

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.