



An Affiliate of the Illinois State University Alumni Association

## CONSTITUTION AND BYLAWS

### Article I – Name

**Section 1 – Name:** The organization will be known as “The Illinois State University Latinx Alumni Network,” an affiliate of the Illinois State University Alumni Association, and referred to herein as “LAN.” The decision to change the organization’s name from Latin@ to Latinx was made in alignment with the University’s core values to foster an inclusive environment characterized by cultural understanding, ethical behavior, and a commitment to social justice. Latinx is used as a gender-neutral alternative and includes all individuals.

### Article II – Mission

**Section 1 – Mission:** The mission of LAN is to establish, maintain and promote a network for the empowerment and advancement of Latinx alumni, students, faculty, and staff at Illinois State University.

### Article III – Membership

**Section 1 – Members:** All persons who have earned a degree or diploma from the University, have attended the University or have been granted membership for any reason shall be eligible for membership. Members shall pay an annual recommended contribution to be determined by the Board of Directors.

#### Section 2 – Classes of Membership:

- **Contributing (active):** Alumni of the University shall pay an annual recommended contribution to be determined by the Board of Directors to be considered a contributing member. Contributing members shall have the right to run for and hold office, subject only to constitutionally specified qualifications. Contributing members shall have the right to full participation, through discussion and vote in the decision-making process. All contributing members shall have an equal right to vote and each vote shall be of equal weight.
- **Non-contributing (inactive):** An alum who has not made the annual contribution during the current fiscal year. A non-contributing member can attend meetings. Non-contributing members do not have the right to vote and are not eligible to serve on the Board of Directors or committees.
- **Associate members:** All interested parties may become associate members as determined by the Board of Directors. Associate members shall pay an annual recommended contribution to be determined by the Board of Directors. Associate members shall have all the rights and privileges of membership, except to vote and to be elected to the Board of Directors.
- **Ex-officio members:** Current student leaders will be extended invitations to serve as ex-officio members. These students may attend board meetings but do not have a right to vote or to run and/or hold a position as an officer.

**Section 3 – Membership year:** Commences on the first day of July and ends on the last day of June the following year.

## **Article IV – Board of Directors**

**Section 1 – Governing Body:** The governing body of LAN shall be vested in a Board of Directors who shall be responsible for carrying out the purpose of LAN as set forth in the constitution and bylaws and maintaining a mutually beneficial relationship between LAN and the University.

**Section 2 – Officers:** The elected officers of LAN shall be President, Vice President, Secretary, and Treasurer.

**Section 3 – Board of Directors:** The Board of Directors shall be elected officers, Communications Officer, and chairs of standing committees. The Alumni Engagement Liaison(s), campus and community liaison, and advisory/ad-hoc chairs shall be ex-officio members of the Board of Directors. These shall be the Board of Directors.

**Section 4 – Term of Office:** Officers shall serve for two (2) years and can serve no more than two (2) consecutive terms in any one office. Officer terms will begin in the calendar year on January 1 and ending December 31<sup>st</sup> of the second year in office.

**Section 5 – Calendar:** The LAN fiscal year shall be from July 1 through June 30, consistent with the University's fiscal year.

## **Article V – Duties of Officers**

**Section 1 – President:** Shall preside at all LAN meetings and shall perform the appropriate duties as prescribed by Roberts Rules of Order.

**Section 2 – Past President:** Shall serve as a resource to the organization.

**Section 3 – Vice President:** Shall preside in the absence of the President and accept other duties as assigned by the President.

**Section 4 – Secretary:** Shall be responsible for recording the minutes of meetings and maintaining the records of LAN, and issue necessary correspondence and notify members of all meetings. Shall collaborate with Alumni Engagement to welcome and introduce new members to LAN.

**Section 5 – Treasurer:** Shall receive event registrations and contributions when appropriate, maintain a ledger of contributions collected, report on relevant financial matters to LAN board, and assist in LAN budgeting.

**Section 6 – Communications Officer:** Shall be responsible for the execution of social media campaigns, email communication, and collaborate on marketing with Alumni Engagement on behalf of LAN.

**Section 7 – Campus Liaison:** Shall live in the Bloomington Normal community and shall serve as a communication link between LAN and such University offices and organizations as Alumni Engagement, University Advancement, Association of Latin American Students (ALAS), and Latino/a/x Greek letter organizations.

**Section 8 – Community Liaison:** Shall live in the Bloomington Normal community and shall serve as a communication link between LAN and the Bloomington Normal community.

**Section 9 – Parliamentarian:** The President shall appoint a parliamentarian to ensure Roberts Rules of Order are followed.

### **Article VI – Committees**

**Section 1 – Standing Committees:** The standing committees of LAN shall be programming/events and scholarship and chaired by any active LAN member.

#### **Section 2 – Principle Duties:**

- The **Programming/Events Committee** shall work closely with Alumni Engagement in planning, coordinating, arranging, and evaluating all social, educational, and other events sponsored by LAN. The chair, with committee members, shall assess needs and interests and plan events accordingly, make initial event arrangements, communicate needed information to the Alumni Engagement Liaison(s) and Communications Chair for event publicity, and handle or assign responsibility for details and logistics at events.
- The **Scholarship Committee** shall include a committee of at least three active LAN members. The scholarship committee is responsible for evaluating all completed/qualified applications and proposes two primary candidates and at least two alternate candidates to the Board of Directors for approval.

**Section 3 – Advisory/Ad Hoc Committees:** Other committees may be formed as determined by LAN officers and as consistent with LAN operations guidelines such as Homecoming Committee, Awards Committee, etc.

### **Article VII – Meetings**

**Section 1 – Regular Meetings:** The Board of Directors should meet at least quarterly. The dates of these meetings and any other Board meetings will be set by the Board. All Board meetings are open to LAN members or other interested persons. The membership shall be encouraged to attend the regular Board meetings. An annual meeting for the total membership shall be held as determined by the Board once every year.

**Section 2 – Special Meetings:** A special meeting of the Board shall be called by the President of LAN upon:

- the written request of the active membership, or
- the request of a simple majority of the Board.

#### **Section 3 – Notice:**

- A. All notices that are required to be in writing can be sent via regular mail, email or posted via any of the electronic methods available to LAN members at the time of the notice (i.e., LAN University webpage, LAN Facebook page, Twitter, etc.).
- B. Board members shall receive at least two (2) weeks' notice in writing of a regular meeting. At least three (3) days' notice shall be given of any special meeting.

**Section 4 – Voting:** A member must be an active member and have attended at least one board or committee meeting in the last year to vote. Each member of the Board shall have (1) vote. The president shall only vote in the case of a tie.

**Section 5 – Quorum:** A simple majority of the voting membership of the Board of Directors who attend any duly called meeting and who are active members shall constitute a quorum.

**Section 6 – Vacancies:** A vacancy occurring on the Board shall be filled by a majority vote of the Board at the next regularly scheduled Board meeting or special Board meeting for the remainder of the term.

**Section 7 – Decorum:** Meetings shall be conducted in accordance with Robert’s Rules of Order.

### **Article VIII – Elections**

**Section 1 – Eligibility:** In order to be eligible to run for office, a member must have consented to serve and meet all of the qualifications listed below in each of the previous two (2) years prior to seeking to serve as an officer:

- A. Must be an active member, and
- B. Participated in at least three (3) regular board or committee meetings, and
- C. Volunteered at a minimum of one (1) of LAN event.

**Section 2 – Nominations from the Floor:** Nominations can be made by any active member from the floor at an annual meeting when any positions are vacant and/or expired.

**Section 3 – Voting:** To be eligible to vote in an election, a member:

- A. Must be an active member, and
- B. Participated in at least (3) three board or committee meetings, and
- C. Volunteered at a minimum of (1) one LAN event in the last year.

- Elections shall be by ballot during the annual meeting or electronically via a secure, remote method or by mail and determined by majority vote, except in the case there is only (1) nominee for any office then, upon motion from the floor, the election may be voice.
- For those unable to attend an annual meeting, votes can be submitted electronically. Such votes, upon certification, shall be tallied together with ballots cast at the annual meeting.
- All candidates for elected offices shall be elected by a simple majority of votes cast by eligible voting members of LAN.

**Section 4 – Notification:** Notification in writing of the date of the election and the offices open for nominations shall be provided to the membership via email two (2) weeks prior to the annual meeting.

**Section 5 – Announcement:** Names of the newly elected Board of Directors will be made public as quickly as possible following the elections.

### **Article IX – Association Recommendations**

**Section 1** – The designated Alumni Engagement liaison(s) shall be kept informed of all LAN meetings and activities. Copies of notices and minutes of all meetings are to be sent to Alumni Engagement.

**Section 2** – LAN will have at least one (1) informative communication sent to its members each year. Approval by Alumni Engagement is required before it is sent out.

**Section 3** – The Alumni Engagement liaison(s) will be advised in advance of any LAN fundraising efforts. Such efforts will be coordinated with other programs of the Office of Advancement.

**Section 4** – Participation in University-wide events, such as Homecoming, Family Weekend, and Commencement, is encouraged.

#### **Article X – Amendments**

**Section 1 – Amendments:** This document may be amended by three---fourths (3/4) approving vote of the membership of the Board of Directors of LAN. All proposed changes to this document must first be submitted to the Board at least two (2) weeks in advance of a meeting. Amendments to the Constitution become effective for the fiscal year during which they were approved.

#### **Article XI – Liability**

**Section 1 – Liability:** Illinois State University, the Alumni Association and its Board of Directors, and the Alumni Engagement staff shall not be liable for any loss or damage caused by the misconduct, mismanagement, or lack of funds in reference to LAN or its events and activities. In addition, LAN, its officers and directors, and its committee members shall not be liable for loss, damages, and associated costs resulting from the actions and behavior of those who participate in or attend LAN events and activities.

#### **Article XII – Confidentiality**

**Section 1 – Confidentiality:** No LAN officer, member, constituent, or friend shall utilize mailing lists, membership information, or labels for any purpose other than their intended use of promoting LAN activities. Any such breach of confidentiality by any persons shall result in immediate dismissal from the LAN Board of Directors.

**Adopted: October 15, 2014**

**Revised: August 28, 2021**