



# Latinx Faculty and Staff Association Mission Statement and Bylaws

## INTRODUCTION

Latinx Faculty and Staff Association (LFSA) consists of self-identified Latino/a/x faculty and staff at Wayne State University. Our presence enriches the university because of our contributions and our commitment to the intellectual and community life at Wayne State and the greater Detroit area.

## ARTICLE I. NAME AND PURPOSE

### Section 1. Name

The name of this group shall be the Latinx Faculty and Staff Association of **Wayne State University**.

### Section 2. Mission Statement

The mission of the Latinx Faculty and Staff Association is to build an inclusive community and provide support for Wayne State's Latina/o/x faculty, staff and students across all levels and across the entire campus community.

### Section 3. The purpose of the Latinx Faculty and Staff Association is to:

1. Create a welcoming environment that facilitates networking and relationship-building among our members and other community groups at Wayne State,
2. Promote recruitment, retention, recognition and advancement/tenure of Latina/o/x faculty and staff,
3. Provide mentorship, advocacy and leadership on issues that are relevant to the needs of students, faculty and staff, and
4. Act as a liaison and provide a platform at the University for issues that affect our community including academic, employment, financial, social and legal.

## ARTICLE II. MEMBERSHIP

### Section 1. Members

WSU Latina/o/x faculty and staff may join LFSA. To become a member, Latinx faculty and staff shall:

- join the listserv, and
- participate in meetings and events.

## Section 2. Voting and Committees

All members are eligible to vote in general elections and participate in committees.

## ARTICLE III. Executive Board (E-Board)

The E-Board shall be the governing body of LFSA. The E-Board shall consist of elected officers.

### Section 1. Officers

#### Chair:

##### *Duties & Expectations*

- Serves as leader of the E-Board
- Facilitates meetings and interfaces with other organizations on campus and the Wayne State University Office of Diversity and Inclusion (ODI)
- Supports and defends organizational policies adopted by the membership and E-Board
- Drafts end-of-year reports to the ODI
- Ensures that programs and events reflect the needs and aspirations of the WSU Latinx community
- Serves as a spokesperson for the group
- Attends and leads E-Board and Membership meetings, and attends LFSA activities
- Appoints representation for Employee Engagement Council meetings
- Represent LFSA in campus discussions and committees
- Upon completion of their term as Chair, may be elected by the E-Board to serve a consecutive two-year term as Past Chair

##### *Backup Officer*

- Vice-Chair

#### Vice-Chair:

##### *Duties & Expectations*

- Acts on behalf of the chair in the chair's absence or in case of emergencies
- Oversees all committees and conducts all elections
- Coordinates the annual retreat
- Attends and co-leads E-Board and Membership meetings, and attends LFSA activities
- Recruits new officers
- Supports the Chair in completion of the end-of-year reports
- Orients new officers to LFSA
- Vice-Chair will serve as backup to the Chair and will assume their duties in case of absence or emergency
- Upon completion of their term as Vice-Chair, may be elected by the E-Board to serve a consecutive two-year term as Chair

##### *Backup Officer*

- Engagement & Outreach Officer

## Engagement & Outreach Officer:

### *Duties & Expectations*

- Identifies and suggests opportunities for faculty and staff to foster interaction, education, and coalition building through social events, with the support of E-Board and volunteers
- Builds partnerships with internal and external organizations
- Leads the coordination of the “Welcome Back” celebration each Fall
- Supports the coordination of all Hispanic Heritage Month programming
- Attends E-Board meetings, Membership meetings, and LFSA activities
- Serves as liaison to the Center for Latino/a and Latin American Studies
- Engagement & Outreach Officer will serve as backup to the Vice-Chair and will assume their duties in case of absence or emergency

### *Backup Officer*

- Secretary

## Secretary:

### *Duties & Expectations*

- Takes meeting minutes, including attendance
- Maintains official records in Teams
- Attends E-Board meetings, Membership meetings, and LFSA activities
- Leads efforts to organize and archive LFSA information, media, and documents in Teams
- Secretary will serve as backup to the Engagement and Outreach Officer and will assume their duties in case of absence or emergency

