



BYLAWS

OF THE

ASSOCIATION OF LATINO FACULTY, STAFF & STUDENTS

California State University, San Bernardino

Revised:
April 2021

Association of Latino Faculty, Staff and Students
California State University, San Bernardino

BYLAWS

Table of Contents

Article I: Name and Purpose.....4
 Section 1: Name.....4
 Section 2: Purpose.....4
Article II: Membership.....4
 Section 1: Qualifications for Membership.....4
 Section 2: Classification.....4
 Section 3: Voting Rights.....5
Article III: Governing Board.....5
 Section 1: The Governing Board.....5
 Section 2: The Executive Board.....5
 Section 3: Appointed Officers.....5
 Section 4: Duties and Responsibilities.....6
 President.....7
 Vice President.....7
 Executive Secretary.....8
 Treasurer.....8
 Director of Fundraising & Scholarships.....8
 Director of Marketing.....9
 Director of Membership.....9
 Director of Programs.....9
 Student Representative.....10
 Section 5: Committees.....10
 Section 6: Election of Executive Board.....11
 Section 7: Authority of Executive Board.....12
 Section 8: Removal and Resignation of Governing Board Officers.....12

Article IV: Meetings.....	13
Section 1: General Monthly Meetings.....	13
Section 2: Governing Board Meetings.....	13
Section 3: Conduct of Meetings.....	13
Section 4: Quorum.....	13
Article V: Bylaw Amendments.....	13
Section 1: Notification.....	13
Section 2: Voting.....	14
Section 3: Approval.....	14
Section 4: Implementation.....	14
Article VI: Scholarship Awards.....	14
Section 1: ALFSS Scholarship.....	14
Section 2: General Guidelines.....	14
Section 3: Eligibility Requirements.....	14
Section 4: Approval Process and Criteria.....	15
Section 5: Selection of Scholarship Recipients.....	15
Section 6: Disbursement of Scholarships.....	16
Appendix A: Declaration of Candidacy.....	17
Appendix B: ALFSS Program Budget Template.....	18
Appendix C: ALFSS Post Program Report.....	19

ARTICLE I: Name and Purpose

1. Section 1: Name

1.1. This organization shall be known as the Association of Latino Faculty, Staff and Students at California State University, San Bernardino, hereinafter referred to interchangeably as the “Association” or “ALFSS.”

2. Section 2: Purpose

2.1. The purpose of the Association shall be to promote the following goals and objectives:

- 2.1.1. To encourage the involvement of faculty, staff, students and administrators in the university community on issues and/or discussions pertinent to Latinos.
- 2.1.2. To promote the participation of Latino students in higher education by awarding annual scholarships through the established ALFSS Scholarship Fund.
- 2.1.3. To further the personal and professional advancement of Latino faculty, staff, students and administrators at CSUSB through committee involvement and networking opportunities.
- 2.1.4. To promote the public interest in, and understanding of, the rich and varied Latino culture.
- 2.1.5. To plan and execute cultural and traditional programming that enhance the experiences of Latinos. These events could include but are not limited to: *Dia de los Muertos*, graduate recognition ceremonies, and Hispanic Heritage Month programming.

ARTICLE II: Membership

1. Section 1: Qualifications for Membership

1.1. Anyone who supports the goals and objectives of the Association is eligible to become a member as defined in Article II, Section 2. Membership is valid for one year for the fiscal year in which dues were paid. The fiscal year is from July 1 to June 30.

2. Section 2: Classification

2.1. There shall be two categories of members: Regular Member and Student Member.

ARTICLE II Continued:

2.1.1. Regular Member: A regular member includes current university or auxiliary employees, faculty, alumni, retirees, and community partners, who have completed the membership application, and paid the applicable annual non-refundable membership dues. All membership applications shall be approved by the Director of Membership pending dues payment confirmation by the Treasurer.

2.1.2. Student Member: A student member is a current CSUSB matriculated student, who has completed the membership application, and paid the applicable annual non-refundable membership dues. All membership applications shall be approved by the Director of Membership pending dues payment confirmation by the Treasurer.

3. Section 3: Voting Rights

3.1. All active, dues paying regular or student members may vote in the general election, amendments to the bylaws, and special elections.

