



**LATINO FACULTY AND STAFF ASSOCIATION, UNIVERSITY OF CENTRAL FLORIDA
ORLANDO, FLORIDA**

CONSTITUTION & BYLAWS

PREAMBLE

The Latino Faculty and Staff Association (LaFaSA) at the University of Central Florida (UCF), was founded in acknowledgement of UCF's emerging Hispanic-Serving Institution (HSI) designation. The three founding officers believed the Latino/a/x community needed to have an organized, informed and active presence at UCF that could advise senior leadership on the needs of the Latino/a/x community at the university. Present day, the Association continues to work to ensure equitable representation in university initiatives and equitable access to resources that promote the success of the Latino/a/x community. The following By-Laws have been adopted to guide the organization in its deliberations, to facilitate the business of, and, to promote the mission and vision of LaFaSA. The By-Laws are in accordance with established policies and procedures.

ARTICLE I. NAME. This organization shall be known as the Latino Faculty and Staff Association or "LaFaSA." Established on March 9, 2015.

ARTICLE II. PURPOSE. LaFaSA represents the collective interests of Latino/a/x faculty and staff at UCF.

Section 2.1. Vision. To become a national model for how higher education institutions, specifically Hispanic Serving Institutions, intentionally serve and empower their Latino/a/x faculty and staff.

Section 2.2. Mission. LaFaSA is dedicated to creating community and advocating for Latino/a/x faculty and staff at UCF.

Section 2.3. Values. *LaFaSA values are informed and guided by the University of Central Florida Creed: Integrity, Scholarship, Community, Creativity, and Excellence.*

Our values view service to our members through a Latino/a/x cultural lens.



CONFIANZA Y RESPETO invites us to lead with trust and respect as we engage in important conversations about the diverse experiences of our Latino/a/x faculty and staff. Because we value *confianza y respeto*, we will create spaces where courageous conversations take place and individuals can respect the diverse experiences of our community.

EDUCACIÓN invites us to invest in our community and promote opportunities for Latino/a/x faculty and staff to pursue their academic and career goals. Because we value *educación*, we will promote and provide Latino/a/x faculty and staff with resources and professional development opportunities for professional growth, career success, and personal well-being.

FAMILIA Y COMUNIDAD invites us to connect, support, and celebrate with one another. Because we value *familia y comunidad*, we will organize LaFaSA sponsored events and activities that promote and include active participation of families and community.

LENGUAJE Y CULTURA invites us to use our heritage language and English to celebrate our traditions and diversity of our leaders. Because we value *lenguaje y cultura*, we will recognize the intersection of language and culture of all members.

ARTICLE III. OFFICIAL LAFASA YEAR. The fiscal year shall be from July 1 to June 30 of the following year.

ARTICLE IV. MEMBERSHIP. LaFaSA membership is open to any UCF employee (OPS, USPS, A&P, Faculty) who supports the mission, vision and values of LaFaSA, as outlined in the Bylaws, regardless of race, ethnicity, gender identity, gender expression, sexual orientation, creed, religion, non-religion, etc.

Section 4.1. Affirmation of Identities. LaFaSA fully supports and celebrates the right of each member to self-identify as he/she/they choose and represents the interests of all such identities (e.g. Hispanic, Latino, Latinx, Latin American, Afro-Latin@/x, Boricua, Chicano, etc.)

Section 4.2. Dues. Dues are \$25 annually. July 1st through June 30th is the membership year. Should a prospective member want to join mid-year, the full due amount will be collected. Dues shall be paid annually by the August 31st deadline. All interested in joining after the deadline are subject to full payment of dues.

Each summer, the Board of Directors shall review the dues structure of the Association and make any appropriate recommendations for sectioned allocations (e.g. operations, programming, scholarships/awards, etc.) to the Treasurer. The approved recommendations by the Board of Directors will be effective the new academic year.

Dues paying members have the benefit of attending designated LaFaSA events at a reduced rate.

UCF employees interested in joining LaFaSA are encouraged to request sponsorship from their departments via Interdepartmental Transfer (IDT).

Section 4.3. Termination of Membership. Termination of membership from this Association may be voluntary or for actions inconsistent with the established values of the Association. Any actions of a member considered to be inconsistent with the established values of the Association should be documented and brought to the Board of Directors for review. The Board of Directors shall evaluate each case and vote on recommended termination. The termination of any member will be enacted by a 2/3 majority vote by the Board of Directors. Paid dues of a terminated member are nonrefundable.

ARTICLE V. OFFICERS.

Section 5.1. Name. The official name for the Officers shall be the LaFaSA Board of Directors.