### *Backup Officer*

- Communications Officer

## Communications Officer:

### *Duties & Expectations*

- Maintains the Listserv, CMS, GroupID (lfsa@wayne.edu), and websites
- Handles all requests to be added to or removed from the email Listserv
- Communicates all official activities on behalf of LFSA via Content Management System using the GroupID
- Attends E-Board meetings, Membership meetings, and LFSA activities
- Provides feedback and guidance on all outgoing LFSA communication
- Communications Officer will serve as backup to the Secretary and will assume their duties in case of absence or emergency

### *Backup Officer*

Treasurer

## Treasurer:

### *Duties & Expectations*

- Keeps track of all LFSA finances and budgets

- Reports on funds at meetings
- Tracks and handles all invoices and payments
- Organizes and archives financial records
- Leads efforts to raise funds for LFSA projects
- Oversees and approves all spending
- Coordinates payments and monetary collections
- Attends E-Board, Membership meetings, and LFSA activities

*Backup Officer*

- Chair

**Academic Policy & Research Officer:**

*Duties & Expectations*

- Updates membership on academic, research, and professional development opportunities related to the Latinx community across the University
- Collects and reports on relevant institutional data annually
- Attends E-Board, Membership meetings, and LFSA activities
- Provides representation to WSU faculty
- Liaison to Latinx student organizations

**Section 2. Past Chair**

**Past Chair- Advisor**

*Duties & Expectations*

- Advises LFSA E-Board
- Promotes interest and active participation in LFSA on the part of the membership
- Assumes a key role in the orientation and transition of the Chair-elect to the duties of the Chair
- Attends E-Board, Membership meetings, and LFSA activities

*Appointment Process*

- At conclusion of a Chair’s term, the E-Board calls a vote to approve the appointment of the outgoing Chair to become Past Chair
- If a Past Chair resigns, the position will be vacant for the remainder of the term

**Section 3. Terms**

All officers serve a two-year term. Terms begin on June 1. If an officer cannot complete their term, a special election will be held to fill the office for the remainder of the term.

<b>Even Year Terms:</b>	<b>Odd Year Terms:</b>
Chair	Treasurer
Vice-Chair	Engagement and Outreach Officer
Secretary	Communications Officer
	Academic Policy and Research

**Section 4. Backup Process for E-Board Officers**

Each of the following officers have a backup officer who will assume their duties temporarily in case of absence or emergency, as illustrated below.

Chair  
 ^  
 Vice-Chair  
 ^  
 Engagement Officer  
 ^  
 Secretary  
 ^  
 Communications Officer  
 ^  
 Treasurer  
 ^  
 Chair

## ARTICLE IV. MEETINGS

### Section 1. Membership Meetings and E-Board Meetings

All meetings shall be scheduled by the E-Board and communicated to the membership.

### Section 2. Annual Retreat

The annual retreat will be held in June. The goal of the meeting is to determine goals, objectives, activities, and proposed bylaws amendments for the upcoming academic year.

## ARTICLE V. ELECTIONS

### Section 1. Nominations

The Vice-Chair calls for general election nominations in March. Nominees confirm their nomination by submitting a statement of interest by April 30.

#### Chair Nominations:

Current/former officers may nominate other current/former officers (or themselves) for Chair.

#### Other Officer Nominations:

Current members may nominate another member (or themselves) for the following offices:

- Vice Chair
- Secretary
- Engagement & Outreach Officer
- Communications Officer
- Academic Policy & Research Officer
- Treasurer

<b>Officer:</b>	<b>Nominated by:</b>
Chair	E-Board

Vice Chair Secretary Engagement and Outreach Officer Communications Officer Academic Policy & Research Officer Treasurer	Membership
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Section 2. General Elections

- General elections take place in May
- All members are eligible to vote in general elections

Section 3. Special Elections and Vacancy Appointments

- In the event of a vacancy, the E-Board will consider and nominate interested eligible candidates, then conduct a special election
- The Chair calls the E-Board to vote, and a simple majority shall be held decisive
- The newly appointed officer will complete the duration of the current term

ARTICLE VI. SPECIAL COMMITTEES

The E-Board may form special committees to complete work on behalf of LFSA. Special committees will consist of active members. No committee shall take any action committing LFSA without the express authorization of the E-Board.

ARTICLE VII. AMENDMENTS

Amendments to these bylaws may be proposed in writing by any members of LFSA. Changes in the bylaws will be considered at the annual retreat. A simple majority of the E-Board shall be held decisive.