ARTICLE III: Governing Board

1. Section 1: The Governing Board

1.1. The Governing Board shall consist of nine officers including four elected Executive Board Officers and five Appointed Officers.

2. Section 2: The Executive Board

2.1. The Executive Board shall consist of four elected Executive Board Officers.

2.2. Executive Board officers' voting rights and authorities are listed in Article III, Section 7.

2.3. The Elected Executive Board shall consist of:

- 2.3.1. President
- 2.3.2. Vice President
- 2.3.3. Executive Secretary
- 2.3.4. Treasurer

3. Section 3: Appointed Officers

3.1. There shall be five Appointed Officers appointed by, and report to, the Executive Board.

3.2. Appointed Officers do not have fiscal voting rights.

ARTICLE III Continued:

3.3. All Appointed Officer positions shall be filled within 30 days from the start of the elections cycle.

3.4. The Appointed Officers shall consist of:

- 3.4.1. Director of Fundraising and Scholarships
- 3.4.2. Director of Marketing
- 3.4.3. Director of Membership
- 3.4.4. Director of Programs
- 3.4.5. Student Representative

4. Section 4: Duties and Responsibilities

4.1. All candidates for elected and appointed positions must complete a Declaration of Candidacy form (see Appendix A) and must be a current dues paying ALFSS member at the time of election.

4.1.1. Shall maintain and adhere to all statements in the Declaration of Candidacy.

4.2. All elected and Appointed Officers shall hold a one-year term (July 1 – June 30).

4.3. The new Governing Board shall conduct a summer planning retreat in July. All Governing Board members are expected to be in attendance and invite key stakeholders, such as: ALFSS members, past presidents, retirees and alumni.

4.3.1. The objectives of this retreat are:

4.3.1.1. Review the Association's financial report and develop a projected budget for the upcoming fiscal year.

4.3.1.2. Identify fundraising strategies and establish goals.

4.3.1.3. Identify scholarship award goals for the year.

4.3.1.4. Shall create a calendar of events for the academic year and include the sequential fall semester after officers' term has concluded. This outline includes but is not limited to the type of event, date, and location.

4.3.1.5. Establish membership campaign and goals for the year.

4.3.1.6. Review annual membership fee structure and revise as needed.

4.3.1.7. Determine the schedule for monthly Governing Board Meetings and General Meetings.

ARTICLE III Continued:

- 4.4. All Governing Board members shall be de facto members of cultural and traditional programming including but not limited to: *Día de los Muertos*, graduate recognition ceremonies, and Hispanic Heritage Month programming.
- 4.5. The Governing Board shall work on an annual report to reflect the Association's successes and opportunities from the fiscal year. This report is intended to be disseminated to ALFSS membership and campus community, including CSUSB leadership, by June 30.
 - 4.5.1. Recommended key performance indicators for this report include but are not limited to:
 - 4.5.1.1. Executive Summary
 - 4.5.1.2. Financial Report
 - 4.5.1.3. Fundraising Report
 - 4.5.1.4. Marketing and Communication Report
 - 4.5.1.5. Meeting Report
 - 4.5.1.6. Membership Report
 - 4.5.1.7. Opportunities and Risk Report
 - 4.5.1.8. Programming Report
 - 4.5.1.9. Scholarship Report
 - 4.5.1.10. Student Representation Report
- 4.6. **President:**
 - 4.6.1. Shall preside over all meetings.
 - 4.6.2. Shall represent the Association in business matters with other organizations on and off campus.
 - 4.6.3. Shall serve as the Association's principal spokesperson.
- 4.7. **Vice President:**
 - 4.7.1. Shall assume the duties of the President in the event the President is unable to serve.
 - 4.7.2. Shall preside over meetings in the absence of the President.
 - 4.7.3. Shall accept special assignments as requested by the President.
 - 4.7.4. Shall automatically assume the position of President on the second term.
 - 4.7.5. Shall serve as Chair of the Elections Committee.

ARTICLE III Continued:

4.8. **Executive Secretary:**

- 4.8.1. Shall maintain appropriate records and documents on ALFSS shared drive.
- 4.8.2. Shall prepare ALFSS meeting logistics including: agendas, space reservations, Zoom links, attendance records, and calendar invitations.
- 4.8.3. Shall prepare minutes of the previous meetings, distribute to the membership, and add to the ALFSS Meeting Minutes webpage.
- 4.8.4. Shall maintain the ALFSS Governing Board webpage.
- 4.8.5. Shall maintain archival documents from the Association's origin.

