

**BYLAWS OF THE  
CHAPMAN UNIVERSITY LATINX STAFF AND FACULTY FORUM**

**adopted, September 6, 2018**

**BRIEF HISTORY**

With the full support and encouragement of the Provost Office, the Chapman University Latinx Staff and Faculty Forum was established in Fall 2015 by Maria Contreras, Associate Director of Admissions Systems and Operations (retired Fall 2017), and Rueben Martinez, Presidential Fellow in the College of Educational Studies. Latinx Staff and Faculty Forum was established as a volunteer organization for employees of Chapman University to provide support to Latinx students, staff and faculty. Maria Contreras and Rueben Martinez, the co-founders, served as the first co-chairs of the Latinx Staff and Faculty Forum until the first official Executive Board elections were held in December 2016.

**ARTICLE I. NAME**

The name shall be the Latinx Staff and Faculty Forum. Also, known as LSFF or Latinx Forum.

**ARTICLE II. MISSION STATEMENT**

The mission of Chapman University's Latinx Staff and Faculty Forum is to provide support to Latinx students, staff and faculty by developing connections and building a bridge between students, parents, alumni, community organizations and the Chapman community.

**ARTICLE III. GUIDING PRINCIPLES AND GOALS**

The Latinx Staff and Faculty Forum is guided by the following principles:

- Embrace the Latinx identity and culture.
- Celebrate, inspire, educate and support diversity throughout Chapman University.
- Engage the Chapman family in challenging stereotypes and embracing inclusivity.
- Guide and assist in the success of the whole student body.

Guided by the mission and principles, the Latinx Forum strives to reach the following goals:

- Develop and maintain a safe space for Latinx students, staff, and faculty at Chapman University.
- Enhance the campus climate for diversity at Chapman University.
- Enrich the working environment for Latinx staff and faculty through professional and social networking.
- Increase the involvement of Latinx Forum members in all levels of university life.

- Support, host and engage in events/activities that educate, embrace and celebrate the Latinx identity and culture.
- Develop, nurture and strengthen relationships with Latinx alumni and parents, as well as surrounding community organizations to support diversity and inclusion.
- Work with the Chapman University administration to increase the representation of Latinx students, alumni, staff and faculty.
- Work with the Chapman University administration to help retain current Latinx students, staff and faculty.
- Provide a broad network of Latinx role models for students.

### **ARTICLE III. MEMBERSHIP**

1. The membership of this Association shall not be limited in number.
2. All staff and faculty employees of Chapman University on the Orange Campus or Rinker Campus who would like to join and support the Latinx Forum mission, guiding principles and goals shall be eligible for membership. Chapman students are not eligible to join unless they are employed by the university full-time.
3. Chapman University staff and faculty may join by contacting one of the Latinx Forum Executive Board members or emailing [latinxforum@chapman.edu](mailto:latinxforum@chapman.edu).
4. All active members on the membership list employed by Chapman University retain the right to vote for new officers during elections.
5. Annual dues are not required for membership to the Latinx Forum.

### **ARTICLE IV. OFFICERS**

1. The officers of the Latinx Forum shall consist of a President/Chair, Vice-President/Vice-Chair, Secretary, Treasurer and Outreach/Marketing Director. These officers shall perform the duties prescribed by these Bylaws and will be considered the Executive Board of the Latinx Staff and Faculty Forum.
2. The Executive Board shall begin collecting board self-nominations from Latinx Forum members in late September or early October. The call for self-nominations to serve on the board will be made every two years. Interested candidates will be required to complete the Latinx Forum Board Interest Application which will serve as their expressed written interest to serve of the Latinx Staff and Faculty Forum Executive Board. Once the self-nomination period is over, the election ballot will be sent to the Latinx Staff and Faculty Forum membership.
3. Officers are to attend all Executive Board and general meetings.
4. The **President/Chair** shall serve a two-year term, plus one Spring term as Past-President with the incoming elected President. The term of office shall begin in January. The duties of the President shall be:

- Provide direction and explore new initiatives that align with Latinx Forum mission and goals.
- Set the agenda and preside at all meetings of the Executive Board and regular general meetings of the Latinx Forum.
- Plan events and activities with the Executive Board that will carry out the mission and goals of the Latinx Forum.
- Develop and maintain key relationships with administrators, allies inside and outside the university, and the community for the success of the Latinx Forum.
- Approve and/or signoff with the Treasurer any expenses or fund transfers in the name of the Latinx Forum.
- Make final approvals of agreements, activities or events brought to the Latinx Forum for consideration.
- Call special meetings of the Executive Board as needed.
- Represent the Latinx Forum in all matters before the President, Provost and administration in consultation with the Executive Board.
- Serve as the primary spokesperson for the Latinx Forum.

5. The **Vice-President/Vice-Chair** shall serve a two-year term. The term of office shall begin in January. The duties of the Vice-President shall be:

- Exercise leadership and duties of the Latinx Forum President in her/his absence.
- Succeed to the Presidency, should the office of the President become vacant, prior to the completion of the given term. The Vice President, with the approval of the Executive Board, will assume those duties until there is a special election to fill the vacancy or until the next planned election.
- Preside at all meetings in the event the President is unable to attend.
- Assist the President in carrying out the mission and goals of the Latinx Forum.
- Perform any other duties assigned by the President/Chair.

