairs and based on the availability of committee members. Transitional meetings for committee leadership are

held at the discretion of outgoing and elected chairs of each committee, and are expected to occur no later than July 15 of the summer prior to the effective year.

Section 5. Meeting Agendas

The agenda is determined by the executive co-chairs with advice from the executive committee. Individual members may submit to the co-chairs agenda items consideration in advance of the scheduled meeting.

Section 6. Meeting Quorum

At all meetings of HFSA, either regular or special, requires two thirds of the members in attendance shall constitute a quorum for action requiring a vote of the membership.

ARTICLE VII: COMMITTEES

Section 1. Standing Committees

A. Purpose of Standing Committees

The purpose of a standing committee is to support the executive committee's fulfillment of the Organization's mission, by developing and implementing strategic goals for their corresponding committee. Positions for standing committee chairs are subject to HFSA's election process. Transitional meetings for standing committees are outlined in Article VI: Meetings, Section 4. Committee Meetings. Changes to the scope of each committee must be proposed in writing, including a detailed justification, and receive approval by the executive board prior to implementation.

B. Positions for Standing Committees

1. Committee Chairs

Individual committee chairs lead their committee's strategic planning and inform the executive board of the committee's plan(s) for the year. Individual chairs are elected to serve for one year and appointment may be renewed for consecutive years, according to the standard annual election. The election process for HFSA individual chairs is outlined in Article VIII: Elections and Election Procedures. Chairs recruit volunteers for their committee and convene regularly with members for strategic planning in order to meet the goals of the committee's mission, and coordinate their committee's efforts to align with the executive board's broad organizational efforts, to meet the overall goals and mission of HFSA. Chairs are asked to submit a Plan of Work for approval by the executive committee outlining the intended scope of work and any anticipated budgetary needs for the coming year no later than August 1 during the summer period prior to the effective year. A template will be provided. Chairs ensure a recording of their meetings occurs and provides meeting minutes to the executive committee, according to executive committee guidelines. Such a report will include the following: 1) date of meeting, 2) a summary of progress on outstanding business items/projects, 3) a list of new initiatives, if any, 4) the date, time and location of the next meeting, and 5) any other pertinent information. Chairs are asked to provide a Committee Feedback Report to the incoming chair of their respective committee at the transition meeting

but no later than July 15 of the summer prior to the effective year. A template will be provided.

2. Committee Members

Committee members support the committee chair in successfully planning, promoting, and fulfilling the mission and goals of the committee.

C. Duties of Standing Committees

While duties for each committee are listed in Section 2, there are attributes that a chair expected to possess, skills which enable the individual to carry out general duties. Chairs help committee members to develop in positive ways so together, the committee is able to actualize its goals. Each standing committee has a chair who works collaboratively with their team, and communicates openly and timely with the executive committee. With the help of committee members, each chair manages all aspects of their committee functions. Responsibilities include overall program design, if one doesn't exist; budgetary oversight; strategic planning to meet design goals; working collaboratively with the executive committee to determine appropriate goals, topics, agendas, guests/speakers, ideas, and other issues as needed; negotiating, scheduling, and coordination of all logistics for any meetings or events involved; final execution of meeting, event, or goal; and program assessment and reporting no later than July 15 of the year ending their term of office. A Committee Feedback Report template will be provided.

D. Descriptions of Standing Committees

1. Book Club

The HFSA Book Club encourages and shares the mutual joy of reading with HFSA members. The club reads an average of six books per academic year, and meets about every other month to discuss a predetermined book. In this setting, members set the stage for discourse, allowing them to better understand the author's message. Most selections have been authored by Latina/o writers and/or include Latina/o subjects, or speak to the Latina/o experience. Club members make concerted efforts to attend book readings in the local community.

2. Holiday Assistance Committee

The HFSA Holiday Assistance Committee (HAC) provides the ingredients for a full-course holiday meal to eligible UT employees and their families during the winter holidays. Recipients abide by a set of guidelines set by the HAC. The duties of this committee include: recruiting and selecting recipients, soliciting community contributions of goods and/or cash, recruiting and coordinating volunteers, and implementing all other aspects of this program to execute a successful event.

3. Holiday Fiesta Committee

The HFSA Holiday Fiesta Committee is charged with coordination and planning of HFSA's annual holiday party. The committee plans, coordinates, and executes all aspects of the party, including: catering, entertainment, location, publicity and other duties necessary for a successful event.

