# LATINO EDUCATIONAL ASSOCIATION

## BYLAWS

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### Article I. ORGANIZATION

**Section 1.** The name of the organization shall be Latino Educational Association.

**Section 2.** The organization may at its pleasure and by a majority vote of its regular membership change its name.

### Article II. PURPOSES

**Section 1.** The Latino Educational Association (LEA) is a voluntary membership association of professional educators organized exclusively for educational purposes. Contributions to the LEA scholarship fund of the City College Foundation qualify as tax deductible within the meaning of section 501 (c) (3) of the Internal Revenue Code.

**Section 2.** MISSION

The Latino Educational Association (LEA) is a mutual support membership organization dedicated to education, equity and social justice at City College of San Francisco (CCSF). LEA advocates equitable services for Latino students and full participation by Latino faculty and staff on hiring, tenure, and other relevant Community College District Committees. LEA works to secure due process for, and empowerment of, Latinos at CCSF.

### Article III. MEMBERSHIP

**Section 1.** The membership of this association shall be comprised of two classes, namely:
A. Regular Membership. San Francisco Community College District Latino/a faculty members, administrators, classified staff, and trustees may become regular, voting members of LEA.

B. Associate Membership. Leaders of recognized Latino community organizations may join as non-voting associate members and will pay half the regular full-time faculty member dues.

The right to vote, submit motions or second motions, and to hold office shall be confined to those holding regular membership.

Section 2. Students. Currently enrolled and former San Francisco Community College District students may attend and participate in LEA meetings with no voting rights.

Section 3. Good standing. A member is in good standing upon payment of dues and attendance to at least two regularly scheduled annual meetings of LEA. Membership fees may be waived due to hardship circumstances.

Section 4. Termination of Membership. Members and associate members may voluntarily terminate their membership. Involuntary termination may occur due to non-attendance.

Article IV. COMMITTEE AT LARGE

Section 1. Meetings. The Committee At Large (CAL) shall be composed of all regular members of LEA in good standing. CAL shall meet formally at least twice a year to discharge its responsibilities as given in these By-laws. It shall also meet at such other times and places as may be determined by action of the CAL, by call of the president, or by written request of three members of CAL. A written notice of the time and place of all formal meetings of the CAL shall be mailed or sent by some acceptable electronic means to each member of the CAL not less than five days prior to said meeting.

Section 2. Quorum. A majority of the regular members of the CAL shall constitute a quorum for the transaction of business at a regular meeting.

Section 3. Authority of the Committee At Large. The CAL shall define the policies consistent with the mission of LEA, create and approve LEA’s permanent committees, and shall have full administrative direction of the LEA.

Section 4. LEA official communications. No letters or communications to administrators, board members, faculty/staff, students, the media, or the Internet representing LEA should be sent unless authorized by the CAL. No e-mailed messages including or attaching the mailing list of Latino faculty/staff names should be sent under color or claim of representation without CAL or officer authorization.

Article V. OFFICERS

Section 1. Officers. The officers of the Latino Educational Association shall consist of a president, a vice-president, a secretary, and a treasurer. One single member may not hold the offices of secretary/treasurer.
Section 2. The officers shall establish and appoint ad hoc committees or task forces as necessary to carry on the purposes of the LEA.

Section 3. Terms and Succession. Each officer shall serve for a term of one year or until his or her successor is elected and installed in office. The president and vice-president shall not serve more than two full terms in succession in the same office.

Article VI. DUTIES OF OFFICERS

Section 1. President. The President shall preside at all membership meetings, preserve order therein and enforce the laws, rules, and regulations of the association; decide all questions of order; and serve as LEA official spokesperson. He/she shall prepare, approve, and present an annual report of the work, accomplishments, and status of the organization. He/she shall recommend appointments to, and subject to an appeal to CAL, serve ex-officio in, all committees. S/he shall see that all books, reports, and certificates required by law are properly kept or filed. He/she shall be one of the two officers who may sign the checks or drafts of the organization. He/she shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

Section 2. Vice-President. The Vice President shall in the event of the absence or inability of the President to exercise his office become acting president of the organization with all the rights, privileges and powers as if he had been the duly elected president.

Section 3. Secretary. The Secretary shall keep a book of the agendas, minutes, meetings, and records of the organization, the names of members, elected officers, dates of elections and resignations. S/he shall be responsible for timely distribution of agendas, minutes, and meetings announcements. S/he shall be the official custodian of the records, letterhead stationery, and seal of this organization. He/she shall present to the membership at any meetings any communication addressed to him/her as Secretary of the organization. S/he shall attend to all official correspondence of LEA and act as secretary at all regular meetings of LEA. It shall be his/her duty to file any certificate required by any statute, federal or state. The secretary shall also perform such other duties as usually pertain to the office of secretary.

Section 4. Treasurer. The Treasurer shall have the care and custody of all funds belonging to the organization and shall be solely responsible for such monies or securities of the organization. He/she shall cause to be deposited in a regular business bank or trust company the total balance of the funds of the organization. S/He must be one of the two officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it. S/He shall render, at stated periods, as the CAL shall determine, a written account of the finances of the organization.

Before the end of each academic year the treasurer shall prepare and submit to the entire membership a written financial statement. Books and accounts of the treasurer shall at all times be open to the inspection of any member and of any authorized auditor. The treasurer shall also perform such other duties as usually pertain to the office of treasurer.
Section 5. Other Duties. All officers shall perform such other duties as may be assigned to them by the CAL. The Committee At Large shall assign responsibility for oversight of task forces.

Article VII. NOMINATIONS AND ELECTIONS

There shall be an annual election held for the purpose of electing all the officers.

Section 1. Nominations. A Nominating Committee, selected for a two-year term by a majority vote of the membership, shall present nominations for each elective office by April 15th of each year and shall remain open until the May regular meeting at which time nominations shall be closed and a vote taken. Any regular member may submit nominations for officers. Election shall be by a majority of the members who are eligible to vote. Voting shall be by secret ballot signed and delivered in person, by regular mail, or by interoffice campus mail to the president of LEA.

No member of the nominating committee may be a candidate for office while serving in the committee. The installation of officers shall be completed by July 1st of each year.

Section 2. Vacancy. In the event of a resignation or incapacity of any officer (except the president), the Committee At Large (CAL) shall designate a qualified member to fill the office until the next regular opportunity available to the membership for the election of a successor. In the absence of a president due to any reason other than resignation or incapacity, the vice-president shall assume the duties of the president and if there is no vice-president then another officer appointed by the CAL shall assume the duties of the president. If the office of president shall become vacant during the term due to resignation or incapacity, the vice-president shall immediately succeed to the office to serve for the balance of the unexpired term.

Section 3. Removal. Officers may be removed for cause— including permanent disability, neglect of duty, incompetence, absence, misfeasance, misconduct, malfeasance, criminal behavior, conduct involving moral turpitude, and other valid reasons— by a majority vote of all the regular members in good standing. A vote of removal for cause shall occur only after the officer complained against has been provided adequate notice, a fair hearing, and a reasonable opportunity to present a defense to the CAL.

Article VIII. MEETINGS

LEA shall hold a minimum of two regularly scheduled meetings per semester. The date and time, and whenever possible the location, for the following meeting shall be chosen at each regularly scheduled meeting. The Secretary shall thereafter notify each member of the date, time, and place that the meeting is to be held.

Voting in meetings may be in person or by proxy signed and delivered to the president.

Article IX. FISCAL POLICIES

Section 1. Fiscal. The fiscal year shall coincide with the officers' term unless otherwise designated by the CAL.
Section 2. Dues. Association dues shall be paid annually. The CAL shall determine annual dues of the LEA and the amount shall be communicated to the members.

Section 4. Waiver of Dues. The CAL shall be vested with discretion and authority to waive all or any portion of the dues of any member due to hardship.

Section 5. Deposits. Dues collected by LEA shall be deposited by the treasurer in financial institutions designated and authorized by the CAL.

Section 6. Authorized Signatures. All disbursements made by the treasurer shall be cosigned by the president, made by voucher check, showing the payee, the item of service rendered, materials or supplies purchased, and the amount of payment.

Article X. AMENDMENTS AND RATIFICATIONS

Section 1. Mission Statement and By-laws Changes. The mission statement and bylaws of the Latino Educational Association shall be amended in the following manner:

(1) By written petition of five regular members in good standing submitted to the president who shall give thirty days notice of the proposed amendment (s) to the entire membership of the CAL.

(2) After the above procedure, amendments must be passed by a two-thirds majority vote of the entire membership of the CAL at a regular membership meeting.

3) Members shall express their desire to ratify or reject such proposed amendment by open voting at time of regular meeting or by mailed secret ballot or both.

Section 2. Dissolution of the LEA shall be by a two-third-majority vote of all regular members in good standing at a regular membership meeting.

Section 3. Validity of By-laws. In the event a court of competent jurisdiction shall hold a portion of these bylaws to be invalid, the remainder of the bylaws not so held invalid shall be considered in full force and effect.

Article XI. ORDER OF BUSINESS

President’s Welcome and Introductions
Approval of Previous Minutes
Committees and Task Force Report
Old Business
New Business
Discussion
Special Guest (s) Speakers
Next Meeting

Approved on this _____ day of the month of _______________ in the year 2004