

Latinx/a/o Caucus
Montclair State University
Montclair, NJ 07043

LATINX/A/O CAUCUS CONSTITUTION

ARTICLE I NAME

The name of this organization shall be THE LATINX/A/O CAUCUS OF MONTCLAIR STATE UNIVERSITY. For convenience it may be referred to as THE LATINX/A/O CAUCUS or the Caucus.

ARTICLE II PURPOSE

The purpose of THE LATINX/A/O CAUCUS shall be:

- A. To provide an action-orientated forum for the examination of matters and issues important to Latino(a) and other targeted minorities.
- B. To work closely with the President and University administration in promoting affirmative action in personnel related matters as these impact upon Latinos/a and other targeted minorities.
- C. To support University and community programs and projects which assist Latinx/a/o students.
- D. To encourage programs which relate to the Latinx/a/o experience.
- E. To provide a forum for networking.

ARTICLE III MEMBERSHIP

Membership is open to all individuals of Latinx/a/o background and others with a demonstrated interest and concern for the development of opportunities for equal access to employment/benefits in higher education for members of the Latinx/a/o community.

- A. The Caucus shall reflect a broad-based representation of the campus community.
- B. Annual Membership fees shall be 25 dollars per year (September 1st through August 30th) for members (faculty and staff).
- C. Voting members of the Caucus shall be defined as dues paying members in good standing in the current academic year.

- D. Attendance and Participation at Latinx/a/o Caucus general meetings is available to the entire campus community (students included), however voting privileges are only extended to dues paying members in good standing.

ARTICLE IV

OFFICERS, EXECUTIVE COMMITTEE, TERM, DUTIES

- A. By a majority vote at a duly called election towards the end of each academic year, the following Officers' shall be elected from among the members of the Latinx/a/o Caucus and be known as the Executive Board:
- i. President
 - ii. Vice President for Community Engagement (open to all current members)
 - iii. Vice President for Faculty Initiatives (open to faculty only)
 - iv. Treasurer
 - v. Recording Secretary
 - vi. Corresponding Secretary
- B. Officers' Duties
- i. President
 - Convenes and oversees monthly general membership meetings
 - Represents the Latinx/a/o Caucus at all official University functions
 - Responsible for all official, non-routine, correspondence on behalf of the Latinx/a/o Caucus
 - ii. Vice President for Community Engagement
 - Issues charge to Student Recruitment and Retention Committee and reports back to membership about the work of the committees.
 - Coordinates membership drive
 - Establishes ad-hoc committees with Vice President for Faculty Initiatives as needed to carry out the functions of the Latinx/a/o Caucus
 - iii. Vice President for Faculty Initiatives
 - Establishes Ad-Hoc Committees with Vice President for Community Engagement
 - Issues charge to Faculty Recruitment and Retention Sub-Committee and reports back to membership
 - Represents the Latinx/a/o Caucus at relevant faculty-centered programs and meetings.
 - iv. Treasurer
 - In conjunction with the recording and corresponding secretaries, keeps an accurate annual membership list for the purpose of dues collections and voting privileges
 - Issues monthly updates and an annual financial report in the fall semester for the previous fiscal year
 - In consultation with the Executive Board, carries out financial duties to include expenditures.
 - v. Recording Secretary
 - Maintain minutes for all general meetings
 - Keeps records on membership voting and issues paper ballots when appropriate, in conjunction with the Corresponding Secretary and Treasurer
 - In conjunction with the Treasurer, is the final arbitrary on membership status and

privileges

- vi. Corresponding Secretary
- In consultation with the Executive Board, prepares the agenda for the general meeting
 - In conjunction with the recording secretary, publishes general meeting minutes to the Latinx/a/o Caucus website and the shared drive
 - In conjunction with the President, share and post notice of the meetings and agendas on the shared drive on the Latinx/a/o Caucus website and/or the Latinx/a/o Caucus list serve
 - Oversees the maintenance of the Latinx/a/o website
- C. Officers' terms shall be for one year.
- D. One person may serve as President for no more than three (3) consecutive years, unless a majority of the eligible members vote to extend the individual's term.
- E. One person may serve as Vice-President for no more than three (3) consecutive years, unless a majority of the eligible members vote to extend the individual's term.
- F. Resignations and Vacancies
- i. Resignations shall be submitted to the President of the Latinx/a/o Caucus and to the Recording Secretary and shall be reported to the membership via the Caucus list serve and in the minutes of the next meeting of the Latinx/a/o Caucus.
 - ii. Termination of employment of Montclair State University shall constitute resignation from the Latinx/a/o Caucus Executive Board.
 - iii. When vacancies arise for any of the Officer positions, appointment of an interim officer will be made by the remaining members Latinx/a/o Caucus Executive Board. In the event that all officers have resigned, an election will be held and the elected officers will fill the remainder of the regular term.
- G. The Executive Committee shall be comprised of the elected officers (Executive Board) of the Latinx/a/o Caucus, plus one At-Large Member elected by the Latinx/a/o Caucus general membership, the President of the Latin American Student Organization, a past-president of the Latinx/a/o Caucus, the Latinx/a/o Caucus representative(s) on the President's Council on Affirmative Action, Equal Opportunity and Diversity (PCAAEOD) and an MSU Latinx/a/o alum. All members of the Executive Committee will be voting members.

ARTICLE V

MEETINGS

- A. The Executive Board shall schedule meetings of the Latinx/a/o Caucus by written notice to members at least seven (7) working days in advance of the meeting date.
- B. The President shall schedule a meeting between the Executive Board and Executive Committee as needed for programming purposes by written or oral notice at least five (5) working days in advance of the meeting date.

- C. Special meetings of the Latinx/a/o Caucus may be called by the President or Vice-President upon written request of ten (10) voting members.
- D. The Latinx/a/o Caucus will meet no fewer than six (6) times during the academic year.
- E. Minutes of all Latinx/a/o Caucus meetings shall be recorded and kept by the Recording Secretary or a recorder designated by the President. Minutes shall be distributed to the membership via email or the shared drive.

ARTICLE VI

COMMITTEES

A. STANDING COMMITTEES

In consultation with the Executive Board, the Vice President shall designate Standing Committees necessary to carry out the Purposes (Article II) of the LATINX/A/O CAUCUS, including but not limited to the following:

1. Faculty/Staff Issues Committee (Overseen by the Vice President for Faculty Initiatives)
 - Recruitment and Retention
 - Support and Professional Development
2. Student Issues Committee (Overseen by the Vice President for Community Outreach)
 - Student Recruitment and Retention
3. Scholarships Committee
4. Immigration Committee

B. AD-HOC COMMITTEES

The Vice Presidents, in consultation with the Executive Board, shall designate Ad-Hoc Committees as deemed necessary.

The Vice President, in consultation with the Executive Board, shall designate Ad-Hoc Committees necessary to carry out the Purpose (Article II) of THE LATINX/A/O CAUCUS.

The Vice President shall have the authority to appoint members to Committees, and Chairperson of Committees.

ARTICLE VII

NOTICE OF ELECTION

Notice of the meeting at which elections are to take place must be disseminated among the membership at least seven (7) working days before the scheduled meeting. Nominations will be accepted from the floor on the day of the meeting. Those nominating must be members in good standing, and members may nominate themselves.

ARTICLE VIII

QUORUM

- A. A quorum at duly called meetings shall be at least ten percent of the voting (paid) members.

- B. A quorum at duly called meetings of the Executive Board shall be two-thirds of the Executive Board members.
- C. In computing numbers required for a quorum, less than whole numbers shall be dropped.

ARTICLE IX

VOTING

- A. A quorum for voting on issues shall be at least 30 percent of the current eligible voting members.
- B. The voting mechanism, i.e. paper ballots, electronic ballots, will be determined by the Executive Board.

ARTICLE X

AMENDMENTS

At a duly called meeting of THE LATINX/A/O CAUCUS, this constitution can be amended by a two-thirds (2/3) vote of the total voting membership of the Caucus. The substance of all amendments must have been submitted to the membership in writing at least ten (10) days prior to the date of the meeting at which the amendment is presented for ratification.

ARTICLE XI

RATIFICATION

At a duly called regular or special meeting of THE LATINX/A/O CAUCUS, this constitution shall be ratified by a simple majority of the total voting membership of the Caucus. In the absence of a simple majority of the total voting membership of the Caucus, an alternate election mechanism will be used (i.e. electronic voting).

Ratification pending