

**Constitution of the  
Caucus of Hispanic/Latino Faculty and Staff  
at  
The University of North Carolina at Charlotte**

**Preamble**

The undersigned establish this Constitution for the Caucus of Hispanic/Latino Faculty and Staff, hereby referred to as the “Caucus”, at the University of North Carolina at Charlotte (UNC Charlotte). The organization is willing to abide by all the UNC Charlotte policies and guidelines pertaining to the on- or off-campus activities that it chooses to sponsor or participate in.

**Article I: Objectives**

The objectives of the Caucus are to facilitate and influence UNC Charlotte policies that affect the educational and professional development of its members, to promote community involvement and awareness, and to provide guidance regarding its activities and goals.

**Article II: Functions**

1. Serve as a support network for Hispanic/Latino members of the University community and articulate the collective concerns to the appropriate university officials.
2. Identify the professional needs of the Hispanic/Latino community and design programs to address those needs.
3. Advise university officials on how to best attract and retain more Hispanic/Latino faculty, staff and administrators in the context of University Goal 5, namely to enhance the opportunities for learning and working together in a socially and culturally diverse environment.
4. Promote active representation on University committees and task forces.
5. Meet with the Chancellor at least once per year and serve in an advisory capacity to his office.
6. Maintain and develop new channels of communication with Hispanic/Latino student organizations and the Charlotte community at large.
7. Develop financial and other resources necessary to maintain the effectiveness of the Caucus.

**Article III: Membership**

**Section 1: Non-Discrimination Statement**

No person shall be denied membership in this organization because of race, color, ethnic origin, gender, sexual orientation, physical or mental disability, income, religious affiliation, or creed.

**Section 2: Membership Designations**

**A) Regular Member**

A regular member shall be defined as an individual of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race, who is interested in the mission and goals of the Caucus.

## **B) Associate Member**

An associate member shall be defined as an individual who is not Hispanic/Latino but has the desire and interest to share the objectives and goals of the Caucus and actively participate in its activities.

## **Section 3: General Body**

The general body shall consist of all regular and associate members of the Caucus, all of whom have voting privileges at legislative meetings.

## **Section 4: Maintaining Membership**

Any member of the Caucus can, at any time, voluntarily withdraw his/her membership from the organization.

Any member of the Caucus shall be removed from the organization by the university administration in case of any violation of its rules and procedures and/or a violation to established UNC Charlotte policies and guidelines. The affected member shall be called upon by the university administration to meet within a week to discuss/resolve the matter, time during which the case will be presented. The member under investigation will be given the opportunity to present his/her defense before the members of the administration vote. A two-thirds (2/3) vote of the members of the administration is required for the procedure to be carried out.

## **Article IV: Administration**

### **Section 1: Structure of Administration**

The administration shall consist of an Executive Board and Committee Chairpersons. The officers of the administration are elected positions and any member of the Caucus who is a lawful employee of UNC Charlotte is eligible for an elected position in a given academic year. The term of service for each member of the Executive Board or committee chairperson shall be one academic year, with a maximum of two consecutive terms of service.

### **Section 2: Executive Board**

1. The Executive Board of the Caucus shall consist of a President, Vice-President, Secretary, and Treasurer.
2. The Executive Board shall:
  - a. Determine all questions of policy and administer the affairs of the Caucus described in this constitution.
  - b. Direct the investment and the care of the funds of the Caucus and shall make appropriations for specific purposes.

### **Section 3: Duties of Executive Officers**

**A) President**

The President shall represent the Caucus and, in conjunction with its members, be responsible for all its business. He or she shall set and establish all the policies for the Caucus and/or any other functions and activities in which it participates. The President shall be the official spokesperson for the organization and manage its day-to-day affairs.

**B) Vice-President**

The Vice-President shall assist the President in all business concerning the Caucus and shall act as the President Pro Team in the latter's absence. The Vice-President will be in charge of the internal affairs of the organization (*i.e.*, campus relations, social activities) as well as its external affairs (*i.e.*, corporate, regional, and national and relations).

**C) Secretary**

The Secretary will take minutes at the meetings of the Executive Committee of the Caucus and make them publicly available. The Secretary will also be in charge of the bulletin board and maintaining communications with members through e-mail. He/she will also be responsible for registering the organization with the university each academic year and for tallying the election votes.