4.9. **Treasurer:**

- 4.9.1. Shall be the custodian of the Association's funds.
- 4.9.2. Shall be responsible for the procurement of goods and services, including obtaining purchase orders, paying invoices, processing reimbursements, cash handling, maintaining accounts, and shall provide monthly financial reports to the Governing Board.
- 4.9.3. As a final duty of this position, the Treasurer shall be responsible for completing the paperwork associated to change the signature authority over to the incoming Executive Board Officers.

4.10. **Director of Fundraising and Scholarships**

- 4.10.1. Shall be responsible for overseeing all the fundraising activities. Fundraising goals are set by the Governing Board in the summer retreat.
- 4.10.2. Shall develop a minimum of two fundraising strategies throughout the fiscal year.
- 4.10.3. Shall collaborate with the Director of Programs on programs that include fundraising components.
 - 4.10.3.1. May appoint an ad-hoc fundraising chair as needed to implement fundraising; Director of Fundraising and Scholarship may serve as an ad-hoc fundraising chair.
 - 4.10.3.2. Director of Fundraising and Scholarships shall collaborate with the Scholarship Committee to execute the responsibilities of the committee as listed in Article III, Section 5, Subsection 5.2.

ARTICLE III Continued:

4.11. **Director of Marketing:**

- 4.11.1. Shall be responsible for developing and implementing a strategic marketing plan that will assist in all areas to meet the purpose of the Association.
- 4.11.2. Shall be responsible for maintaining the ALFSS website and social media platforms and manage multiple email accounts.
- 4.11.3. Shall be responsible for distributing outgoing communication for the Association.
- 4.11.4. Shall ensure that all ALFSS marketing pieces follow ALFSS branding guidelines.
- 4.11.5. Shall raise awareness about the Association.

4.12. **Director of Membership:**

- 4.12.1. Shall develop and implement membership campaigns and recruit new members.
- 4.12.2. Shall provide new members with welcome materials.
- 4.12.3. Shall collect new member applications, publicize new members as appropriate, and submit application to Treasurer for processing of annual dues.
- 4.12.4. Shall maintain a database of members, membership listserv, and provide updates to the Governing Board.
- 4.12.5. May appoint and preside over an ad-hoc committee to assist in the annual membership drive.

4.13. **Director of Programs:**

- 4.13.1. Shall be responsible for identifying, planning, and executing programs as outlined by the Governing Board in the summer retreat and shall oversee any additional association programs.
- 4.13.2. Shall establish ad-hoc committees and appoint a committee chair as needed to implement programs; Director of Programs may serve as an ad-hoc committee chair.
- 4.13.3. Shall chair a minimum of one committee per semester.

ARTICLE III Continued:

- 4.13.4. Shall submit a proposed budget for each program to the Governing Board for comments. Fiscal approval vote will be provided by the Executive Board. (See Appendix B for the ALFSS Program Budget Template).
- 4.13.5. Shall be responsible for assessment, evaluation, and reporting of programs. Director of Programs shall collaborate with committee chairs in these efforts and completing the ALFSS Program Report. (See Appendix C).
- 4.13.6. Shall collaborate with the Director of Fundraising and Scholarships on programs that include fundraising components.

4.14. **Student Representative:**

- 4.14.1. Shall represent the opinions and concerns from the student body and provide a student perspective to the Governing Board.
- 4.14.2. Shall serve as liaison between the Association and student organizations.
- 4.14.3. Shall accept special assignments as requested by the Governing Board.

5. **Section 5: Committees:**

5.1. There are three standing committees for the Association:

- 5.1.1. Ad-hoc Committee(s)
- 5.1.2. Elections Committee
- 5.1.3. Scholarship Committee

5.2. Ad-hoc Committee(s):

- 5.2.1. Shall be created with approval from the Governing Board, as needed, to carry out specific tasks and responsibilities that work towards the purpose of the Association.
- 5.2.2. Any ALFSS member may serve as Chair of Ad-hoc Committee(s).
- 5.2.3. If funds are needed, the committee shall obtain approval by Executive Board of expenditures and special proposals prior to procurement of goods and services. Expenditures made without approval will not be reimbursed.
 - 5.2.3.1. Shall submit a proposed budget to the Governing Board for comments. (See Appendix B for the ALFSS Program Budget Template).

