

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

**ARTICLE I**

Name and Mission

**Section 1. NAME.** The name of this Association shall be Latino Faculty and Staff Association (LaFaSA), established March 9, 2015.

**Section 2. MISSION.** The University of Central Florida's Latino Faculty and Staff Association (LaFaSA) is an Association dedicated to raising awareness and advocating for the needs and goals of Latino faculty and staff at UCF. LaFaSA seeks to enhance academic and career opportunities that would advance the status of Latinos/as within the university community.

**Section 3. VISION.** LaFaSA will promote a family environment that embraces and respects the various identities within the Latino/a culture through quality, bilingual programming, networking opportunities and guidance, to UCF's Latino faculty, staff and students; and the greater UCF community.

**ARTICLE II**

Annual Objectives

LaFaSA shall adopt specific annual objectives to guide the Association in its activities. These objectives, and the activities to achieve them, shall be identified at the beginning of the spring term by the Board of Directors. These proposed objectives and activities will be presented to the membership for approval at the first membership meeting in the spring semester.

**ARTICLE III**

Membership and Dues

**Section 1. MEMBERSHIP.** LaFaSA membership is open to current UCF Faculty and Staff who support the mission and goals of LaFaSA, as outlined in the Bylaws, regardless of race, gender, creed, nationality, religion, or sexual orientation. LaFaSA fully supports the right of each member to self-identify as he or she sees fit and represents the interests of all such identities (e.g. Hispanic, Latino, Latinx, Latin American, etc.)

**Section 2. VOTING MEMBERS.** Voting shall be restricted to dues paying members of the Association. Voting on Bylaw changes, elections and the termination of a membership is restricted to dues paying members only.

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**Section 3. TERMINATION OF MEMBERSHIP.**

Termination of membership from this Association may be voluntary or for actions inconsistent with the established goals of the Association. Any actions of a member considered to be inconsistent with the established goals of the Association should be documented and brought to the Board of Directors. A special committee appointed by the President shall evaluate each case including, but not limited to speaking with the member involved. The committee shall present its recommendations to the Board of Directors. If the recommendation is for termination of membership, the Board of Directors will bring the matter before the general membership for a vote. The voting members of the general membership must vote the recommendation by a 2/3 majority.

**Section 4. DUES.** January 1st through December 31st is the membership year. Should an interest want to join mid-year, the full due amount will be collected. Dues shall be paid annually by the deadline set by the Treasurer. All interested in joining after the deadline are subject to full payment of dues. Each fall, the Board of Directors shall review the dues structure of the Association and make any appropriate recommendations for increases to the general membership for approval. The approved increases will be effective the new calendar year. Dues paying members have the benefit of attending some LaFaSA activities free of charge to the member or at a reduced rate versus the non-dues paying members.

**ARTICLE IV**

Officers

**Section 1. OFFICERS.** The officers of the Association will serve as its Board of Directors. Board of Directors Members must be dues paying members prior to taking office. The Board of Directors shall consist of the following officers:

**Executive Officers**

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

**Appointed Officers**

- e. Marketing Director
- f. Social Chair
- g. Mentoring Program Director
- h. Membership Director
- i. Historian
- j. Ex-Officio Officer (Administrator and Faculty selected by vote of the Board of Directors)

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**Section 2. DUTIES**

- a. President:** The President shall be the Chief Executive Officer of LaFaSA and shall Chair all meetings of the Board of Directors and General Membership. The President shall be mainly responsible for the fundraising efforts of the Association. The President shall implement and oversee the Strategic Plan of the Association for each calendar year. The President shall also be the Chief Spokesperson of the Association and shall represent LaFaSA in relations with other UCF Associations, university departments and external community associations, unless this responsibility has been explicitly delegated to another member of the Board of Directors. During elections, the President shall only vote in the event of a tie.
- b. Vice President:** The Vice President shall ensure the proper performance of all Board of Directors duties and the proper operation of all committees. The Vice President shall assist the President in organizing LaFaSA signature events and large scale initiatives as determined by the Board of Directors. In the President's absence, the Vice President shall Chair the Board of Directors and General Membership meetings.
- c. Secretary:** The Secretary shall be the Chief Records Officer of LaFaSA. The Secretary shall be ultimately responsible for taking, maintaining, and distributing the minutes of the Board of Directors and the General Membership meetings, as well as any special business/election meetings as requested or dictated by LaFaSA Bylaws. The Secretary is also responsible for all correspondence among members and the Board of Directors and between the Board of Directors and all Association members. The Secretary also secures venues for all LaFaSA meetings and events.
- d. Treasurer:** The Treasurer shall be the Chief Financial Officer of the LaFaSA. The Treasurer shall be ultimately responsible for proposing the annual budget to the Board of Directors for adoption. The Treasurer has responsible oversight of proper deposits and disbursement of all funds of the LaFaSA, and for the establishment and maintenance of appropriate records of all fiscal transactions. The Treasurer shall ensure that all expenditures are within the approved budget and have been properly incurred under the policies of LaFaSA. The Treasurer shall maintain an accurate, up-to-date listing of all paid members for each given year. The Treasurer shall provide the President with a detailed, monthly report of all financial transactions.

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- e. Marketing Director:** The Marketing Director shall develop and implement a Public Relations and Marketing Plan to promote LaFaSA and its involvement in the community annually. The Marketing Director is responsible for promoting all LaFaSA activities and achievements. The Marketing Director is responsible for updating and maintaining the LaFaSA website (including domain renewal to maintain URL name). Other responsibilities include updating and maintaining social media accounts (e.g. Facebook, Twitter, Instagram). The Marketing Director is also responsible for developing and distributing LaFaSA's monthly newsletter. The Marketing Director shall also design flyers/posters upon the recommendation of the president.
- f. Social Chair:** The Social Chair shall be responsible for organizing social events that highlight the mission and purpose of the Association. The social chair will propose a series of events throughout the calendar year that allow member interaction and promote unity and contribute to the visibility of the Association. The events will be voted at a majority by the Board of Directors and a budget will be allocated for identified activities. The Social Chair is responsible for purchasing the necessary materials for those events, reserving the location, and setup/takedown. The Social Chair shall maintain the Marketing Director informed of all events in a timely manner (timeframe to be discussed by both Officers).
- g. Mentoring Program Director:** The Mentoring Program Director shall oversee and support LaFaSA's student mentoring program- CREAR Futuros. The Mentoring Program Director shall also be responsible for developing and facilitating collaborative opportunities with Latino/a student Associations.
- h. Membership Director:** The Membership Director shall be responsible for Member attainment, retention and satisfaction. The Membership Director shall recruit paid members and maintain communication with the General Membership to evaluate the member experience. The Membership Director shall provide recommendations to the Board of Directors to increase and maintain member involvement, as well as identify potential future leaders for the Association.
- i. Historian:** The Historian shall be responsible for drafting and maintaining a timeline of LaFaSA events/activities for each calendar year. The Historian shall also make note of significant initiatives and/or milestones achieved by the Association throughout the course of each year. The Historian shall also maintain photographs all LaFaSA activities.

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- j. **Ex-Officio Officer:** The Ex-Officio Officer shall have no duties except than to serve in a supportive role to the Board of Directors and those duties assigned, as deemed necessary, by the President. The Ex-Officio Officer is a non-voting Board of Directors Member.

**Section 3. TENURE OF OFFICERS.** Executive Officers (President, Vice President, Secretary, and Treasurer) and Appointed Officers (Marketing Director, Social Chair, Mentoring Program Director, Historian, and Membership Director) shall be elected for two (2) calendar years (January-December).

**Section 4. SUCCESSION OF TERMS.** Executive and Appointed Officers may be re-elected for a succeeding term, but may not serve more than three (3) consecutive terms. 9 months into year 2 of each term, Executive and Appointed Officers must state their intention to be re-elected or propose a succession plan for their respective position.

**Section 5. ELECTION OF OFFICERS.** The election procedures for all Officers shall be as follows:

- a. Confirmation of all officers shall be held by a majority of the voting membership present.
- b. The election of all officers shall be held during the spring term of the academic calendar year.
- c. The Executive Officers of the Board of Directors for LaFaSA shall demonstrate a commitment to both Faculty and Staff needs at all times.

**Section 6. TRANSITION OF OFFICERS.** The transition of Officers shall be made at the last regular meeting of the fall semester. Officers are expected to demonstrate a serious commitment to the proper training of their successor, as to ensure the seamless operation of the Association.

**Section 7. REMOVAL OF OFFICERS.** Elected officers can be removed for cause by a 2/3 majority vote of the voting membership.

**Section 8. FILLING OF VACANCIES.**

If any office becomes vacant during the calendar 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 serve as acting President in the President's absence, or the Board of Directors may appoint an Interim President by a 2/3 majority vote. An election must take place by the voting membership to elect a new President no later than 90 days.

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**Section 9. MEETING OF OFFICERS.** The Board of Directors shall meet no less than two (2) times each semester (fall, spring and summer terms). Board of Directors members are expected to attend all officer and general membership meetings and are granted two excused absences - one from each of the aforementioned meetings for the calendar year.

A quorum shall consist of 2/3 of the 9-member Board of Directors. The President shall be allowed to cast a vote to conduct business during Board of Directors meetings.

**ARTICLE V**

Meetings

**Section 1. MEETING DATES.** Regular meetings shall adhere to Robert's Rules of Order. Meetings will be held at least twice during each semester (i.e., fall, spring and summer terms) and the membership will be notified at least two weeks prior to each meeting. Meetings will be held at a location as convenient as possible to members.

**Section 2. SPECIAL MEETINGS.** Special meetings may be scheduled by the Board of Directors of the Association.

**Section 3. QUORUM.** A quorum shall consist of members present. A proxy vote or votes may be used to constitute a quorum. A proxy vote must be in written form and can be submitted by any member of the Board of Directors. The proxy should be submitted a minimum of 48 hours prior to a scheduled meeting.

**ARTICLE VI**

Committees

**Section I. 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.

**Section 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 limited period of time.

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**ARTICLE VII**

Amendments

**Section 1. REVIEWING BYLAWS.** The Bylaws shall be reviewed annually by the Board of Directors. The Board of Directors shall make suggestions for changes in the Bylaws at any time. Any LaFaSA member may suggest changes to the Bylaws.

**Section 2. AMENDMENTS.** The voting membership will vote on changes in the Bylaws during the first regular meeting of the fall semester. Changes in the Bylaws may be approved by a simple majority of votes.

Proposed by Board of Directors: November 19, 2015

Reviewed by Board of Directors: February 16, 2017

Ratified by the Membership: