



## CONSTITUTION AND BY-LAWS

### Appalachian@s:

#### Hispanic/Latino Faculty and Staff Association

##### Article I. NAME OF ORGANIZATION

Section 1.01 The name of this organization shall be Appalachian@s: Hispanic/Latino Faculty and Staff Association (AHFSA).

##### Article II. PURPOSE

Section 2.01 The purpose of this organization shall be to promote a sense of community, professional welfare and development among Hispanic faculty, staff, and students.

Section 2.02 This purpose shall be reflected in programmatic efforts to:  
(a) Address quality of life issues specific to Hispanic/Latino faculty, staff, and students;  
(b) Promote the development of leadership skills;

Section 2.03 Reinforce spoken languages of native speakers or faculty and staff seeking to improve their mastery of the Spanish and Portuguese languages;

Section 2.04 Facilitate professional welfare and development;

Section 2.05 Encourage effective teaching practices;

Section 2.06 Become a community as a service resource of translators to assist Hispanic/Latino families relocating to Watauga County;

Section 2.07 Stimulate a sense of social responsibility and improve communication;

Section 2.08 Promote scholarship and cooperative research among Hispanic/Latino faculty, staff, and students.

Section 2.09 Promote student involvement. Host a spring campus forum for papers by Hispanic/Latino students at Appalachian State University. A panel of Hispanic/Latino faculty will review and respond to the papers.

(a) Recognition will be given to the top three papers. A news release will be written with details of the winning student entries.

(b) Encourage involvement of the Hispanic Student Association (HSA) by inviting student representatives to scheduled meetings and events.

Section 2.10 Meet at least once per semester with key HSA leadership to listen student concerns, build common goals and network between Hispanic/Latino faculty and students.

Section 2.11 Host a monthly informal lunch for Hispanic/Latino faculty and staff to network and discuss issues of common interest in teaching, scholarship, work and professions.

- Section 2.12 Maintain communication with other UNC System Hispanic/Latino Faculty Association representatives. Activities could include, but are not limited to, the following:
- (a) Involvement in forums, faculty development workshops, and relevant activities.
  - (b) Provide a network of Hispanic/Latino faculty in order to promote research or scholarly opportunities available at Appalachian State University.

### **Article III MEMBERSHIP**

- Section 3.01 This organization complies with Appalachian State University’s open door policy—welcoming anyone interested in becoming a member to share in fulfillment of the Appalachian@s: Hispanic/Latino Faculty and Staff Association’s mission and values. Members in this association are expected to review the Hispanic/Latino Faculty and Staff Constitution and to encourage an appreciation of Hispanic/Latino cultures and languages among faculty and staff in the Appalachian State University community.

### **Article IV VOTING PRIVILEGES**

- Section 4.01 Active members shall have voice and vote at all meetings of the Association and shall be able to run for office and chair committees. An “active member” is one who attends a minimum of three out of four scheduled meetings during fall semester and three out of four scheduled meetings during spring semester.

### **Article V OFFICERS**

- Section 5.01 The administrative responsibility of this Association shall be vested in an Executive Board as defined by the By-laws.
- Section 5.02 The elected officers of this Association shall consist of a President, Vice-President, Secretary, and Treasurer, who must be active members.
- Section 5.03 Vacancies shall be filled as specified in the By-laws.

### **Article VI EXECUTIVE BOARD AND OFFICERS**

- Section 6.01 Executive Board - The administrative responsibility of the Association shall be vested in an Executive Board comprised of the elected officers. The Executive Board shall be empowered to act on behalf of the Association.
- Section 6.02 Officers - The officers of the Association shall be the President, Vice-President, Secretary, and Treasurer.
- Section 6.03 Election and Terms of Office - The officers of the Association shall be elected at the annual business meeting in the spring semester of the last year of the term of current officers. The President, Vice-President, Secretary, and Treasurer shall serve two-year terms.
- Section 6.04 Vacancies - In the event of a vacancy in the President’s office, the Vice-President shall succeed to maintain and continue the duties of this office. Other vacancies shall be filled by nominations from the President or Vice-President and confirmed by majority approval of the Executive Board.

