



BY-LAWS

OF

ASSOCIATION OF LATINO FACULTY, STAFF AND STUDENTS
(ALFSS)

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Revised:
June 12, 2019

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

BY-LAWS

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 students, staff, faculty and administrators in the university community in issues and/or discussions pertinent to Latinos.

2.1.2. To promote the participation of Latino youth 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 students, staff, faculty and administrators at CSUSB via lectures, workshops and other activities.

2.1.4. To disseminate information about the university to the community in general and to the Latino community in particular.

2.1.5. To promote the public interest in, and understanding of, the rich and varied Latino culture(s).

2.1.6. To plan and execute, among other events, the following signature events:

2.1.6.1. Latino Graduate Recognition Ceremony

2.1.6.2. Dia de los Muertos

2.1.6.3. Hispanic Heritage Fundraiser

ARTICLE II: MEMBERSHIP

1. Section 1: Qualifications for Membership

ARTICLE II continued:

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.

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 by-laws, and special elections.

ARTICLE III: EXECUTIVE BOARD

1. Section 1: The Executive Board

1.1. The governing board shall consist of four elected executive board positions. All candidates for elected positions must complete a Declaration of Candidacy (see Appendix A) form and must be a current ALFSS member at time of elections.

1.1.1. Elected Executive Board:

- 1.1.1.1. President
- 1.1.1.2. Vice President
- 1.1.1.3. Executive Secretary
- 1.1.1.4. Treasurer

2. Section 2: Duties and Responsibilities

ARTICLE III continued:

2.1. The newly elected executive board shall conduct a planning retreat between July 1st and August 30th. The objectives of this retreat are:

- 2.1.1. Review the Association's financial report and develop a projected budget for the upcoming academic year.
- 2.1.2. Identify fundraising initiatives and establish goals.
- 2.1.3. Identify scholarship award goals for the year.
- 2.1.4. Plan outline of calendar of events.
- 2.1.5. Establish membership campaign and goals for the year.
- 2.1.6. Review annual membership fee structure and revise as needed.

2.2. President:

- 2.2.1. Shall preside over all meetings.
- 2.2.2. Shall represent the Association in business matters with other organizations on and off campus.
- 2.2.3. Shall serve as the Association's principal spokesperson.
- 2.2.4. Shall be a defacto member of all committees.

2.3. Vice President:

- 2.3.1. Shall assume the duties of the President in the event the President is unable to serve.
- 2.3.2. Shall preside over meetings in the absence of the President.
- 2.3.3. Shall accept special assignments as requested by the President.
- 2.3.4. Shall automatically assume the position of President on the second term.
- 2.3.5. Shall serve as Chair of the Elections Committee.

2.4. Executive Secretary:

- 2.4.1. Shall maintain appropriate records and documents on ALFSS shared drive (Google Drive).
- 2.4.2. Shall prepare ALFSS meeting agendas and sign in sheets.
- 2.4.3. Shall prepare minutes of the previous meetings and distribute to the membership.
- 2.4.4. Shall maintain ALFSS organizational chart.

2.5. Treasurer:

- 2.5.1. Shall be the custodian of the Association's funds.
- 2.5.2. 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 Executive Board.

ARTICLE III continued:

3. Section 3: Appointed Officers:

3.1. There shall be four appointed officers appointed by, and that report to, the Executive Board. Appointed officers are not part of the Executive Board. All appointed positions shall be filled within 30 days from the start of the elections cycle. Appointed officers members shall hold a one-year term. However, to maintain continuity in event planning, the ALFSS events calendar shall be from January through December. Therefore the planning committees shall continue to serve after the end of the fiscal year. The appointed officers shall consist of:

- 3.1.1.1. Director of Marketing
- 3.1.1.2. Director of Programs
- 3.1.1.3. Director of Membership
- 3.1.1.4. Director of Scholarships
- 3.1.1.5. Student Representative

3.1.2. Director of Marketing:

- 3.1.2.1. Shall be responsible for developing and implementing strategic marketing plan that will assist in promoting ALFSS programs, events, and activities.
- 3.1.2.2. Shall be responsible for maintaining the ALFSS website and social media platforms, facilitate file sharing, and manage multiple listservs.
- 3.1.2.3. Shall raise awareness about the Association.

3.1.3. Director of Programs:

- 3.1.3.1. Shall be responsible for identifying, planning, and executing events and fundraising opportunities as outlined by the Executive Board in the summer retreat.
- 3.1.3.2. Shall establish ad-hoc committees and appoint a committee chair as needed to implement programs and fundraisers. The Director of Programs may serve as an ad-hoc committee chair.
- 3.1.3.3. Shall chair minimum of one committee.
- 3.1.3.4. Shall fundraise for scholarships.
- 3.1.3.5. Shall identify and plan three fundraising opportunity events or campaigns throughout the academic year as outlined by the Executive Board in the summer retreat.
- 3.1.3.6. Shall oversee all Association events and committees, including Latino Graduation, Día Latino, Día de los Muertos, Annual Welcome Reception, Special Recognition Awards, fundraising, etc.