4. Leadership Symposium Committee

The HFSA Leadership Symposium is designed to provide its participants with innovative ideas, tools, and discussions to help develop as effective and successful leaders. Lectures, break-out sessions, and networking opportunities to help inspire,

encourage, and empower attendees to make positive differences in their lives, our community and society as a whole.

5. Professional Development Committee

The HFSA Professional Development Committee develops a series of lectures, workshops, or events that will provide participants opportunities and tools for development in their careers and professional work environment. The committee develops the series for the year and executes its events. Committee duties include program design, scheduling, coordination, publicity, and final execution of each meeting or event, ensuring each is well-attended. Each chairperson works collaboratively with the executive committee to determine appropriate topics, agendas, speakers, budget and other logistics as needed. (*Leadership Committee merged with Professional Development Committee effective 9/9/14.*)

6. Election Committee

The HFSA Election Committee manages all election procedures for executive officers and committee chairs elections. The committee is responsible for planning and executing successful nominations and elections to fill these offices annually, as well as periodically, for any office as vacancies occur. Election rules and regulations proposed by this committee are vetted and approved by the executive committee. Article VIII: Elections and Election Procedures delineates the election process.

7. Scholarship Committee

The HFSA Scholarship Committee manages the fundraising program for the annual scholarship awards. The committee is responsible for all aspects of the scholarship awards, including: setting eligibility criteria, designing and disseminating applications, and reviewing and selecting award recipients. Student award recipients are presented their award at the annual Texas Exes Dinner Event in September. Recipients are notified of their award during the summer preceding the dinner.

8. Welcome Committee

The HFSA Welcome Committee coordinates monthly membership meetings. In addition to planning and managing the logistics involved for each meeting, committee members work collaboratively the executive committee to ensure guests greeted with hospitality and goodwill for a sense of community among members and guests.

Section 2. Ad Hoc Committees

A. Purpose of Ad Hoc Committees

Ad hoc committees are formed by the HFSA executive committee when the need arises. While ad hoc committees exist to support the executive committee's fulfillment of the Organization's mission, by developing and implementing strategic goals, these committees may be transitory. The overall nature and/or initiatives of these committees is subject to change at the discretion of the executive committee, based on the Organization's area(s) of focus. Additionally, the chairperson positions for ad hoc committees may or may not be subject to election process. Ad hoc committee chairs may be appointed by the executive co-chairs if necessary. The executive committee may change the designation of any ad hoc committee to a standing committee, if needed.

B. Positions for Ad Hoc Committees

1. Committee Chairs

Committee chairs recruit volunteers for their committee and convene regularly with their members for strategic planning in order to meet the goals of the committee's mission. Committee chairs coordinate their efforts with those of the executive committee to meet the overall goals and mission of the organization. For each meeting, chairs ensure that a recording of their meetings occurs; and provide meeting minutes to the executive committee, according to executive committee guidelines. Typically, such report will include the following: 1) date of meeting, 2) a summary of progress on outstanding business items/projects, 3) a list of new initiatives, if any, 4) the date, time and location of the next meeting, and 5) any other pertinent information.

2. Committee Members

The committee members support the committee chair in successfully planning, promoting, and fulfilling the mission and goals of the committee. They remain in good standing throughout their incumbency in the committee.

C. Duties of Ad Hoc Committees

Each ad hoc committee has a chairperson who works collaboratively with their team, and communicates openly and timely with the executive committee. With the help of committee members, each chairperson manages all aspects of their committee functions. Responsibilities include overall program design if one doesn't exist; budgetary oversight; strategic planning to meet design goals; working collaboratively with the executive committee to determine appropriate goals, topics, agendas, guests/speakers, ideas, and other issues as needed; negotiating, scheduling, and coordination of all logistics for any meetings or events involved; final execution of meeting, event, or goal; and program assessment and reporting at the end of the fiscal year.

ARTICLE VIII: ELECTIONS and ELECTION PROCEDURES

The Election Committee manages an annual election process for executive officers and for committee chairs. The committee is responsible for planning and executing successful nominations and elections to fill these offices annually, as well as periodically for any office as vacancies occur. Selection of officers and committee chairs is determined by majority vote of the paid members of the organization. In the event that no candidate receives a simple majority vote, the HFSA co-chair shall have the tie breaking vote. Since a vote of both co-chairs would not necessarily break a tie, a coin toss will determine which HFSA co-chair's vote shall be the deciding vote. In the event that a candidate is running unopposed, that candidate can be automatically appointed to that position by the executive committee without the need for election by the full membership. For election process questions not addressed in this section, the committee will consult Robert's Rules of Order for clarification, and work collaboratively with the executive committee to make the appropriate adjustments to this Constitution, if necessary.