## **Article VII DUTIES OF THE OFFICERS**

- Section 7.01 The President is the chief executive officer of the Association. The President shall:
- (a) Preside at all meetings of the Association;
  - (b) Serve as Chairperson of the Executive Board;
  - (c) Serve as chief spokesperson for the Association;
  - (d) Appoint all chairpersons and approve members of the committees, unless otherwise provided for in the By-laws by the Executive Board;
  - (e) Serve, ex-officio, on all committees;
  - (f) Authorize expenditures and have the authority, in addition to the Treasurer, to pay bills of the Association; and
  - (g) Submit an Annual Report to the Association; and
  - (h) Co-sign checks as authorized by the Executive Board.
- Section 7.02 The Vice-President shall:
- (a) Perform all duties as designated by the President;
  - (b) Serve as Chairperson of the Standing Committees;
  - (c) Serve on other committees as appointed;
  - (d) Perform all duties of the President in the absence of that officer; and
  - (e) Succeed to the office of President in the event of a vacancy in that office.
- Section 7.03 The Secretary is the scribe of the Association and the custodian of its records. The Secretary shall:
- (a) Take or arrange to have taken, and keep in permanent form, the minutes of the Executive Board and of the Association;
  - (b) Receive and file copies of the official annual membership list, the official list of the Executive Board members, the proceedings of each meeting of the Association, and all committee reports;
  - (c) Keep and update the permanent file of all official documents of the Association;
  - (d) Keep a permanent file of all publications of the Association and the Executive Board; and
  - (e) Upon the completion of a term of office, submit to the new Secretary thirty (30) days after the first annual business meeting the Association's records.
- Section 7.04 The Treasurer is the Finance Officer of the Association. The Treasurer shall:
- (a) Receive all Association monies and maintain the financial records of the Association;
  - (b) Co-sign checks of the Association;

- (c) Prepare, publish, and circulate annually to the Executive Board and the membership a financial statement of the Association;
- (d) Upon the completion of a term of office, submit to the new Secretary thirty (30) days after the first annual business meeting the Association's records; and
- (e) Submit an annual report at the Annual Business meeting within sixty (60) days of the close of the academic year.

**ARTICLE VIII**

**COMMITTEES**

- Section 8.01 The standing committees of the Association shall be the:
- Section 8.02 Program Committee
- Section 8.03 Social Committee
- Section 8.04 Publications Committee
- Section 8.05 Chairperson and members of the standing committees shall be appointed annually by the President with the approval of the Executive Board, unless otherwise provided for in the Constitutions and By-laws.
- Section 8.06 Duties of the standing committees shall be as directed and defined by the President with the approval of the Executive Board.
- Section 8.07 Ad Hoc: The President shall have the power to appoint such other committees as the President deems necessary.

**ARTICLE IX.**

**MEETINGS**

- Section 9.01 A meeting of the entire membership shall be held at least four times a year and as called by the Executive Board. The annual business meeting shall be held in September of each academic year.
- Section 9.02 Notices of all meetings shall be emailed to all members prior to the date of the meeting.

**ARTICLE X.**

**PARLIAMENTARY AUTHORITY**

- Section 10.01 The rules contained in the most recent edition of Robert's Rules of Order shall govern meetings of the Association and its committees, to the extent such Rules are not inconsistent with the Constitution, these By-laws, and any special rules the Association may adopt.

**ARTICLE XI.**

**AMENDMENTS**

- Section 11.01 This Constitution may be amended by a two-thirds (2/3) majority of the active members voting during a scheduled meeting, provided that each amendment shall have been proposed in writing to the Secretary. Such proposed amendments shall be distributed to the membership by the Secretary prior to voting. Prior to the vote, the Secretary will verify the status of the active members on their eligibility to vote.

*Approved by the Appalachian@s: Hispanic Faculty & Staff Association of Appalachian State University on December 5, 2017.*