

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 four 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) Co-President Staff, (2) Co-President Faculty, (3) Vice President of Finance, (4) Vice President of Communications, (5) Vice President of Membership and Community Engagement, (6) Co-President Staff Elect, and (7) Co-President Faculty 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-presidents are representative of the make-up of the Hispanic Faculty/Staff Association: one Co-President Faculty and one Co-President Staff. 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 for the Association to pursue its purposes. If at any time during their term, either Co-President ceases to meet the eligibility requirements for their office, they will notify the executive board and relinquish their post. All executive positions are outlined below:

1. *Co-President Staff*

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

2. *Co-President Faculty*

The Co-President Faculty 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. *Vice President of Finance*

The VP of Finance 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 VP of Finance works closely with the Underrepresented Resource Group (URG) Representative to deposits funds of HFSA in such depositories as designated by the HFSA executive committee. The VP of Finance processes all checks, notes, and drafts with approval from the Co-Presidents. The VP of Finance presents a financial statement at annual meetings as requested. The VP of Finance serves as budgetary consultant to the executive committee and any committee designated by the executive board or membership.

4. *Vice President of Communications*

The VP of Communications promotes the goals, objectives, and programs of the association, and facilitates internal and external communication. The VP of Communications works with the VP of Membership and Community engagement to ensure the membership and community at-large are informed through e-mail correspondence, invitations, publicity and promotional materials, and social media. The VP of Communications documents association events and maintains photos and other memorabilia; coordinates the creation of an annual historical report; and addresses communication needs for HFSA.

5. *Vice President of Membership and Community Engagement*

The VP of Membership and Community Engagement works with the VP of Communications to promote the goals, objectives, and programs of the association. The VP of Membership and Community Engagement facilitates recruitment of membership and community engagement during general body meetings as well as other HFSA events.

6. *Co-President Staff Elect*

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

7. *Co-President Faculty Elect*

The Co-President Faculty Elect steps in to assume the duties described in Article V: Organizational Structure, should the Co-President Faculty become unable to carry out their term. The Co-President Faculty Elect will automatically assume responsibilities of Co-President Faculty after being

sworn in at the June meeting of the year following their election as Co-President Faculty Elect.

Section 2. HFSA support positions

Other support positions may be designated by the executive committee 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 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 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-presidents and based on availability of executive 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-presidents 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-presidents. 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 are held at the discretion of the committee chairperson, at times and locations determined by the chair 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-presidents with advice from the executive committee. Individual members may submit to the co-president's agenda items for 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 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 is 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 can 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. If support is needed to create a committee feedback survey and/or event survey, one can be provided.

D. Descriptions of Standing Committees

1. *Large Scale Signature Events (LSSE) Committee*

The LSSE Committee will coordinate annual events such as the John Trevino Holiday Assistance Program and the spring Scholarship event (Fiesta). The holiday assistance program 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 committee. 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. The scholarship event (formerly known as Fiesta) is the annual fundraising event. The committee plans, coordinates, and executes all aspects of the event, including catering, entertainment, location, publicity, and other duties necessary for a successful event.

2. *Small Scale Signature Events (SSSE) Committee*

The SSSE Committee will coordinate annual events such as the Darrell D. Rocha Metz-Sanchez Elementary Gift Adoption Program and assist in coordination of any co-sponsored events such as those during Hispanic Heritage Month (Sept 15-Oct 15) and Cesar Chavez day (Mar 31).

3. *Leadership and Professional Development (LPD) Committee*

The LPD 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.

4. *Scholarships & Donations Committee (SDC)*

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.

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-presidents 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 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 Co-President Elect manages an annual election process for executive officers and for committee chairs. The role 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. If no candidate receives a simple majority vote, the HFSA co-presidents shall have the tie breaking vote. Since a vote of both co-presidents would not necessarily break a tie, a coin toss will determine which HFSA co-president's vote shall be the deciding vote. If 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 Co-President Elect 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-president becomes vacant, the corresponding co-president elect assumes their duties and serves the remainder of the term as executive co-president.
- B. If the office of any other executive committee member becomes vacant, the membership of HFSA shall execute a special election per the guidelines below.
- C. If 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 Co-President Elect 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/April with sufficient time given to the membership for submitting names during a general meeting, e-mail, or survey. The nomination phase is completed at least eight full business days prior to May meeting where voting takes place.
 - 3. The Co-President Elect 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 Co-President Elect 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 Co-President Elect 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 Co-Presidents.

Section 3. Special Elections

If vacancies occur outside of the annual election process, the Co-President Elect will work to fill the position/s by executing a special election by following the annual elections guidelines.

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.