6. The **Secretary** shall serve a two-year term. The term of office shall begin in January. The duties of the Secretary shall be:

- Keep minutes of Executive Board and general meetings and archive them by placing them in the Latinx Forum Dropbox.
- Set up meeting times and secure room locations for general meetings, Executive Board meetings, and all activities/events hosted by the Latinx Forum.
- Oversee the logistics of room set up, food orders for all activities/events hosted by the Latinx Forum.
- Send Outlook meeting invitations and meeting reminders for the general meetings.
- Maintain, type, and distribute notices, agendas, etc.
- Create sign-in sheets for meetings and events.
- Perform any other duties assigned by the President/Chair.

7. The **Treasurer** shall serve a two-year term. The term of office shall begin in January. The duties of the Treasurer shall be:

- Receive, record and deposit all monies or funds for the Latinx Forum.
- Make purchases approved by the Latinx Forum Executive Board.
- Pay bills and/or disperse funds of the Latinx Forum as directed by the Executive Board.
- Oversee and maintain the Latinx Forum gift account through the Office of the Provost, including submitting regular fiscal reports to the Executive Board.
- Regularly review funds in the Latinx Forum gift account to prevent overspending.
- Arrange for fund transfers that have been approved by the President/Chair.
- Keep updated account of all expenditures.
- Work with Financial Aid and arrange for the transfer of funds related to the book scholarship program for students.
- Prepare financial reports to be presented at an annual meeting twice a year.
- Perform any other duties assigned by the President/Chair.

8. The **Outreach/Marketing Director** shall serve a two-year term. The term of office shall begin in January. The duties of the Outreach/Marketing Director shall be:

- Strategically plan ways to promote the Latinx Forum visibility on the Orange Campus and Rinker Campus and increasing membership.
- Develop or oversee development of marketing material for events and activities supported or hosted by the Latinx Forum.
- Market digitally and via paper upcoming events and activities supported or hosted by the Latinx Forum.
- Maintain and update the Latinx Forum website and social media (Facebook) regularly.
- Maintain the Latinx Forum membership list and distribution lists.
- Actively fundraise and look for ways to increase the funds to the Latinx Forum gift account.
- Perform any other duties assigned by the President/Chair.

9. Upon retirement or exiting a leadership position on the Latinx Forum Executive Board, the Latinx Forum co-founders shall become ex-officio members of the Executive Board as Founding Board Member, Emeritus.

10. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. A member unable to continue serving on the Board shall be replaced by a special election and shall continue to serve until the tenure has expired.

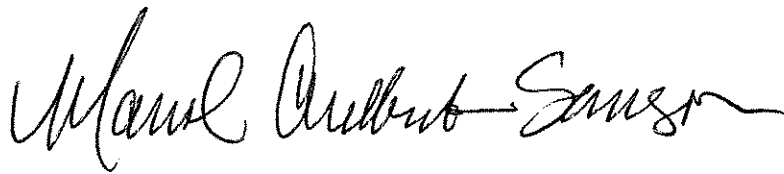
## **ARTICLE V. MEETINGS**

1. The general meetings of the Latinx Forum shall be held each month unless otherwise ordered by the Executive Board.

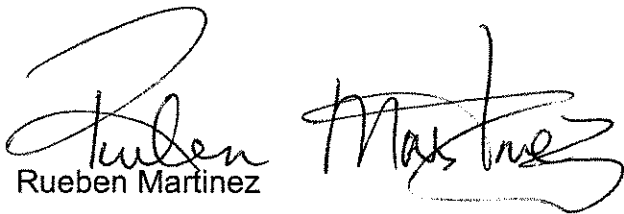
## **ARTICLE VI. THE EXECUTIVE BOARD**

1. The President, Vice-President, Secretary, Treasurer and Outreach/Marketing Director of the Latinx Forum shall constitute the Executive Board.
2. The Executive Board shall have general supervision of the affairs of the Latinx Forum, determine hours and meeting place, set the agenda and approve activities to be hosted or supported by the Latinx Forum, and perform other duties as are specified by these Bylaws. The Board shall act as the official representatives of the Latinx Forum.
3. Regular meetings of the Executive Board shall be held monthly before the general meetings. Special meetings of the Board may be called by the President/Chair as needed.
4. The Executive Board shall have the authority to appoint an ad hoc committee or working group to fulfill the mission and goals of the Latinx Staff and Faculty Forum.
5. All Latinx Forum Executive Board members will serve on the Heartbeat of Mexico Advisory Planning Committee and Executive Committee.

Approved September 6, 2018



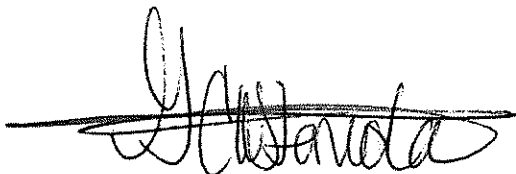
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