**D) Treasurer**

The Treasurer will keep books and records on funds received and/or disbursed. The Treasurer will make quarterly financial reports listing all liabilities and assets of the organization to the Executive Board and the general membership. It will be the Treasurer's responsibility to present an annual budget to the Executive Board and the general membership.

**Section 4: Committees**

**A) Committee Chairpersons**

Committee chairpersons shall be elected by committee members or appointed by the Executive Board.

**B) Recruitment Chairperson**

The Recruitment Chairperson will be responsible for organizing the recruitment efforts of the Caucus, both at UNC Charlotte and as part of extramural recruitment activities.

**C) Social Chairperson**

The Social Chairperson will be responsible for the development of programs that accomplish the Caucus objectives of peer and social support.

**D) Ad Hoc Committees**

Ad hoc committees shall be established by the Executive Board as needed to carry out the programs and functions of the Caucus.

## **Article V: Elections and Voting**

### **Section 1: Nominations**

The President shall open nominations for all administration positions at the first meeting of the spring semester. Nominations do not have to be seconded. Candidates may be nominated and run for more than one elected position, but may only assume the office of one elected position. Nomination for elected positions shall be closed prior to the election.

### **Section 2: Elections**

The Caucus shall hold annual elections during the spring semester for the following academic year's Executive Board. All active members of the Caucus are eligible to vote in the elections.

### **Section 3: Voting**

The procedure for voting will be by secret ballot. All voting ballots shall be collected and counted by the Secretary. An Executive Board position is won by obtaining fifty-one percent (51%) or more of the general body vote. The winning candidates assume office at the first legislative meeting of the fall semester.

### **Section 4: Absentee Voting**

Absentee ballots shall be obtained from the Secretary and must be signed, dated, and sealed in an envelope. All absentee ballots must be submitted to the Secretary at least twenty-four (24) hours prior to the scheduled beginning of the elections. All absentee ballots counts shall be added to the ballot counts of the elections.

## **Article VI: Meetings**

### **Section 1: Legislative Meetings**

Legislative meetings shall be held once a month during the academic year at a date and time set by the Executive Board. The President or President Pro Tem shall preside over the legislative meetings.

### **Section 2: Executive Board Meetings**

The Executive Board must meet at least once prior to every legislative meeting. The President or President Pro Tem shall preside over the executive meetings and set the time and place for the meetings.

### **Section 3: Special Meetings**

Special meetings shall be held at the discretion of the President or upon request of at least three (3) members of the Caucus.

#### **Section 4: Definition of Quorum**

A quorum shall consist of two-thirds of members of the general body and two officers. Voting on Caucus policies, general body motions, and for elections cannot take place unless the meeting has quorum.

#### **Section 5: Voting**

All voting on Caucus policies and legislative motions can only be approved with 51 percent (51%) of the general body vote.

### **Article VII: Resignations and Impeachments**

#### **Section 1: Resignations**

A letter of resignation shall be submitted to the President or Vice-President by any person willing to resign from office at least a week before the next Caucus meeting. During a meeting when a resignation is presented, nominations will be taken to fill the office. A person shall be elected by the group at the next scheduled meeting by secret ballot.

#### **Section 2: Impeachments**

When any Caucus member feels that an officer or chairperson is not fulfilling his/her duties, he/she may call upon the rest of the administration to meet within the next week to discuss or resolve this matter. During the impeachment proceedings the case will be presented. The officer or chairperson under investigation will be given the opportunity to present his/her defense before the other members of the administration vote. A two-thirds (2/3) vote of the members of the administration is required for the impeachment to be carried out. A new officer/chairperson shall be nominated and elected as described under Article V, Sections 1, 3, and 4.

### **Article VIII: Amendments to By-Laws**

#### **Section 1: Amendments**

Proposed amendments to the constitution shall be submitted in writing to the membership at a general body meeting. After presentation, the proposed amendment shall be tabled until the next general body meeting or for a special meeting (as defined by Article VI, Section 3). Such amendments must be passed by two thirds (2/3) vote of the quorum present at the meeting. Amendments must be ratified within sixty (60) days after presentation or such proposed amendments shall not be considered further.

#### **Section 2: Repeal of Constitution Articles**

A motion to repeal an article or section thereof must be tabled until the next scheduled general body meeting before it can be voted on by the general body. Such a motion will require two-thirds (2/3) vote of the quorum present at the meeting.

Approved by electronic vote on February xx, 2013.