

**CONSTITUTION OF THE PROFESSIONAL HISPANIC NETWORK OF
TEXAS A&M UNIVERSITY
2011-2012**

Article I. Name

The name of the organization shall be Professional Hispanic Network.

Article II. Mission and Goals

Section I. Mission

The mission of the Professional Hispanic Network is to serve as an advocate group on Hispanic concerns and issues at the University and local community. A dynamic network for Hispanic staff and faculty members of all classifications at Texas A&M University, the Professional Hispanic Network shall work towards enhancing the experience, education, and quality of life of all Hispanics at Texas A&M University and the Bryan-College Station community through programming, professional development activities, and networking.

Section II. Goals

The major goals shall be:

a) Short Term Goals

- 1) Advise TAMU administration on Hispanic/Latin@ issues (regarding campus and community).
- 2) Participate actively in high-level position searches.
- 3) Promote the active role of Hispanics/Latin@s at TAMU and encourage PHN members, faculty and staff, to become involved in the university administration.
- 4) Support faculty research opportunities with a particular focus on research focused on Hispanic/Latin@ and Hispanic/Latin@ communities.
- 5) Provide networking opportunities at events such as: TAMHN Latin@ Summit, socials, Hispanic Heritage Month, etc.
- 6) Provide funding opportunities when possible via grants, fellowships, scholarships, etc.
- 7) Provide opportunities to increase awareness of Hispanic/Latin@ successes and issues on Campus: professional development seminars and conferences, cultural and social events, etc.

b) Long Term Goals

- 1) Assist to enable Vision 2020 at TAMU.
- 2) Enhance standing and participation of Hispanic Professionals at TAMU and B/CS community.
- 3) Be the voice for Hispanics/Latin@s on campus and serve as an advocate on all issues that will be faced or are currently being faced by this community

- 4) Hold an annual summer retreat to plan for the upcoming academic year.

Article III. Membership

Section I. Eligibility

The members of this organization shall meet the following requirements:

- a) Any member of the Texas A&M community who identifies as Hispanic and/or Latin nationality or background or any person interested in becoming acquainted with the Hispanic and Latin social and cultural heritage and who wishes to be an ally to this community.
- b) Be an employee of the Texas A&M University System acting as a faculty member, staff or administrator in any of the universities, colleges, centers and affiliates.
- c) Be a graduate student pursuing any post-baccalaureate degree at any of the institutions belonging to the Texas A&M University System and be in good standing with the university.
- d) Members of the Bryan-College Station community may attend meetings and participate in subcommittees, programs, and activities. However, all formal and official business of the Network must be conducted by members who are affiliated with the university as a students and/or employees.

Section II. Removal Procedures for Members

Any member that misuses the name and/or resources of the Network may be removed from membership in the organization. Members are to be informed in advance of these expectations. Should a member violate this Constitution, s/he will be given an opportunity to account for the actions in question to the executive officer team. The Executive Board will review the situation after hearing from the member in question. A decision will be made expeditiously and the member will be contacted as to the outcome of the situation. A quorum of fifty percent plus one must be present at the meeting in order to remove the individual.

Section III. Officers

- a) President: Shall preside over general and executive meetings, oversee Network and committee activities, and communicate with the officers on all matters. The President is the official representative of the Network and should delegate this role to another officer if not available. Shall set agenda for general and executive meetings.
- b) Vice President: Shall assist the President, preside over the meetings in the absence of the President and be involved in the promotion of the different events of the organization. Vice President shall find and reserve meeting space for general and executive meetings.
- c) Secretary: shall record minutes at all meetings, record attendance at functions and meetings, disseminate Network updates, announcements and event information via email and social media.

- d) Treasurer: Shall collect dues, pay bills, oversee other monetary transactions including development and prepare and maintain the annual budget together with the Financial Committee. Shall maintain a departmental fiscal account and should provide budgetary updates to executive board on all Network related events. Treasurer must be fiscally responsible and informed of how and when to use funds from different sources.
- e) Director of Marketing: Shall maintain the Network web page as well as the membership listserve and social media outlets. Shall facilitate the general Network marketing and committee events.

Section IV. Removal Procedures for Officers

Any officer having more than two unexcused absences a semester may be removed from his/her officer position within the organization. Officers may also be removed from membership if they fail to fulfill their duties as outlined within the constitution or fail to abide to the policies of the executive officer team. The officer in question is to be informed in advance of these expectations. Should an officer's position be reviewed for possible removal, he/she will be given an opportunity to account for their situation to the remaining executive officer team. These officers will review the situation after hearing from the officer in question. A decision will be made expeditiously and the officer will be contacted as to the outcome of the situation. In the event of non-performance of duties, misappropriation of funds, misconduct, or negligence, an officer may be removed in the following manner:

- a) Elected officers may be removed from office by four-fifth majority of members present at a scheduled meeting or at a special meeting.
- b) Appointed officers may be removed by simple majority of members present at a scheduled meeting of the Executive Board.

Article IV. Organizational Structure and Procedures

Section I. Executive Board

- a) The Executive Board (EB) shall consist of the elected officers of the Network. The board will conduct business of the Network and prepare for general meetings. The President shall appoint all standing committee chairs with two-thirds majority approval of the board. The board will review and approve the annual budget; two-thirds majority of the board is required for approval. The President of the Network chairs the board. The President shall not have a vote except in the event of a tie.

Section II. Standing Committees

These committees shall be determined based on position and interest of the Network Board.

- a) Networking: The Networking Committee shall consist of the appointed officers of this Committee. The purpose of this committee is to build and to maintain a database of contacts currently present on campus or that have formerly participated in any Latin@ organization at A&M. The Networking Committee may prepare and distribute information such as periodic newsletters, fliers, calendar items, etc. as the needs of the organization may dictate. In addition, the

- committee may assist other standing or ad hoc committees in the preparation and distribution of advertising materials for Network sponsored activities or programs. The EB appoints the chair to this committee.
- b) Leadership and Professional Development: The Leadership and Professional Development Committee shall consist of the appointed officers of this Committee. The Leadership and Professional Development committee shall develop and implement workshops, seminars, or other events that would enhance the professional, organizational, and leadership skills of students, faculty, staff, or community leaders. The EB appoints the chair to this committee.
 - c) Educational Support: The Educational Support Committee shall consist of the appointed officers of this Committee. The Educational Support Committee will work with local school districts to assess the particular needs of Latin@ students within districts. The committee will utilize the Network's resources to address those needs both through interaction with students and parents and with teachers and administrators. The EB appoints the chair to this committee.
 - d) Social & Cultural Events: The Social & Cultural Events Committee will plan and conduct activities designed to facilitate interaction within the Latin@ community at Texas A&M University and the nearby communities. The committee will also conduct activities to promote interaction and understanding among Latin@s and other groups. The activities of the committee may include for example an annual picnic, a reception for new Latin@ faculty and staff, and so forth. The EB appoints the chair for this committee.
 - e) Financial: The Financial Committee shall consist of the appointed officers of this Committee. The Finance Committee shall submit an annual budget to the Executive Board (EB) for approval. The committee will identify and pursue potential funding sources for Network activities and operations. The committee shall assist the Treasurer in maintaining financial records of the organization. The PHN Treasurer chairs this committee.
 - f) Ad hoc: The Ad hoc Committee shall consist of the appointed officers of this Committee. The President may appoint temporary or ad hoc committees for specific purposes with the approval of the Executive Board.

Section III. Meetings

- a) General meetings shall be held once a month, the first Wednesday of the month. If an additional executive meeting is necessary it shall be held once a month, the third Tuesday of the month.
- b) A quorum shall consist of simple majority of members present at a scheduled meeting and must be present to conduct official business.
- c) The Chair of each committee is responsible for scheduling meetings and notifying committee members of meeting dates, times, and places. For committee meetings, a quorum shall consist of a simple majority of members present at a scheduled meeting.
- d) The President may also call special meetings for the conduct of Network business as long as members are notified in a timely manner. It will be mandatory that all officers attend the meetings. Only two (2) unexcused absences per semester will be allowed. After second absence has occurred the officer will be notified about

possible removal from office if third (3rd) absence occurs. Other members are encouraged, but not required, to attend all meetings.

Section IV. Elections

Elections shall be held before the end of the spring semester, a quorum must be present and a simple majority vote will win. The vote will be conducted by ballot with nomination platforms sent through the distribution list for members to read before elections. Newly elected officers will assume responsibility at the first meeting of the summer semester in June and each term shall last until the following May.

Section V. Term Vacancies

If an elected officer shall relinquish his/her position during the term year, then the President shall appoint an interim replacement until the next regularly scheduled meeting at which time the vacancy may be filled by election of the general membership. If the President shall relinquish his/her position, then the Vice President shall perform the duties of President until a replacement is elected as stated above. If an appointed officer shall relinquish his or her position, the President, with the approval of a majority of the executive committee, shall appoint a replacement to fulfill the term.

Article V. Finances

Section I. Dues

Dues shall be determined per fiscal year and will be collected from all the members of this organization.

Section II. Financial Transactions

Funds awarded to the Professional Hispanic Network from university departments/colleges will be transferred to an account administered by the Dean of Faculties or a university account. The Executive Board of this organization must approve each expenditure. Once approved, Treasurer will process expenditure for payment.

Article VIII. Amendments and Revision

Section I. Amendments

This constitution may be amended at any time by a simple majority of members present at a scheduled meeting of the active membership. Amendments to this constitution must be submitted in writing at a regularly scheduled meeting of the Network.

Section II. Revision

This constitution shall become the official governing document of the Professional Hispanic Network. It is to be reviewed yearly and ratified by simple majority of the active membership at the time of ratification.

President Signature

Name:

Date:

Vice-President Signature

Name:

Date: