The University of Texas at Austin
Hispanic Faculty/Staff Association
STANDING RULES

I. Basic Policies
A. The Standing Rules govern the day-to-day operations of HFSA and further clarify the business of the organization.
B. The Standing Rules shall be adopted/reviewed by a majority vote of the executive board of this organization and do not require vote from the full membership for changes, etc.

II. Membership Dues
A. The membership year for HFSA is defined as September 1 – August 31.
B. Membership dues shall be determined by the executive board and approved by 2/3 majority vote of members present at a duly called meeting.
C. Membership in HFSA requires renewal on a yearly basis by paying the established dues.
D. Funds from membership dues shall be distributed as follows: $10 to the HFSA General Fund and $10 to the HFSA Holiday Assistance Committee. Unless otherwise designated and approved, all funds exceeding the $20 specified shall be distributed to the HFSA General Fund.

III. Financial
A. The fiscal year is defined as the period from September 1 – August 31.
B. HFSA shall have a carryover balance in the General Fund of approximately $2500 at the end of each fiscal year.
C. HFSA shall comply with financial policies and procedures consistent with The University of Texas at Austin.

IV. Professional Development Award
A. This organization shall award 2 awards each year. $500 shall be awarded to the selected applicant(s) in the Staff category and $500 shall be awarded to the selected applicant(s) in the Faculty category. The award must be used to pay for, or assist with, payment of a professional development opportunity (e.g. workshop, training, conference, etc.).
B. Eligibility for recipients of the award shall be as follows:
   1. A current paid member of HFSA in good standing for at least two consecutive years (including the current year) prior to applying.
   2. Must have served as an HFSA committee chair or active committee member for at least two consecutive years (including the current year) prior to applying.
   3. May not reapply for at least 3 years after receiving a previous award.
   4. Shall not be a current HFSA officer.
   5. Shall provide a brief presentation to the HFSA membership, in the next academic year on how the funding was used.
   6. Shall return any unused funds and a copy of the receipt for activity for which the award was used.
C. Information on deadlines and application forms for this award will be made available on the HFSA website, in the HFSA newsletter and upon request.
D. The executive board of HFSA shall appoint a minimum of three (3) people to serve on the Selection Committee. The Selection Committee members shall not be related in any way or have a close personal relationship with any of the applicants of the award.
V. Leadership and Service Awards

A. This organization may award 2 awards each year – one in the Staff category and one in the Faculty category for recognition of exemplary service and leadership in the Hispanic community at The University of Texas at Austin.

B. Nominations are solicited from HFSA membership. Priority for the awards is given to current, paid HFSA members but may be awarded to non-members if they have made important contributions to UT Austin and HFSA.

C. Information on deadlines and nomination procedures for this award will be made available on the HFSA website, in the HFSA newsletter and upon request.

D. The executive board of HFSA shall appoint a minimum of three (3) people to serve on the Selection Committee. The Selection Committee members shall not be related in any way or have a close personal relationship with any of the applicants of the award.