BYLAWS OF THE USC LATINO FORUM

Article 1  NAME
The name of this organization shall be the USC Latino Forum.

Article 2  MISSION
To promote networking among USC staff and faculty; to foster recruitment, retention and professional advancement; to advocate for issues of interest to its members; to promote the recruitment and retention of Latino students at USC, and to serve as a liaison between the university and the community.

Article 3  MEMBERSHIP

Section 1 – Regular members
Members must be current or retired employees of USC and must have paid the organization’s annual dues.

Section 2 – Honorary members
Individuals may be accorded honorary membership by being nominated by the Executive Committee and obtaining a majority vote of those members present at a regular meeting of the organization. The length of the honorary membership may be determined at the time of the vote.

Article 4  FINANCIAL ARRANGEMENTS

Section 1 – Accounting Year & Funds
The accounting year shall be from July 1 to June 30 of the following year. Operating funds shall be used to pay the operating expenses of the organization and student scholarships as approved by the Executive Committee.

Section 2 – Dues
Annual dues will be $5 per month, payable annually or monthly by payroll deduction. Changes in dues will be determined by two-thirds vote of the total General Membership.
Article 5       OFFICERS

Section 1 – Election of officers

Election of officers for the following year shall occur during the Annual Meeting, taking place during the final general meeting of the Organization by those members present.

Section 2 – Officers and Executive Committee

A. Officers

The elected officers shall be the President, 1st Vice President, and 2nd Vice President. The offices of Treasurer and Secretary are appointed by the President. These five officers, along with any non-voting, ex-officio officers appointed by the President, shall constitute the Executive Committee.

B. Term of office

The term of office of each elected officer shall be two years. Officers are eligible for re-election.

C. Duties

1. President – shall be a tenured faculty member elected by faculty, who shall preside at all meetings; develop the agenda for the meetings; convene meetings of the Executive Committee; coordinate programming to address the needs of faculty; serve as spokesperson for the organization as approved by the Executive Committee.

2. First 1st Vice President – shall be elected from among and by the Professional Staff Subcommittee; Assist the President as needed and perform all duties of the President in his/her absence; provide overall programming and specific programming to address the needs of Professional Staff.

3. 2nd Vice President – shall be elected from among and by the Support Staff Subcommittee; Assist the President and 1st Vice President as needed and perform all presidential duties in the event the President and 1st Vice President are unable; provide overall programming and specific programming to address the needs of Support Staff.

4. Treasurer – is appointed by the President; is responsible for the collection, deposit, and accounting of all USC Latino Forum monies; keep full and accurate books of account; present monthly reports and an annual financial statement to the Executive Committee; send out notices for and collect annual membership.
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5. Secretary – is appointed by the President; communicate regularly with the Latino Forum members; send out meeting notices and letters; keep and preserve all records and minutes of the general and Executive Committee meetings; and maintain a current membership list.

D. Transitional/Annual Planning Retreat
The outgoing Executive Committee will plan and host the transitional/annual planning meeting for the incoming Executive Committee and the leadership of each subcommittee (if applicable) before the end of the outgoing year.

E. Vacancies
Vacancies among officers shall be filled by the President and ratified by a majority vote of the members present at a regular meeting or at a special emergency meeting. Persons so elected shall serve until the expiration of the original term of office.

Article 6  COMMITTEES

Section 1. The Latino Forum will serve as an “umbrella” organization that consists of three main subcommittees: 1) Faculty, 2) Professional (Exempt) Staff, and 3) Support (non-Exempt) Staff. Each subcommittee is responsible for serving the needs of their membership as well as organizing and hosting at least one meeting (location, meal, logistics) each year that is open to the entire Latino Forum. Each subcommittee works through the Executive Committee to sponsors additional meetings and events as the subcommittee deems necessary.

Section 2. Additional committees shall be established as needed by a majority vote of those members present at a regular meeting of the organization.

Article 7  MEETINGS

Section 1. The Latino Forum shall meet a minimum of twice each semester, with an additional end-of-the-semester social. The Executive Board will meet on a monthly basis. The date, time, site, and program shall be determined by the Executive Committee.

Section 2. The Organization shall convene at an Annual Meeting to elect Officers, review bylaws and budget.
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Article 8  AMENDMENT TO BYLAWS

Bylaws shall be reviewed annually and amended (if needed) by a two-thirds vote of the total membership of the organization. Members will be given a 30 day notice with the proposed bylaw changes prior to the date of the vote. An individual bylaw can be waived by 75 percent of the members present at a regular meeting.

Bylaws Proposed and Adopted on February 4, 1993
Original Bylaws Committee: Ivan Calimano, Samuel Mark and Lori Suarez

Bylaws Revised by the Executive Board, Amended and Adopted on December 13, 1996

Bylaws Amended and Adopted on January 26, 2011 at the USC Latino Forum Reorganizational Meeting by: Carlos Villa (ANSC), Oliver Mayer (THTR), Jody Vallejo (SOCl), Rita Gonzales (ITS), Dulce Acosta (DEN), Ivan Calimano (Library), Octavio Avila (CAS), Billy Vela (El Centro), Miguel Vasquez (EDUC), Veronica Terriquez (SOCl), Ghecemy Lopez (Local Government Relations), Ilda Jimenez y West (EDUC), George Sanchez (ASE), Roberto Leni (CAS), and Sonia Rodriguez (ASE).

Respectfully submitted by:

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Macarena Gomez-Barris, President, 2011 Latino Forum

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Octavio Avila, First Vice President, 2011 Latino Forum

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Ghecemy Lopez, Second Vice President, 2011 Latino Forum