Section 1. Unexpected Vacancies

- A. In the event of the office of an executive co-chair becomes vacant, the corresponding co-chair elect assumes their duties and serves the remainder of the term as executive co-chair.

- B. In the event that the office of any other executive committee member becomes vacant, the membership of HFSA shall execute a special election per the guidelines below.
- C. In the event that the office of any committee chairperson becomes vacant, the executive committee, at their discretion, may determine to request an election or may appoint a suitable member outright to serve the remainder of the term.

Section 2. Annual Elections

A. Nominations

1. The committee designs the nomination form to include a list of available positions and a brief description of the duties of each.
2. Nominations are solicited during the month of March with sufficient time given to the membership for submitting names during a general meeting or by e-mail. The nomination phase is completed at least eight full business days prior to May meeting where voting takes place.
3. The committee ensures that all nominations received are checked for the candidate's eligibility. Only current paid members of the organization are eligible to run for office.
4. All candidates are provided an opportunity to present their platform at a general membership meeting, and such meeting will be sufficiently publicized to have the maximum number of attendees present. Election follows these presentations

B. Elections

1. The committee designs the ballots to include a list of the available positions with the corresponding list of candidates for each.
2. Election occurs during a general membership meeting in the month of May.
3. The duration of the election provides sufficient time to all paid members to read, review, and cast their vote in a confidential, pressure-free setting.
4. The committee ensures that all votes are received, checked for validity (i.e., only one vote per member), and tabulated. This occurs in a confidential setting with Election Committee members present and one member of the executive committee (to be chosen by the Election Committee). With the exception of this one member of the executive committee, current officers and chairs of standing or ad hoc committees may not participate in the tabulation of votes.

Section 3. Special Elections

If vacancies occur outside of the annual election process, the committee steps in to fill the position by executing a special election. The committee follows the following guidelines to fill a vacancy during a term.

A. Nominations

1. The committee designs a nomination form to include a list of available positions and a brief description of the duties of each.
2. The nomination occurs during a specified, sufficiently-published schedule and will occur during the next general membership or by sending notification via e-mail.
3. The membership will be allowed at least three full business days to submit nominations. The nomination phase is completed at least three full business days prior to voting.
4. The committee ensures that all nominations received are checked for the candidate's eligibility. Only current paid members of the organization are eligible to run for office.

5. All candidates may be provided an opportunity to present their platform at a general membership meeting or via email through submissions to the committee, which the public relations officer will send to the membership. Alternative to presentations, brief introductions and comments by the candidates(s) may be included on the ballot itself.

B. Elections

1. The committee designs the ballot to include a list of the available position with the corresponding list of candidates for it.
2. Election occurs at a specified, sufficiently-published time.
3. When possible, election occurs during the general membership meeting immediately following the vacancy. If needed, election may occur via email to HFSA membership, the next guideline below is followed.
4. The election provides sufficient time to all paid members to read, review, and cast their vote in a confidential, pressure-free setting.
5. The committee ensures that all votes are received, checked for validity (i.e., only one vote per member), and tabulated. This occurs in a confidential setting with Election Committee members present and one member of the executive committee (to be chosen by the Election Committee.) With the exception of this one member of the executive committee, current officers and chairs of standing or ad hoc committees may not participate in the tabulation of votes.

ARTICLE IX: AMENDMENTS

These Articles may be amended by quorum vote. Amendments are presented only after a proposal has been reviewed and approved by the executive committee. Proposals for amendments to this Constitution may be submitted to the executive committee for review prior to the presentation of the changes to the full membership for consideration. The amendment may occur at any regular or special, sufficiently-publicized meeting of the members of HFSA at which a quorum exists by a vote of a majority of the members present, provided that prior written notice and description of the proposed amendment is provided to all members at least 10 business days in advance of such meeting. The proposal presentation and voting will occur at this meeting.

Adoption of an amendment becomes effective immediately after a majority vote. Upon adoption of any amendments, notification is sent to HFSA membership.

ARTICLE X: STANDING RULES

In addition these Articles known as the CONSTITUTION, HFSA shall develop and vote on STANDING RULES which will include but not be limited to clarifying the day-today administrative operations of the organization. Once adopted, the Standing Rules will not be subject to approval from the full membership for changes, etc.