ARTICLE III Continued:

5.2.4. Shall be responsible for assessment, evaluation, and reporting of committee activities.

5.3. Elections Committee

5.3.1. Refer to Article III, Section 6, Subsection 6.4.

5.4. Scholarship Committee:

5.4.1. Director of Fundraising and Scholarships may serve as Chair, or appoint a Chair as needed of the Scholarship Committee and include a minimum of three ALFSS members.

5.4.2. Shall adhere to scholarship eligibility requirements and award criteria as listed in Article VI.

5.4.3. Shall work closely with the Office of Financial Aid and Scholarships to review applications.

5.4.4. Shall screen and select applicants and forward recommendations of the scholarship recipients to the Governing Board for approval. See Article VI for scholarship application/selection process.

6. Section 6: Election of Executive Board

6.1. Executive board members shall hold a one-year term (July 1 –June 30). To maintain continuity amongst the executive board, the position of Vice President shall be the only position that will serve a sequential term. Therefore, the Vice President automatically assumes the position of President the following year. The effective date of term shall coincide with the university’s fiscal year.

6.2. Eligibility: Any dues-paying faculty, staff, or administrator is eligible to hold an elected office.

6.3. Nomination Period: Candidates for office may be nominated or self-nominated during the nomination period of ten days. All candidates for elected positions must submit a Declaration of Candidacy form (see Appendix A) to be eligible to run for office.

6.4. Method: A committee shall be appointed by the President and chaired by the Vice President. The election ballot shall be distributed electronically via email to members eligible to vote. Ballots shall be cast electronically and submitted to the elections committee.

ARTICLE III Continued:

6.5. Voting: After the nomination period is closed, the voting period shall be ten days. Elections shall be conducted by June 1st. All positions will be elected by majority vote. All elected positions shall be filled within 30 days from the start of the election. Elected positions are listed in Article III, Section 2.

6.6. Special Appointments: In the event an elected position becomes vacant during the one-year term, the Executive Board shall fill vacant positions subject to a simple majority vote.

7. Section 7: Authority of Executive Board

7.1. The Executive Board is authorized to approve expenditures on behalf of the Association. All purchases must be pre-approved by the Executive Board, e.g. documented by estimates, proposals or quotes. Once the purchase has been approved, the Treasurer will issue a check for reimbursement, petty cash reimbursement or direct payment to the vendor with supporting documentation, e.g. receipts, invoices and contracts.

7.2. Purchases made on behalf of the Association should not exceed the approved annual budget. Under special circumstances, expenditures may exceed the allocated budget with approval from the Executive Board. Expenditures made without approval will not be reimbursed.

7.3. The Executive Board shall make final decisions of any recommendations presented by other committees.

8. Section 8: Removal and Resignation of Governing Board Officers

8.1. Members of the Governing Board may resign their duties at any time by delivery of a written and signed letter of resignation to the President. Such resignation is effective upon receipt by the President and terminates at that point all rights and duties of the resigning officer as a member of the Board, if a date is not specified. If an officer resigns, the Executive Board will appoint by a majority vote a new replacement.

8.2. Officers may be removed by a majority vote of the Governing Board, when in their judgment such removal serves the best interest of the Association. Upon removal of an officer, the Executive Board will appoint a new officer following the same process that would have been used had the officer resigned.

8.3. If removal or resignation of an Executive Board member occurs, reference Article III, Section 6, Subsection 6.6.

ARTICLE IV: Meetings

1. Section 1: General monthly meetings

1.1. Monthly meetings shall be held during the fiscal year at a time, date, and location convenient to the membership as defined by the Governing Board. The meeting calendar for the academic year will be posted on the Association's website.

2. Section 2: Governing Board Meetings

2.1. The Governing Board will meet on a monthly basis.

2.2. The President is authorized to call special meetings of the Governing Board.

2.3. The President is authorized to call special meetings of the Executive Board for financial voting if the decision cannot be made during the monthly Governing Board meeting.

