

REEDLEY COLLEGE
LATINO STAFF AND FACULTY ASSOCIATION

MISSION STATEMENT

The Latino Faculty & Staff Association is an educational organization whose purpose is to be an advocate for Latino issues in higher education, which also includes the educational welfare and advancement of the Latino community. Our goal is to promote the social and cultural dimensions of Latino history, heritage and culture as it relates to education.

BY-LAWS

ARTICLE I-NAME:

The name of the organization is the Latino Faculty and Staff Association and will be referred to in the remainder of this document as the Association. The governing body of the Association is the Executive Board.

ARTICLE II-PURPOSE:

The Executive Board shall facilitate a means of communication among and between all the membership of the association and the College Community in general.

The Executive Board shall act as a voice for the Membership and provide a means for increased participation and interaction with college administration, faculty and students in policymaking, planning and special purpose in activities supporting our mission.

ARTICLE III-MEMBERSHIP:

The Membership shall be composed of all Reedley College (RC) /Madera Community College Center (MCCC)/State Center Community College District (SCCCD) employees who agree to the mission of the Organization and have paid the yearly membership fee.

ARTICLE IV -OFFICERS:

The officers of the Organization shall consist of a President, President-Elect, Past President, Secretary, Communications Officer, Historian, and Treasurer. The term of office shall be one year, commencing July 1 and ending June 30 of the following year.

ARTICLE V-DUTIES OF OFFICERS:

1-President:

The President shall preside at all meetings of the Association and shall perform all duties commonly incident to that office.

The President is the official spokesperson for the Association.

Appoints assigns and oversees the coordination of the various organizations' subcommittees and activities.

Will have direct oversight of the Latino Graduation Ceremony and provide support to the committee chairs.

Will serve as Past-President at the end of their term.

2-President-Elect:

Presides over meetings pro tempore in absence of the President.

Gives President-Elect reports at the regular meetings.

Organizes and plans social activities throughout the academic year.

Assists the President in their designated duties as directed by the Executive Board.

3-Past President:

Gives advice to the Association's President.

Assists the President and Vice President in their designated duties as directed by the Executive Board.

4-Secretary:

Responsible for the recording and dissemination of minutes of the Executive Board and Association meetings.

Responsible for the maintenance of attendance records for all Executive Board and Association meetings.

Minutes of meetings are to be provided (e-mail, mail, etc.) to the membership prior to the next meeting of the Association. in accordance with the Brown Act, at least 72 hours in advance of the general meeting.

Responsible for all Executive Board communication to the membership. Responsible for (delete "all") Executive Board communication to the membership in appropriate situations.

Communication to the membership must receive approval (either verbal or written) of President or another e-board member.

Other duties as assigned. (i.e. serve as lead for a sub-committee, be present in Muro de Honor conversations between LFSA and candidates selected for nomination, facilitate processes of minute-taking.

5-Treasurer:

Deposits all organizational funds into the appropriate, established accounts in coordination with the LFSA President.

Keeps and maintains adequate and correct accounts of the Association's business transactions, receipts, disbursements, earnings and all other matters customarily included in financial statements.

Working with the Secretary, the Treasurer will keep an active roster of dues of paying members and inform members to check their payroll deductions annually for accuracy.

Provides a monthly written report at the LF&SA meetings.

Other duties as assigned.

6-Historian:

The Historian shall: assemble and chronicle a photographic and written archive of the Association's activities such as Camino Al Exito, the Latina/o Graduation event, other programs, and the bi-annual newsletter. The Historian may work closely with the Communications Officer to publicize LFSA archives on social media and/or other websites. The Historian shall perform such other duties as may be prescribed from time to time by the President. The Historian is an official position of the association and shall be elected during elections for the executive board.

7 - Communications Officer:

Responsible for maintaining the LFSA website by working with the campus webmaster. Maintain social media sites. Promote events, fundraising opportunities, shoutouts, members highlights and create promoting materials. Follows campus policies, accessibility rules to meet ADA compliance.

ARTICLE VI-COMMITTEES:

The committees of the Association shall be formed as needed by the Executive Board.

ARTICLE VII-EXECUTIVE BOARD:

The Executive Board of the Association shall consist of the elected officers and Past President. The Executive Board members shall meet at least once each month.

ARTICLE VIII -MEETINGS:

The Association shall hold a general meeting at least once each month, which is open to all membership. The President may call special meetings if deemed necessary.

VOTING:

All paid members of the Association may vote at any general meeting of the Association.
Voting may be done in person, by written ballot or electronically.

QUORUM:

Quorum for a general membership meeting shall consist of 30% or more of the paid membership. Quorum for an Executive Board meeting shall consist of 60% attendance of the elected officers.

Business of the Association may be conducted at any meeting of the general membership or Executive Board. Any business conducted at an Executive Board meeting must be brought to the attention of the membership at the next meeting of the Association.

ARTICLE IX-NOMINATIONS AND ELECTIONS:

The April membership meeting shall be held for the purpose of electing officers.
A Nominations committee shall be appointed by the President during the month of March and shall be responsible for conducting nominations and elections in April. The Past-President should be part of the nomination committee. In the absence of the Past-President an executive member can be appointed to the nomination committee.

Nomination of officers shall be held 15 business days prior to the election

Nominees have 5 business days to accept or decline a nomination

After nominations have concluded, an election should occur on the 15th day after nominations were called.

The election shall occur online (electronic vote) via a modality that is to be determined by the nomination committee.

Voting shall remain confidential within the nomination committee.

Due paid members shall be eligible to vote in the April election of officers.

Announcement of the election result shall occur within ten business day of the election.
In the case of a tie for any executive position, the current executive board will appoint the winner of the election for the position.

ARTICLE X-ATTENDANCE AND PERFORMANCE OF DUTIES:

Filling Vacant Positions: In case a vacancy occurs in the office of President, the **President Elect** shall succeed to the office and shall fill the remainder of the term. If the **President Elect** is unable to fill the position, the Association will elect an interim President from the membership. Other interim vacancies (President Elect, Historian, Communications Officer, Secretary and Treasurer) shall be filled with appointments made by the President until the April election.

Attendance of Officers: The membership may remove an officer from office for non-attendance after 3 unexcused absences at the monthly general meetings and Executive Board.

ARTICLE XI -AMENDMENTS:

Meeting Protocol: The Association will follow "Roberts Rules of Order" in conducting its meetings.

ARTICLE XII

These By-laws may be amended by at least 30% vote of the paid membership. Amendments must be proposed in writing to the Association at a monthly meeting and voted upon at the following monthly meeting.

Revised 10/16/2025