



# Bylaws

## **Article I - Name**

The name of this association shall be Raices: Professional Association hereinafter referred to as Raices within this document.

## **Article II- Purpose of Raices**

### **PURPOSE**

The Raices: Latinx Professional Association was established in February 2018 to support the needs and interests of Latinx employees at Mt. San Antonio College (Mt. SAC). Raices is to empower and engage Latinx employees at Mt. SAC by developing, advocating and responding to the academic, social, political and economic needs of the Latinx community.

Raices shall promote the concerns of the college's Latinx employees and serve to highlight the voices of Latinx employees and students. Raices shall support the mission and integrity of the Mt. SAC District.

The purpose of Raices shall be:

1. Provide representation of Latinx interests in college committees;
2. Promote equity in hiring Faculty, Staff and Administrators;
3. Educate campus community related to diverse Latinx issues;
4. Cultivate a sense of community among campus Latinx employees;
5. Provide opportunities for social and professional networking in higher education;
6. Enhance the recruitment of prospective Latinx students and the retention of Latinx students attending Mt. SAC;
7. Strengthen communication and collaboration with various campus groups with similar goals and objectives;
8. Support outreach initiatives as determined by Raices;
9. Participate in public service designed to assist Latinos and the community at large through mentorship.

## **Article III – Membership**

### **Section 1: Classification and Qualification**

- a. **Regular Membership** in Raices shall be open to all current Mt. SAC full-time and part-time permanent employees, who have completed, signed, submitted the necessary Raices Application Form and paid the applicable annual non-refundable membership fee. Regular members shall be eligible to vote in all elections, hold office or appointive positions and receive reports and publications from Raices.
- b. **Associate Membership** in Raices shall be open to other employees not mentioned in the Regular Membership description, retirees of Mt. SAC, Mt. SAC Alumni and to organizations/community members who contribute to the Raices scholarship fund through sponsorship, time or service and who support the purpose of Raices. Qualifying members are required to submit a Raices Application Form and do not require an annual membership fee. Associate members shall be eligible to receive reports and publications from Raices.

## Section 2: Voting Rights

Only those identified to have regular membership with Raices are eligible to one vote and may cast that vote on any matter submitted to a vote of the Governing Board.

## Section 3: Termination of Raices Board Member or Chair

A board member or chair shall no longer hold a position if they meet one of the following:

1. Ceases to uphold the Raices governing board/chair duties for which they were elected.
2. Is absent from two or more board meetings.
3. Submit a written letter of resignation to the Governing Board.

## Section 4: Termination of Raices Membership

Regular Membership shall be continuous unless they meet the following:

1. Delinquent on membership dues. If by October 31 of any calendar year a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person's membership shall be void.
2. Change in professional status shall make the member ineligible for membership.

## **Article IV. - Governing Board**

### Section 1-Governing Board Duties

- a. Shall conduct, manage, and control the business of Raices during the periods between the business meetings of Raices.
- b. Shall meet at least once per month at a time to be determined by the committee at its first meeting following annual elections.
- c. Other meetings of the Governing Board may be called by the President or at the request of a simple majority of the Governing Board membership. All Governing Board meetings shall be open to the membership.

### Section 2- Duties of Elected Officers

- a. President: In the initial year, the President shall begin their tenure upon election. It shall be the duty of the President to:
  1. Preside at all business meetings and all other general meetings of Raices and the Governing Board of Raices.
  2. To consider all motions regularly made.
  3. To call special meetings.
  4. Be the representative of Raices on appropriate college/community committees, task forces, and boards.
  5. The Vice- President shall automatically become President of Raices upon the resignation, termination at the College, or in the event that the President is unable to continuously serve.
- b. Vice-President: It shall be the duty of the Vice President to:
  1. Assume the duties of the President in the event the President is unable to serve.
  2. Accept special assignments as requested by the President.
  3. Serve as an ex-officio member of all committees.
- c. Secretary: It shall be the duty of Secretary to:
  1. Maintain appropriate records and documents

2. Prepare for the Board's review copies of the minutes from the previous meeting.
  3. Maintain and continuously improving the Raices website, using latest technology available for ease of acquiring information.
  4. Oversee social networks, paperless processes, facilitate file sharing, create, manage and maintain multiple list serves, i.e., Raices, Latinx Grad, etc.
- d. Treasurer: It shall be the duty of the Treasurer to:
1. Receive all monies belonging to this Raices.
  2. Keep an account of all receipts and expenditures.
  3. Pay all approved bills charged against Raices.
  4. Present in writing a quarterly financial report and at the end of each fiscal year and/or at any other time upon request of the Governing Board.

### Section 3: Committees

Committees are formed through the president. The duty of the committee is to make recommendations to the Governing Board with the final approval resting on the Governing Board.

- a. Standing Committees:
- i. Fundraising
  - ii. Scholarship
  - iii. Community Relations
  - iv. Educational Events
  - v. Social Events
  - vi. Professional Development:
- e. Ad hoc Committees: The President may create ad hoc committees as needed to carry out specific tasks and responsibilities of a given activity, event or process. The President shall appoint a chair and delegate the appointment of Committee members.
- f. Fundraising Chair: It shall be the duty of the Fundraising Chair to:
1. Identify, plan and execute fundraising events that would generate revenue to support Latinx efforts such as scholarships, naming opportunities, conference registration fees for professional development opportunities, community events and as deemed appropriate by the Governing Board.
  2. Establish a committee to assist in carrying out the functions of said events.
- g. Scholarship Program Chair: It shall be the duty of the Scholarship Program Chair to:
1. Create Raices scholarship program,
  2. Lead scholarship selection process through the establishment of a committee and application with protocols and requirements.
- h. Community Relations Chair: It shall be the duty of the Community Relations Chair to:
1. Market Raices.
  2. Serve on the Presidents Latinx Advisory Committee.
  3. Share community events and issues.
  4. Serve as representative in the community as needed.
  5. Establish a committee to assist in carrying out the functions of said events.