3. Section 3: Conduct of Meetings

3.1. Robert's Rules of Order shall be used when conducting meetings.

4. Section 4: Quorum

4.1. Quorum is met at general monthly meetings when, of the ALFSS members present, there are 50% + 1.

4.2. Quorum is met at Governing Board meetings when there is 50% + 1 of Governing Board members.

4.3. When a quorum is present, a majority vote (50% +1 vote), is sufficient for the adoption of any motion that is in order.

ARTICLE V: Bylaw Amendments

1. Section 1: Notification

1.1. The membership must be advised of the nature of the proposed amendments 10 days prior to the vote date. The announcement may be made at a general meeting and/or via email, whichever is more convenient.

2. Section 2: Voting

2.1. The voting period will be a week after the 10-day announcement. Electronic voting shall be the preferred method, unless decided otherwise by the Governing Board.

ARTICLE V Continued:

3. **Section 3: Approval**

3.1. Proposed amendments to the ALFSS Bylaws require support of 50% + 1 of votes received to be adopted. In the event of a tie, the President shall cast the deciding vote.

4. **Section 4: Implementation**

4.1. Once approved, amendments become effective immediately, unless otherwise noted.

ARTICLE VI: Scholarship Awards

1. **Section 1: ALFSS Scholarship**

1.1. The Association awards scholarships to new and continuing CSUSB students, including graduating high school seniors and community college transfer students. Students of all ethnicities are invited to apply.

2. **Section 2: General Guidelines**

2.1. The Scholarship Committee shall establish scholarship guidelines and criteria that include application process, eligibility requirements and method of disbursement.

2.2. Quantity and amount of the scholarship awards shall depend on available funds based on goals established by Governing Board during the summer retreat, in consultation with the Treasurer, and subject to final approval by the Executive Board.

2.3. Scholarship awards are for one academic year.

3. **Section 3: Eligibility Requirements**

3.1. Students of all ethnicities are eligible and encouraged to apply. Applicants must meet the following requirements:

3.1.1. Shall complete the Free Application for Federal Student Aid (FAFSA) or CA DREAM Act application by the March 2 priority deadline.

3.1.2. Shall demonstrate financial need.

3.1.3. Shall be enrolled full-time at CSUSB as undergraduate, credential or post-baccalaureate student.

3.1.4. Shall possess a 2.5 GPA or above.

ARTICLE VI Continued:

3.1.5. Shall maintain Satisfactory Academic Progress (SAP) and/or good academic standing.

4. Section 4: Application Process and Criteria

4.1. The scholar is selected based on success in the areas of academic performance, volunteer and work experience, educational and career goals and most importantly, involvement and contributions in the Latino community. Applicants must meet the following requirements:

4.1.1. Shall complete the online application accessible via MyCoyote portal.

4.1.2. Shall apply online by the March 2 deadline.

4.1.3. Shall submit an autobiographical statement.

4.1.4. Shall submit two letters of recommendation that attest to the student's academic performance and leadership potential.

4.1.5. Shall check the "Latino Culture" box in the cultural interest section of the application and include an essay describing their contributions and involvement within the Latino community.

5. Section 5: Selection of Scholarship Recipients

5.1. The Scholarship Committee shall review the applicant pool and do the following:

5.1.1. Shall review applications based on eligibility requirements and scholarship criteria in the Office of Financial Aid and Scholarships' scholarship portal.

5.1.2. Shall forward list of scholarship recommendations and alternatives to the Governing Board for final approval.

5.1.3. Shall process the approved scholarship recipients in the Office of Financial Aid and Scholarships' scholarship portal.

5.1.4. Shall notify the recipients in writing and invite to attend any applicable programs to be recognized.

5.1.5. The Office of Financial Aid and Scholarships will award and notify the student of their ALFSS scholarship via their MyCoyote portal. The student will be required to submit a "thank-you" letter to ALFSS prior to receipt of their scholarship disbursement.

ARTICLE VI Continued:

6. Section 6: Disbursement of Scholarships:

- 6.1. The scholarship disbursement will take place at the beginning of each term. The Office of Financial Aid and Scholarships shall disburse scholarship funds in equal installments.
- 6.2. The Scholarship Committee shall evaluate on a case-by-case basis any special circumstances that arise in the disbursement of funds. Alternative disbursements will be forwarded to the Executive Board for final approval.

(Proposed Amendment April 6, 2021)

(Amended June 14, 2019)

(Amended October 21, 2016)

Originally Adopted April 13, 1994



CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Declaration of Candidacy

I, _____ *Print Name* _____, as a current *Faculty/Staff/Student/Administrator* _____ at California State University, San Bernardino, hereby declare myself to be a candidate for the position of _____ *Print Position Name* _____ for the Association of Latino Faculty, Staff and Students for the 20____ / 20____ academic year.

By way of this declaration of candidacy, I hereby agree to the following:

1. Agree to support the mission and goals of ALFSS.
2. Agree to fulfill this role to the best of my ability by participating actively in the Association.
3. Agree to attend meetings regularly and report to the board and membership about my area of responsibility.
4. Agree to commit my time as necessary to successfully fulfill this role, which may entail attending meetings and/or events during work hours, after work hours, or during weekend hours.
5. Agree to volunteer throughout the year to help in the execution of ALFSS events.
6. Agree to participate in the summer retreat as requested by the Executive Board.
7. Agree to promptly notify the executive board in the event I am unable to fulfill my responsibilities.

Candidates must submit signed form to the elections committee chair by nominations deadline to be included in the ballot.

Sign _____ Date _____
Candidate Signature

Sign _____ Date _____
Elections Committee Chair Signature

ALFSS Program Budget Template			
Program Name:			
Location:			
Date:			
Program Description:			
EXPENSES	Estimates	Actuals	Justification
Advertising:	\$ -	\$ -	
Food:	\$ -	\$ -	
Beverages:	\$ -	\$ -	
Paper Goods:	\$ -	\$ -	
Printing:	\$ -	\$ -	
Promotional Items:	\$ -	\$ -	
Space Reservation:	\$ -	\$ -	
Tables/Chairs:	\$ -	\$ -	
Guest Speaker:	\$ -	\$ -	
Supplies:	\$ -	\$ -	
A/V:	\$ -	\$ -	
Decorations:	\$ -	\$ -	
Other:	\$ -	\$ -	
Other:	\$ -	\$ -	
Other:	\$ -	\$ -	
Other:	\$ -	\$ -	
Other:	\$ -	\$ -	
EXPENSES TOTAL	\$0.00	\$0.00	
REVENUE/CO-SPONSOR/FUNDRAISING	Estimates	Actuals	Justification
Admission Fee:	\$ -	\$ -	
Donations:	\$ -	\$ -	
Sponsorships:	\$ -	\$ -	
Other: Sales/Pre-Orders	\$ -	\$ -	
Other:	\$ -	\$ -	
Other:	\$ -	\$ -	
Other	\$ -	\$ -	
Other	\$ -	\$ -	
REVENUE/CO-SPONSOR/FUNDRAISING TOTAL	\$0.00	\$0.00	
TOTAL EVENT/PROGRAM COST	\$0.00	\$0.00	

Post Program Report
(Event Name, Date)

- I) Event chair(s):
- II) Planning Committee members:
- III) Overview/Description of event:
 - a) (What was done?)
 - b) (Why was it done?)
 - c) Event Goals
- IV) Logistics:
 - a) Location:
 - b) Contacts/Communication/Outreach
 - i) Marketing campaign
 - ii) Emails
 - iii) Promotional materials
 - iv) Training materials/handouts (e.g. FAQs)
 - c) Participants:
 - i) Who
 - ii) RSVPs/Attendance numbers
 - d) Financials:
 - i) Budget proposal
 - ii) Sponsorships
 - iii) Reimbursements
 - iv) Actuals
 - v) Revenue
 - e) Details:
 - i) Food
 - ii) Supplies ordered (attach program budget with actuals and invoices)
 - iii) Room reservations
 - iv) Entertainment
 - v) Technical – A/V requirements
 - vi) Shift schedules, volunteer roles
 - vii) Special requests
- V) Logistical Comparisons to Previous Years (if applicable)
- VI) Suggestions for improvements (based on feedback from various stakeholders e.g. survey responses, committee debrief meetings, etc.)
- VII) Date for ALFSS General meeting presentation: