



## **Latino Networking Caucus (LNC)**

**HISTORY:** Latino Networking Caucus (LNC) had its first meeting on June 17, 2010, in Oscar Ritchie Hall – Kent State University. Those in attendance included faculty, staff, and representatives from the Diversity, Inclusion, and Equity Office and the Spanish and Latino Student Association (SALSA). This first LNC meeting confirmed the need for this type of organization at Kent State University and re-affirmed the importance of having the Latino perspectives, voices, and ideas represented at KSU.

## **Latino Networking Caucus (LNC)**

### **BYLAWS**

#### **ARTICLE I**

This organization shall be known as the Latino Networking Caucus (LNC will be used from this point forward).

#### **ARTICLE II – PURPOSE**

##### **SECTION 1. MISSION STATEMENT**

LNC is a Kent State University work group comprised of students, faculty, and staff who have an affiliation or interest in the Latino culture that serves as a common resource and collaborative advocate for the campus administration: serves as a clearinghouse for issues, events, and activities at KSU; and promotes and supports Latino interest, culture, and needs.

#### **ARTICLE III – MEMBERSHIP**

##### **SECTION 1. MEMBERSHIP REQUIREMENTS**

Membership is open to all KSU faculty and staff. A membership application must be submitted to confirm membership status along with voting privileges. KSU students (undergraduate and graduate) and Community leaders are also welcome to join but with no voting privileges. One member designated by SALSA and one member from a graduate program (designated by the executive cabinet) will be granted voting privileges. The LNC executive cabinet shall approve or disapprove all membership requests.

##### **SECTION 2. MEMBERSHIP DUES**

There are no membership dues at this time.

#### **ARTICLE IV – OFFICERS**

##### **SECTION 1. CHAIR**

LNC shall consist of one elected CHAIR.

##### **SECTION 2. VICE-CHAIR**

LNC shall consist of one elected VICE-CHAIR.

##### **SECTION 3. SECRETARY**

LNC shall consist of one elected SECRETARY

##### **SECTION 4. TREASURER**

LNC shall consist of one elected TREASURER.

##### **SECTION 5. EXECUTIVE CABINET**

The Executive Cabinet shall consist of Chair, Vice-Chair, Secretary and Treasurer who will meet as needed to discuss business items pertinent to LNC.

##### **SECTION 6. VACANCIES**

Vacancies in any of the chairs may be filled by nomination and election for the unexpired portion of the term.

#### SECTION 7. REMOVAL

Any chair, vice-chair, Secretary and Treasurer may be removed from membership by a majority vote of LNC members. Such a vote will be conducted in person at a meeting or by phone or email, and must be preceded by a seven-day notice.

#### SECTION 8. RESIGNATION

The chair, vice-chair, Secretary and Treasurer Officer may resign at any time by giving written notice to the next available officer.

#### SECTION 9. TERMS

No chair of LNC shall serve more than two consecutive terms. Term limitations do not apply to the vice-chair Secretary or Treasurer. Each officer shall serve a two year term.

#### SECTION 10. VOTING PROCESS

Candidates for LNC offices have to be a valid LNC member (refer to Article III, section 1.).

Candidates can be nominated or self-nominated. Voting will be done in a secret written manner.

Chair shall designate a LNC member to conduct the voting process and counting of ballots. Voting shall occur during the Spring Semester of the second year term.

### **ARTICLE V - DUTIES OF THE OFFICERS**

#### SECTION 1. ROLE OF CHAIR

- Officially call the meeting.
- Approve the meeting agendas.
- Secure approval of minutes.
- Call the votes.
- Provide leadership for LNC and represent LNC at various KSU events, functions, etc.

#### SECTION 2. ROLE OF VICE-CHAIR

- Serve as chair in the absence of the current chair.
- Assist chair with creating the meeting agenda.
- Oversee the membership process.

#### SECTION 3. ROLE OF SECRETARY

- Record the minutes of all regular meetings of LNC and distribute them as appropriate.
- Responsible for marketing LNC events, activities and the caucus.

#### SECTION 4. ROLE OF TREASURER

- Membership Administration: maintain a record of LNC members and dues collected.
- Maintain a record of LNC finances and/or budget.
- Submit a budget report at each meeting and submit an annual budget report at year's end.
- Responsible for fundraising activities.

### **ARTICLE VI – MEETINGS**

#### SECTION 1. REGULAR MEETINGS

LNC shall hold monthly meetings during the fall and spring semesters on a day that works best for the majority of members (August through May). The LNC officers shall hold one meeting during the summer intersession.

#### SECTION 2. VOTING

Each member of LNC has a vote. Chair shall serve as a tie breaker as needed.

#### SECTION 3. QUORUM

A simple majority of voting members of LNC in attendance for the vote shall constitute a Quorum. Once a quorum has been confirmed by the chair, voting can commence.

#### SECTION 4. PROXY VOTING

Proxy voting by absent members shall be permitted via electronic mail. Members voting via email must be notified of the vote one week prior to the meeting and must respond 12 hours prior to the scheduled LNC meeting.

#### **ARTICLE VII – FISCAL POLICIES**

The fiscal year for LNC shall be July 1 (start) through June 30 (end).

#### **ARTICLE VIII – DISSOLUTION POLICY**

In the event of dissolution of LNC, all the assets of LNC will be distributed to the Kent State University Foundation's Office for the purpose of establishing a scholarship endowment account.

#### **ARTICLE IX – AMENDMENTS**

Amendments to these bylaws may be made by an affirmative vote of 2/3 of those members in attendance at any regular meeting of LNC, providing that membership has received notification of the proposed change(s) at least 30 days in advance of the meeting.

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