- i. Educational Events Chair: It shall be the duty of the Educational Events Chair to:
  - 1. Keep members aware of current/changes of on campus and community workshops and events.
  - 2. Organize workshops for campus such as, but not limited to, California Dream Act, How to Obtain a Job (for students), Shared Governance AB1725, Latinx Success Stories to share with students--tips on how to succeed, History of Latinos at Mt. SAC service area.
  - 3. Establish a committee to assists in carrying out the functions of said events.
- j. Social Events Chair: It shall be the duty of the Social Events Chair to:
  - 1. Organize social events, on campus and community mixers, making connections with the fundraising chair to ensure appropriate collection and disbursement of funds.
  - 2. Establish a committee to assist in carrying out the functions of said events.
- k. Professional Development Chair: It shall be the duty of the Professional Development Chair to:
  - 1. Keep members aware of professional development opportunities, currency/changes of human resource policies, share job announcements (continuing education unit opportunities, how to advance, etc.).
  - 2. Establish a committee to assist in carrying out the functions of said events.
- l. Classified Representative: Inform Classified Staff about Raices activities. Attend classified senate meetings.
- m. Faculty Representative: Inform faculty about Raices activities. Attend Academic Senate and Faculty Association meetings.
- n. Management Representative: Inform Managers about Raices activities. Attend Management Association meetings.

#### Section 4: Vacancy

If a vacancy occurs among the elected Governing Board other than the President, the President shall appoint, subject to the approval of the Governing Board, a person to complete the vacated term of office. If the President vacates, the Vice President shall assume the role of the President and appoint, subject to the approval of the Governing Board, a person to complete the vacated term of the Vice President.

#### Section 5: Elections of Governing Board

- a. Officers of Raices shall be elected by mail/e-mail ballot by all Regular Members of Raices. Election shall be determined by plurality of votes cast.
- b. The elected officers shall serve a two-year term, which shall coincide with the fiscal year (July 1- June 30). Officer elections shall be staggered (President and Secretary on even years, Vice-President and Treasurer on odd years) to allow for greater organizational stability. Vice President and Treasurer candidates elected in 2018 shall serve a 1-year term to adhere to

the staggered election of officers.

c. In an effort to maintain continuity amongst the governing board, the position of Vice President may be the only position that will serve a sequential term, which the effective date of term shall coincide with the college's fiscal year.

d. Eligibility: Any dues-paying Regular Member is eligible to run for office.

e. Method: Elections shall be conducted by a committee appointed by the President and chaired by the Vice President. It shall be held by written ballot, which may be electronically mailed and returned; or a printed ballot may be inter-campus-mailed and returned.

#### Section 6: Authority of the Governing Board

The Governing Board is authorized to make expenditures on behalf of Raices.

#### Section 7: Advisory Council:

a. An advisory council shall consist of 3-5 individuals (who do not currently hold office of president or vice president), appointed by the president (or governing board) as a separate body to provide advice, guidance and leadership as deemed necessary by the Governing Board.

b. It shall consist of at least:

1. One Administrator,
2. One former Raices President,
3. One Faculty member
4. One student representative
5. Two other active or retired member(s), who have demonstrated strong leadership, sound judgment, and effective decision-making.

#### **Article V. - Dues**

Dues shall be recommended by the Governing Board and voted on at a general meeting. Approval of dues will require a majority vote of members present at that meeting. All elected officers must be dues-paying members at the time of their election/appointment, except in the initial year. Dues will be collected beginning May 10 of each fiscal year.

#### **Article VI. - Fiscal Matters**

##### Section 1: Fiscal Year

The fiscal year of Raices shall be from July 1 to June 30.

##### Section 2: Budget

Annual income and expense budgets shall be drafted by the Treasurer and submitted to the Governing Board for its formal approval at its first meeting of the fiscal year.

##### Section 3: Audit

A Committee of three (3) will be appointed by the President to conduct an annual audit.

## **Article VII. - Meetings**

### **Section 1: Regular monthly meetings**

Monthly meetings shall be held during the academic year at a time, date and location convenient to the membership as defined by the Governing Board. The agenda and meeting time and location should be distributed to the membership at least five days prior to the meetings.

### **Section 2: Special Meetings**

The President is authorized to call special meetings of the Governing Board and/or of the general membership. A simple majority of the Governing Board must be present to constitute a quorum for special meetings.

### **Section 3: Conduct of Meetings**

The latest edition of Robert's Rules of Order shall govern the conduct of meetings.

### **Section 4: Quorum**

A simple majority of governing board members must be in attendance in order to call an official meeting.

### **Section 5: Majority Vote**

A simple majority of those present is required to conduct official business.

## **Article VIII. - Dissolution of Raices**

Upon dissolution of Raices, none of its property shall be distributed to any members, and all of such property shall be transferred to such other organization or organizations as the Governing Board shall determine to have purpose and activities most nearly consistent with those of Raices, provided that such other organizations shall be exempt under Section 501(c) (3) of the Internal Revenue Code, or corresponding provisions of the Internal Revenue Laws. First priority in dissolution of any Raices funds is to fund Latinx student scholarships, whereby Raices selects recipients of such funds, using selection criteria established by Raices.

## **Article IX. – Amendments**

An amendment of these bylaws may be made at any regular meeting of Raices by a vote of two-thirds of the members present. Written notice of any proposed amendment must be submitted to the Governing Board at least 30 days prior to a Raices meeting at which the amendment is considered for adoption. The proposed amendment must be placed as an Agenda item as part of a regular meeting.