Section 5.2. Structure. The Board of Directors of this Association shall be comprised of:

- a. Executive Officers
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
- b. Board Members
- c. Ex-Officio
 - a. Immediate Past-President

Section 5.3. Duties. The Board of Directors of this Association shall adhere to the following roles and responsibilities:

Executive Officers

- a. **President:** The President shall be the Chief Executive Officer (CEO) of LaFaSA and shall serve as the official spokesperson of the Association. The President shall represent LaFaSA in official university matters, relations with other UCF Associations, and partnership agreements with external community entities, unless this responsibility has been explicitly delegated to the Vice President or another Officer. The President shall preside over all Board, Membership and Special Meetings unless delegated to the Vice President. The President can call electronic votes from the Board of Directors as issues emerge. The President is a voting member of the Board and will serve as the tiebreaker as needed.
- b. **Vice President:** The Vice President shall be the Chief Operations Officer (COO) of LaFaSA and shall ensure the proper performance of all Officer duties and the proper operation of any formed committees. In the President's absence, the Vice President shall Chair the Board, Membership and Special Meetings. By request of the President, the Vice President shall represent the association at official university functions.
- c. **Secretary:** The Secretary shall be the Chief Records Officer (CRO) and shall be ultimately responsible for the documentation of LaFaSA business. The CRO shall be responsible for note-taking and timely distribution of Board Meeting Minutes. The CRO shall be responsible for maintaining a timeline of LaFaSA activities, significant initiatives and/or milestones for each academic year. The CRO shall submit materials to UCF Special Collections Library Archives at the end of each academic year to preserve the institutional memory of LaFaSA's contribution to the UCF community.

- d. **Treasurer:** The Treasurer shall be the Chief Financial Officer (CFO) shall be ultimately responsible for monitoring the financial state of the Association. The CFO has responsible oversight of proper deposits and disbursement of all funds and for the establishment and maintenance of appropriate records of all fiscal transactions. The CFO shall maintain an accurate, up-to-date listing of all paid members for each academic year. The CFO shall provide the Board with a detailed, monthly report of all financial transactions.

Board Members

- e. **Marketing Director:** The Marketing Director shall be ultimately responsible for the promotion of LaFaSA activities via ongoing online communication platforms. This includes updating and maintaining the LaFaSA website (including domain renewal to maintain URL name); updating and maintaining social media accounts (e.g. Facebook, Twitter, Instagram); developing and distributing LaFaSA's monthly newsletter and pushing select information via listserv.
- f. **Social Chair:** The Social Chair shall be responsible for organizing social events that strengthen *Familia y Comunidad*. The social chair will propose and coordinate a minimum of two (2) social activities for the membership each semester.
- g. **Board Member:** Board Members at large do not have specific responsibilities to carry out in a consistent fashion, but actively support all organizational activities at the request of other Officers. There shall be no more than six (6) Board Members at large during any given academic year.

Ex-Officio

- h. **Immediate Past-President:** The Immediate Past-President shall serve in an advisory role to the Board of Directors. Past-President is a non-voting ad hoc member.

Section 5.4. Representation. It should be the goal each academic year to build a Board as diverse as the constituency it represents. The Board should represent the interests of all staff (OPS, USPS, A&P, etc.) and faculty (Instructor, Lecturer, Assistant Professor, etc.) alike. A strong effort should also be made to ensure the representation of intersectional identities and diverse lived experiences on the Board (LGBTQ+, Afro-Latino, etc.).

Section 5.5. Tenure of Officers. All Officers of this Association shall be elected for two (2) fiscal years (July-June).

Section 5.6. Board Expectations and Rules of Engagement. The Board of Directors shall adhere to the following cultural expectations and governance behavior.

- a. **Believe.** Operate in good faith with other Officers as partners in achieving set goals.
- b. **Commit.** Honor board meeting times unless illness or urgent work matters arise; In such cases provide timely notification of absence.
- c. **Communicate.** Be respectful, transparent and timely in all communication.
- d. **Initiate.** Request/Schedule phone calls between board meetings with appropriate Officers when clarity or assistance is needed on any given action item.
- e. **Contribute.** Work proactively between board meetings to complete assigned or volunteer action items (2-4-hour weekly time commitment).
- f. **Follow-through.** Honor requested deadlines and adhere to specific instructions.

- g. Promote.** Share marketing items and engage in fundraising activity (membership and sponsorship).
- h. Focus.** 1-hour board meetings will include: Brief updates; Discussion of pending decisions; and Responses and/or clarification of outstanding issues.

Section 5.7. Succession of Terms. All Officers of this Association may be re-elected for a succeeding term but may not serve more than two (2) consecutive terms, or four (4) consecutive fiscal years. All Officers of this Association must state their intention to be re-elected or announce the succession of their respective position by November 30 of each academic year. Officers who have completed two (2) consecutive terms, or four (4) consecutive fiscal years, must wait two (2) fiscal years to be considered for re-election.

Section 5.8. Transition of Officers. Officer transition plans should be submitted to the Board of Directors by March 31 of each academic year. Officers are expected to demonstrate a serious commitment to the proper preparation of their successor, to ensure the seamless operation of the Association. The transition of Officers shall take place during the last board meeting in the month of June.

ARTICLE VI. ELECTIONS AND APPOINTMENTS. An Ad Hoc Elections Committee of at least two LaFaSA Officers shall be appointed by the Board of Directors to manage the election process.

Section 6.1. Nominations. UCF employees (USPS, A&P, Faculty) who are paid LaFaSA Members and in good standing are eligible for nomination to serve on the Board of Directors. Nominations will be accepted in the fall term (November – December) of the academic year. Self-nominations will be accepted.

Section 6.2. Elections. LaFaSA members elect Officers from the membership who meet the stipulated criteria as delineated in Section 6.1. Candidates for Officer positions will be announced in the spring term (January – February) of the academic year. Election results shall be announced during the spring membership meeting in March.

Section 6.3. Voting Eligibility. Voting in elections shall be restricted to dues paying members of the Association only.

Section 6.4. Removal of Officers. Elected Officers can be removed for cause by a 2/3 majority vote of the membership.

Section 6.5. Appointments. Temporary Officers may be appointed as needed by a majority vote by the Board of Directors. If any Officer position becomes vacant during the academic year, the position shall be filled by appointment of the President with a majority vote of the Board of Directors. If the Presidential role becomes vacant, the Vice President shall assume the Presidency by majority vote by the Board of Directors. An election must take place by the voting membership to elect a new President during the next spring term.

ARTICLE VII. MEETINGS.

Section 7.1. Board Meetings. The Board of Directors shall meet monthly throughout the academic year. Board Meetings will be held in both in-person and virtual formats as determined by the Board of Directors. Board Meeting agendas and minutes will be sent to the Board of Directors within 48 hours of scheduled Board Meetings. Quorum shall consist of 2/3 of Officers. Proxy votes shall be allowed to constitute quorum. Proxy votes must be submitted in written form to the Secretary within 24 hours of the scheduled meeting.

Section 7.2. Membership Meetings. Membership Meetings will be held once a semester for a total of three times during the academic year. Membership Meetings may be held in either in-person or virtual formats as determined by the Board of Directors. Members will receive notification of Membership Meetings within 15 days of scheduled meetings. Quorum shall consist of members present. The purpose of the Membership Meeting is to:

- a. Inform the Membership of Board activities, answer questions and accept feedback.
- b. Better understand the experiences and needs of individual members.
- c. Share work-related projects and explore potential collaborations.
- d. Vote on large-scale action items that represent or impact the Latinos/as/xs at UCF.

Section 7.3. Special Meetings. Special meetings may be scheduled by the Board of Directors of the Association as needed. Special meetings will be called when there are time-sensitive or urgent matters that need to be discussed on behalf of the Latino/a/x community at the university. Special Meetings may be called for the Board of Directors only or the entire membership.

ARTICLE VIII. COMMITTEES.

Section 8.1. Standing Committees. Standing committees may be established and discontinued by the Board of Directors. Each Committee Chair shall submit periodic reports to the Board of Directors.

- a. Hispanic/Latinx Heritage Month
- b. Broche de Oro
- c. Nuestra Graduación
- d. Spanish-language Orientation
- e. Fundraising
- f. Elections

Section 8.2. Special Committees. Special committees may be established and discontinued by the Board of Directors for the purpose of accommodating a specific task or tasks within a specified period.

ARTICLE IX.

Section 9.1. Adoption and Amendments. The Constitution and Bylaws shall be reviewed annually by the Board of Directors. Any Officer may suggest changes to the Constitutions and Bylaws at any time.

Section 9.2. Ratification. The voting membership may vote on changes in the Bylaws during the first membership meeting of the fall semester. Amendments may be ratified by the membership by a simple majority of votes.

Adopted by the Board of Directors: March 9, 2015
Revised by the Board of Directors: November 18, 2015
Ratified by the Membership: March 31, 2016
Amended and approved by the Board of Directors: November 1, 2018
Ratified by the Membership: November 8, 2018
Furthered amended and approved by the Board of Directors: September 3, 2020
Revised by the Board of Directors: November 9, 2020
Ratified by the Membership: November 18, 2020