

THE BY-LAWS of
The Latino/a & Hispanic Faculty Caucus
of the University of South Carolina
Ratified: 4/17/16

Article I. Name

The name of this organization shall be the Latino/a & Hispanic Faculty Caucus of the University of South Carolina, also known simply as the Latino Faculty Caucus (LHFC).

Article II. Purpose

The Latino/a & Hispanic Faculty Caucus (LHFC) of the University of South Carolina (USC) is an advocacy and leadership organization. It has been established to address critical issues in higher education that focus on the recruitment, retention, promotion, and advancement of Latino/a & Hispanic faculty at the University of South Carolina.

1. The LHFC will facilitate the professional welfare and development of Latino/Hispanic faculty members through mentoring, collaborative initiatives, and programing that are focused on improving tenure and promotion for Latino/a & Hispanic faculty.
2. The LHFC will support the recruitment, retention and mentoring of the next generation of Latino/a & Hispanic students and faculty.
3. The LHFC will emphasize the importance of research and will promote the accomplishments and knowledge contributions by Latino/a & Hispanic faculty.
4. The LHFC will be an advocate for issues that are central to Latino/a & Hispanic faculty, staff, students and surrounding community.
5. The LHFC will promote scholarly, social and cultural activities that relate and are important to the Latino/a & Hispanic students and faculty.

Article III. Membership

- A. Members:
 1. Membership in the LHFC shall include all persons who are full-time Latino faculty of the University of South Carolina, Columbia campus, who sign a membership form indicating their membership, and who pay dues as proscribed in Article III.B.

2. Members of the University community, who are not full-time Latino faculty, may be invited to join the LHFC, pending the approval by a majority of the LHFC membership.

B. Privileges and Responsibilities of Membership:

1. Each member is entitled to one vote.
2. Each member shall be entitled to all services of the organization.
3. Each member shall be entitled to participate in all organizational events.
4. Each member shall pay annual dues.
5. Each member should attend general meetings and participate in other LHFC activities or programs.

Article IV. Dues

Each member shall pay annual dues. Dues shall be determined through a voting process at the first business meeting of the LHFC in the fall semester.

Article V. Voting

Each member is entitled to one vote. All decisions that are made through a voting process require a simple majority of the membership --- fifty-one (51) percent --- for adoption.

Article VI. Executive Board and Officers

All members of the LHFC shall be eligible to run for Executive Board membership.

A. Executive Board – The administrative responsibility of the LHFC shall be vested in an Executive Board comprised of five (5) Executive Board members – two (2) elected officers and three (3) at-large members. Each member of the Executive Board shall be empowered to act on behalf of the Caucus. Executive Board duties are defined in Article VII. of the by-laws.

B. Officers – The Executive Board officers will consist of a chairperson as well as a vice-chairperson-treasurer. The officers' duties are defined in Article VII. of the by-laws.

C. Nominations and Elections – The Executive Board and at-large members of the LHFC shall be elected at the final business meeting in the spring semester. Nominations for these positions shall be accepted from the floor or by whatever method a majority of the General Body decides. The

Executive Board (or the initial Steering Committee) shall appoint two (2) members who do not intend to run for office to serve as the Nominations and Elections Co-Chairs. They shall jointly preside over the nominations and elections process, shall faithfully tally the vote (which must be done by secret ballot), and announce the results of the vote. All candidates who receive the highest numbers of votes cast shall be elected to their respective offices and/or Board positions. The General Body shall decide to either conduct the vote in-person or through electronic means. Any ties shall be decided by a second ballot, and if this does not break the tie, by a random draw.

D. Terms of Office – When the LHFC is first established, two (2) of the elected LHFC Executive Board members shall serve for three (3) years to ensure continuity for the Executive Board by staggering the terms of its members. All other Executive Board members shall serve a two-year term. The Executive Board will decide which two (2) members will serve a three-year term. The officers of the chair and vice-chair-treasurer must serve a minimum of one (1) year but no more than two (2) years.

E. Vacancies – In the event of a vacancy on the Executive Board of in the office of chair or vice-chair-treasurer, members of the LHFC are required within the next two general meetings to hold an election to select a new Executive Board member using the relevant elections procedures prescribed by Article VI.C.

Article VII. Duties of the Executive Board and Officers

The members of the LHFC have the authority to review all decisions of the Executive Board.

General Body

A. The Executive Board shall:

1. Assume all duties and make all decisions necessary for the faithful administration and leadership of the organization as prescribed by the General Body;
2. Present a programmatic agenda and budget for the General Body to discuss, amend (as necessary) and approve;
3. Take, or arrange to have taken, and keep in permanent form, minutes from meetings of the Executive Board and of the LHFC by appointing Executive Board members to assume the duties of a Recorder;
4. Maintain and file copies of all official documents of the LHFC, including the annual membership list, the list of the Executive Board members and officers, and all committee reports;

5. Make available to every new Executive Board member the LHFC's membership list and all official documents, including minutes, committee reports, and other records (within thirty (30) days after the election of a new Executive Board member).

B. The chairperson shall:

1. Preside at all meetings of the Executive Board and the General Body;
2. Serve as the chief spokesperson for the LHFC;
3. Call special meetings of the General Body when approved by the Executive Board or by a petition of 10 (ten) LHFC members.
3. Co-sign disbursements as authorized by the Executive Board.

c. The vice-chairperson-treasurer shall:

1. Perform the duties of the chairperson in her or his absence;
2. Receive all money, keep the books of the LHFC, and co-sign disbursements as authorized by the Executive Board;
3. Prepare, publish, and circulate annually to the Executive Board and the membership a financial statement of the LHFC;
4. Make available to every new Executive Board member (and the person who succeeds to the office of vice-chairperson-treasurer) the LHFC's financial records within thirty (30) days after the election of a new Executive Board member or vice-chairperson-treasurer.

Article VIII. Committees

A. The standing committees of the LHFC shall be the:

1. Advocacy Committee
2. Faculty Mentoring, Professional Development, and Research Exchange Committee
3. Social Committee

B. Chairpersons and members of the standing committees shall be appointed annually by the Executive Board.

C. Duties of the standing committees shall be as directed and defined by the Executive Board.

D. Ad Hoc: The Executive Board shall have the power to appoint such other committees as they deem necessary or as directed by the General Body

Article IX. General Body Meetings and Authority

- A. A general meeting of the entire membership or “General Body” shall be held at least four (4) times a year and as called by the Executive Board. At least two business meetings shall be held in the fall and spring semesters of each year. The General Body shall have the final authority on all matters relating to the LHFC, but the Executive Board shall be authorized to act as the agent of the General Body in-between its meetings.
- B. A quorum of the General Body is no less than one fourth (1/4) of all LHFC members in good standing.
- C. Notices of all meetings must be emailed to all members at least one week prior to the date of the meeting.

Article X. Parliamentary Authority

The rules contained in Robert’s Rules of Order, Revised, shall govern the LHFC in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of the organization.

Article XI. University Policies

This organization shall abide by all applicable policies instituted by the University of South Carolina.

Article XII. Amendments

These by-laws may be amended by a vote of two-thirds of the membership at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted by-law amendments by the most feasible means.