ARTICLE III continued:

3.1.4. Director of Membership:

- 3.1.4.1. Shall develop and implement membership campaigns and recruit new members.
- 3.1.4.2. Shall provide new members with welcome materials.
- 3.1.4.3. Shall collect new member applications and submit to Treasurer for processing of annual dues.
- 3.1.4.4. Shall maintain a database of members and provide updates to the Executive Board.
- 3.1.4.5. Shall preside over committee meetings.
- 3.1.4.6. Shall appoint a committee to assist in the annual membership drive.

3.1.5. Director of Scholarships:

- 3.1.5.1. Shall chair the scholarship committee, which shall include three additional individuals.
- 3.1.5.2. Shall be responsible for overseeing the student scholarship application process and selection.
- 3.1.5.3. Shall coordinate scholarship recipient recognition according to Article VI.
- 3.1.5.4. Shall collaborate with the Office of Financial Aid and Scholarships throughout the selection and award process.

3.1.6. Student Representative:

- 3.1.6.1. Shall represent the opinions and concerns from the student body and provide a student perspective to the Executive Board.
- 3.1.6.2. Shall serve as liaison between the Association and students organizations.
- 3.1.6.3. Shall accept special assignments as requested by the Executive Board.

4. Section 4: Committees:

4.1. There are three standing committees for the Association:

- 4.1.1. Membership Committee
- 4.1.2. Scholarship Committee
- 4.1.3. Ad-hoc Program Committee(s)

4.2. Committee chairs are appointed as follows:

- 4.2.1. Director of Membership shall serve as Chair of the Membership Committee.
- 4.2.2. Director of Scholarships shall serve as Chair of the Scholarship Committee.
- 4.2.3. Director of Programs may serve as Chair of Ad-hoc Committee(s), or appoint a Chair as needed.

ARTICLE III continued:

4.3. Membership Committee:

- 4.3.1. The Membership Committee shall be chaired by the Director of Membership who may appoint members to the committee as needed.
- 4.3.2. Shall be responsible for developing and implementing a recruitment and retention strategy.
- 4.3.3. Shall support and promote the continual growth and participation of the membership.

4.4. Scholarship Committee:

- 4.4.1. The Scholarship Committee shall be chaired by the Director of Scholarships and include additional individuals as needed.
- 4.4.2. Shall determine scholarship eligibility requirements and award criteria.
- 4.4.3. Shall work closely with CSUSB's Office of Financial Aid and Scholarships to review the applications.
- 4.4.4. Shall screen and select applicants and forward recommendations of the scholarship recipients to the Executive Board for approval. The board will make the final decision. See Article VI for scholarship application/selection process.

4.5. Ad-hoc Program Committee(s):

- 4.5.1. Shall be created by the Director of Programs as needed to carry out specific tasks and responsibilities of a given activity, event, program or process.
- 4.5.2. Shall prepare a program proposal for each program activity that must include: program description, budget plan with fundraising campaign, calendar, and/or other supporting information for approval by the Executive Board.
- 4.5.3. 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. Section 5: Election of Executive Board

- 5.1. Executive board members shall hold a one-year term. 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.
- 5.2. Eligibility: Any dues-paying administrator, faculty, or staff is eligible to hold an elected office.

ARTICLE III continued:

- 5.3. Nomination Period: Candidates for office may be nominated or self-nominated during the nomination period of ten days. All candidates to elected and appointed positions must submit a Declaration of Candidacy (see Appendix A) form to be eligible to run for office.
- 5.4. 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.
- 5.5. 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. A list of elected positions is listed in Section 1 (The Executive Board) of this Article.
- 5.6. 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.

6. Section 6: Authority of Executive Board

- 6.1. 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.
- 6.2. 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.
- 6.3. The Executive Board shall make final decisions of any recommendations presented by other committees.

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 Executive Board; quorum will be met by a 50% +1 of those present. The meeting calendar for the academic year will be posted on the Association's website.

ARTICLE IV continued:

2. Section 2: Executive Board Meetings

2.1. The Executive Board will meet on a monthly basis to prepare and establish the agenda for the general meetings. The President is authorized to call special meetings of the Executive Board within 24-hour notice; quorum will be met by a 50% +1 of the Executive Board.

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. 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: BY-LAW 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 Executive Board.

3. Section 3: Approval

3.1. Proposed amendments to the ALFSS By-Laws 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 Executive Board during the summer retreat, in consultation with the Treasurer, and subject to final approval by the Executive Board.
- 2.3. Scholarships 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 competitive GPA which will be determined based on the applicant pool.
 - 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.

ARTICLE VI continued:

- 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 OFAS scholarship portal.
- 5.1.2. Shall forward list of scholarship recommendations and alternatives to the Executive Board for final approval.
- 5.1.3. Shall process the approved scholarship recipients in the OFAS scholarship portal.
- 5.1.4. Shall notify the recipients in writing and invite to attend the Latino Graduate Recognition Ceremony.
- 5.1.5. The OFAS 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.

6. Section 6: Disbursement of Scholarships:

- 6.1. The scholarship disbursement will take place at the beginning of each term. The OFAS 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.

(Amended June 14, 2019)

(Amended October 21, 2016)

Originally Adopted April 13, 1994