

ACPA

Latinx Network

By-Laws and Governing Documents

**Adopted by LN Directorate
on February 9, 2019**

**Approved and Adopted at the LN Open Business Meeting held
on March 4, 2019 at the ACPA19 Convention**

ACPA Vision, Mission and Core Values

Vision Statement

ACPA leads the student affairs profession and the higher education community in providing outreach, advocacy, research, and professional development to foster college student learning.

Mission Statement

The mission of the Association is to support and foster college student learning through the generation and dissemination of knowledge, which informs policies, practices, and programs, for student affairs and student services professionals and the higher and tertiary education community.

Core Values

The mission of ACPA is founded on, and implements, the following core values of the Association.

- Education and development of the total student
- Diversity, multicultural competence and human dignity
- Inclusiveness in and access to association-wide involvement and decision-making
- Free and open exchange of ideas in a context of mutual respect
- Advancement and dissemination of knowledge relevant to college students and their learning, and the effectiveness of student affairs and student services professionals and their institutions
- Continuous professional development and personal growth of student affairs and student services professionals that includes the development of effective administrative leadership and management skills
- Outreach and advocacy on issues of concern to students, student affairs and student services professionals and the higher and tertiary education community, including affirmative action and other policy issues

Latinx Network Mission, Vision and Values

Vision Statement

The vision of the Latinx Network (LN) is to be the principal source of leadership, scholarship, professional development and advocacy for Latinx Higher Education Students, Faculty and Practitioners.

LN uses the term Latinx. We define *Latinx* - a person of Latin American origin or descent, and is used as a gender-neutral (or non-binary alternative) to Latino or Latina, which is inclusive to transgender, non-binary, and queer communities of Color. We utilize Latinx as an umbrella term when referencing more broadly persons with Latin/Central American and Afro-Caribbean origins, in addition to individuals from countries where Spanish is the dominant language spoken.

Mission Statement

The mission of the Latinx Network is to provide professional, personal and social support to its members, with an understanding that as people of marginalized identities, we sometimes navigate the higher education profession differently.

To accomplish this mission we:

- Promote and seek awareness of Latinx related issues impacting higher education
- Support Latinx higher education students, faculty and practitioners
- Lead advocacy efforts related to the Latinx community and intersections of other communities
- Celebrate the achievement of Latinx professionals or those who work in service of the Latinx community
- Provide opportunities to network and connect with other Latinx individuals from across higher education
- Create a space for the development of community and to engage in conversations about the strengths and challenges of being Latinx in higher education
- Provide inclusive spaces for professionals and students to come together and fellowship, and create a sense of belonging for Latinx
- Provide a voice and visibility for those of Latinx backgrounds and identities within the higher education and student affairs profession
- Create meaningful partnerships with other Coalitions, Commissions and colleagues who are instrumental in furthering understanding about the needs and concerns of Latinxs in higher education

Core Values

The Latinx Network sets forth its goal of being a safe and brave counter-space for Latinx and other marginalized individuals, and facilitates support and advocacy efforts for Latinx issues throughout the year. LN empowers higher education professionals to acquire professional and personal development toward the advancement and improvement of their university communities, some of which includes academic engagement, social justice and Latinx empowerment. We are a community where new, mid-level, senior-level professionals and graduate students can come together to dialogue, plan and learn how to lean on each other for support. We embrace and acknowledge individuals with different ideas, strengths, interests and cultural backgrounds to make the network and members succeed holistically. We are committed to creating a culture of belongingness - where everyone is welcome and valued - and advocacy efforts in support of nonviolent ways to achieve social justice outcomes. We strive to create professional development opportunities throughout the calendar year to our members, to advance each individual professionally and personally. We believe in holding ourselves accountable for thinking critically about the landscape affecting Latinxs in higher education, and putting this into practical and scholarly action.

ACPA Latinx Network By-Laws

Article I. Purpose

The mission of the Latinx Network is to provide professional, personal and social support to its members, with an understanding that as people of marginalized identities, we sometimes navigate the higher education profession differently.

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Article II. Organizational Structure

The ACPA Latinx Network consists of a Directorate body and general body committee members.

A. Membership

Any member of ACPA- College Student Educators International may become a member of the Latinx Network. Membership is defined as an individual working at an ACPA-member institution and/or through individual membership to ACPA.

B. Directorate Body

The Directorate Body consists of elected and appointed positions. The body consists of the following roles:

- Chair

- Chair Elect
- Past Chair
- Secretary
- Secretary Elect
- Advocacy Co-Chairs
- Awards Co-Chairs
- Career Central Outreach Chair
- Communications & Social Media Co-Chairs
- Community Outreach Chair
- Educational Programs Chair
- Faculty Liaison/Writers Group Coordinator
- Historian
- Mentor Co-Chairs
- Research Chair
- Social Coordinator
- Regional Representatives (Midwest, Northeast, Northwest, Southeast and Southwest)
- Council of Chairs Coordinator

C. Position Descriptions

Chair

- Provide overall leadership, advocacy, and assessment within the Latinx Network by aligning with the ACPA Core Values
- Prior involvement with LN is highly encouraged/necessary to be considered for the role
- Provide updates/reports to CMA, Coalitions and LN Directorate
- Disseminate information from CMA/Coalitions to the Latinx Network
- Maintain regular and open communication with the CMA Chair and other network chairs and the Coalitions
- Serve as a member of the CMA Directorate
- Provide leadership and vision for the Latinx Network
- Responsible for appointing new members of the LN Directorate
- Solicit involvement and develop leadership within the network to assure its future
- Coordinate other leadership entities within the network to assure that LN maintains its presence and service to its members
- Facilitate LN meetings and serve as a host for LN sponsored events during the convention
- Ensure a smooth transition by providing appropriate information regarding ACPA initiatives and CMA, Coalition and Latinx Network business meetings
- Oversee the Latinx Network Election process
- Attend the ACPA Conventions and CMA Summer Planning Meetings during their term in office

Chair Elect

- To assist the Chair in the development and planning for LN related meetings
- To work closely with Chair in coordinating 1:1 discussions with members of the LN Directorate
- Will assume role of Chair in the event that current is unable to complete/finish term
- Will assume the role of Chair at the conclusion of the LN Business Meeting at the pre-determined ACPA Annual Convention
- Facilitate LN meetings and serve as a host for LN sponsored events during the convention
- Attend the ACPA Conventions and CMA Summer Planning Meetings during their term in office
- Prior involvement with LN is highly encouraged/necessary to be considered for the role
- Responsible for helping in the transition for the next person in this role

Past Chair

- Provide support and guidance to Chair and Directorate
- Oversee constitutional revisions as needed
- Work on special projects as assigned by Chair
- Attend the ACPA Conventions during their term in office
- Serve as a member of the Directorate
- Serves as a member of the Council of Chairs
- At conclusion of term, assumes role as Coordinator of the Council of Chairs
- Responsible for helping in the transition for the next person in this role

Secretary

- Ensure a smooth transition by providing appropriate information regarding ACPA initiatives and Latinx Network business related to this position
- Assists in the Latinx Network Election process
- Coordinates conference calls for the directorate
- Keep record of meetings minutes
- Continues to provide the same services and is accountable for the same 'responsibilities as the executive secretary
- Serve as a member of the CMA Directorate
- Attend the ACPA Conventions and CMA Summer Planning Meetings during their term in office
- Responsible for helping in the transition for the next person in this role

Secretary Elect

- Take notes at LN meetings, disseminate minutes, and maintain records of LN
- Assist Historian with the maintenance of Archives
- Help Coordinate the Pre-Conference/Conference Schedule with the Social Chair
- Assist the Chair with the LN election process
- Serve as a member of the CMA Directorate
- Attend the ACPA Conventions and CMA Summer Planning Meetings during their term in office

- Responsible for helping in the transition for the next person in this role

Awards Co-Chair:

- Informs LN members of the various LN Awards and solicits nominations from the LN general membership
- LN awards include the following (but not limited to):
 - Dr. John Hernandez Leadership Award
 - Community Advancement and Service Award
 - Erik M. Colon Outstanding Graduate Student - Masters/Doctoral
 - Outstanding New Professional
 - Outstanding Mid Level Professional
 - Supporting Latinx Student Success
- Convenes a committee to review nominations
- Prepares and updates award application packets
- Assists in the review and selection of awards
- Works in collaboration with the Research chair for solicitation of nominations
- Serve as a member of the LN Directorate
- Attend the ACPA Conventions during their term in office
- Presents awards at LN Open Business Meeting at convention
- Responsible for helping in the transition for the next person in this role

Historian

- Develops records of the history of LN through the review of documents and interviews with former LN. officers, in order to have an accurate and permanent record of the Latinx Network
- Collects pictures and other relevant information of LN activities and submits them to archives
- Serve as a member of the LN Directorate
- Attend the ACPA Conventions during their term in office
- Responsible for helping in the transition for the next person in this role

Mentor Co-Chairs:

- Works in developing and implementing an LN sponsored mentor-mentee program which takes place throughout the year and activities at the annual convention
- Solicits mentors and mentees; matches mentors with mentees; prepares opportunities, i.e., social or related event, for mentors and mentees
- Develops workshops, resource materials and/or other resources as needed to support this program
- Serve as a member of the LN Directorate
- Attend the ACPA Conventions during their term in office
- Responsible for helping in the transition for the next person(s) in this role

Career Central Outreach

- Outreach to the LN general membership vs to identify possible new and returning members that are going through career placement and/or job search process
- Responsible for budgeting and purchasing the items that will be used for the "survival packets" as well as communicating with Co-Chairs for reimbursement
- Responsible for soliciting volunteers to assist in preparing "survival packets" for placement participants
- Serves as a member of the LN Directorate
- Attend the ACPA Conventions during their term in office
- Responsible for helping in the transition for the next person in this role

Community Outreach

- Initiates outreach and communication with local community organizations at the convention hosting city that provide services to Latinx/underrepresented communities
- Organizes a community service project for the LN during Convention
- Responsible for soliciting volunteers to assist with this project
- Works and communicates with the Network Community Coordinators
- Serves as a member of the LN Directorate
- Attend the ACPA Conventions during their term in office
- Responsible for helping in the transition for the next person in this role

Communications & Social Media Co-Chairs

- Responsible for overseeing the LN Blog and communications via social media
- Responsible for soliciting members to write articles for the blog and other channels
- Establish method for creating hard copies for annual conference as well as creating electronic copies for distribution via listserv mailings, and website posting
- Consults with directorate body on issues to be addressed in articles, information, and advertising
- Works and collaborates with the CMA and Network Newsletter Coordinators to contribute toward the CMA newsletters
- Serves as a member of the LN Directorate
- Attend the ACPA Conventions during their term in office
- Responsible for helping in the transition for the next person in this role

Social Chair

- Responsible for the development and coordination of social programs on and off the convention site
- Collaborates with the LN Directorate to ensure that new members are cultivated at each social event
- Collaborates with the Coalition and Network Social Chairs to assist in the promotion of their events
- Seeks to include local entertainment and establishments as desired by the directorate
- Serves as a member of the LN Directorate
- Attend the ACPA Conventions during their term in office
- Responsible for helping in the transition for the next person in this role

Research Chair

- Responsible for identifying areas of research that require additional study or attention
- Serves as a member of the LN Directorate
- Attend the ACPA Conventions during their term in office
- Responsible for helping in the transition for the next person in this role

Educational Programs Chair

- Responsible for soliciting and identifying program reviewers for the LN sponsored/co-sponsored programs as part of the annual Convention process
- Working with the Convention Sponsored Program coordinators, ensures that LN meets its obligations to review and identify sponsored programs by the prescribed deadlines
- Will interface with other Networks and Entity groups in regards to potential co-sponsored programs
- Responsible for communicating with LN Sponsored/co-sponsored programs and in coordinating recognition during the ACPA Annual Convention
- Responsible for helping in the transition for the next person in this role

Regional Representatives

- Serves as the communication hub for fellow Latino/a professionals in their area
- Develop professional support of individuals within their region
- Responsible for helping in the transition for the next person in this role
- Regional Representatives are broken down by the following regions and states:
 - South West (Texas, Arizona, Colorado, New Mexico, Nevada, Oklahoma, Utah))
 - North West (Washington, Oregon, California, Idaho, Alaska, Hawaii)
 - South East (Alabama, Arkansas, Georgia, Florida, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Kentucky, Virginia, Puerto Rico)
 - North East (New York, Connecticut, Delaware, Rhode Island, Massachusetts, Vermont, New Hampshire, Pennsylvania, New Jersey, Maine, Maryland, Washington D.C.)
 - Mid-West (West Virginia, Ohio, Illinois, Iowa, Kansas, North Dakota, South Dakota, Nebraska, Wyoming, Montana, Michigan, Wisconsin, Minnesota, Missouri, Indiana)

Advocacy Chair

- Identify issues and trends in the Latinx community
- Develop resources to inform and connect higher education professionals to current issues in the Latinx community
- Serves as a member of the LN Directorate
- Attend the ACPA Conventions during their role in office
- Responsible for helping in the transition for the next person in this role

Faculty Liaison/Writers Group Coordinator

- Is a Faculty member at a college/university

- Responsible for coordinating the LN Writer’s Group - recruiting new participants and in providing mentorship and support in developing publications and programs
- Serves as a member of the LN Directorate
- Attend the ACPA Conventions during their role in office
- Responsible for helping in the transition for the next person in this role

Council of Chairs Coordinator

- Served as the most recent Past Chair
- Responsible for convening the Council of Chairs on a quarterly basis
- Serves as a member of the LN Directorate
- Attend the ACPA Conventions during their role in office
- Responsible for helping in the transition for the next person in this role

Article III. Nominations, Elections, and Terms of Office

LN is committed to the representation of diverse perspectives, career levels and backgrounds in its leadership positions.

A. Nominations and Elections Procedures

- The Chair shall request nominations for the next Chair Elect and Secretary Elect from the LN membership, utilizing network listservs, the Latinx Network web page, and other appropriate means.
- The Chair will ask each nominee to accept or decline the nomination.
- The Chair may appoint a nomination committee to narrow nominations down to a manageable number.
- If there is a need for an election, appropriate ballots shall be prepared by the Executive Secretary and shall contain the names of individuals, their position title, their institutions (including cities and state), and a brief bio of the contributions the individuals have made to ACPA. The candidates provide all information. Ballots will be cast electronically. The timetable for elections will be determined by the LN Directorate and announced at the ACPA Annual Convention. In the event that the current Executive Secretary is running for reelection or another position, ballots should be prepared by and sent to the Incoming Executive Secretary.
- The Chair shall inform all candidates of the outcome of the election. Elected individuals shall submit a written notice accepting the nomination.

B. Eligibility for Office

Any member of ACPA may become a Latinx Network member. Any Latinx Network member may be elected/appointed to the Directorate Body.

C. Terms of Office

All positions, except the chair and secretary positions are appointed yearly. The chair and secretary positions are held for 2 years.

1. Interim Appointments
 - a. In the event a vacancy occurs in the Directorate Body, the Co-Chairs shall make an interim appointment, with the consent of the Directorate, to fill the vacancy until the next regularly scheduled election for that position.
2. Removal from Office
 - a. Should a Directorate Body member fail to perform their assigned duties, the Co-Chairs will bring the concerns to the attention of the entire Directorate and may request a vote to remove the individual.
 - b. Should a Co-Chair fail to perform their assigned duties, the Directorate would reach out to the ACPA Governance structure for guidance and follow the procedure established by the ACPA By-Laws.

Article IV. Meeting Procedures

The Latinx Network meets annually at the ACPA national convention during a specified time. The Co-Chairs prepare the agenda, and all Directorate Body members are asked to update the Network on the results of their activities and specific assignments from the previous year.

The Latinx Network directorate meets monthly for phone calls at predetermined times. The Co-Chairs, in conjunction with the Directorate Body, will engage in strategic planning for the Latinx Network.

The Latinx Network Directorate is required to attend the CMA/Joint Coalition meeting at the ACPA national convention during a specified time. The Chair of the CMA will call a mid-year meeting for the CMA Directorate Body each summer. At this meeting, the CMA Directorate Body will plan for the upcoming year and review progress of current goals. The LN Directorate is encouraged to attend this meeting.

Article V. Awards and Special Projects

The Chairs may establish and appoint individuals to oversee various projects as deemed appropriate.

A. Awards

- Each year, The Latinx Network seeks to recognize outstanding contribution by its membership to ACPA and CMA by presenting a number of awards each year. The Awards committee is overseen by the Awards Co-Chairs. Currently, LN awards the following awards on an annual basis:
 - Dr. John Hernandez Leadership Award
 - Community Advancement and Service Award
 - Erik M. Colon Outstanding Graduate Student - Masters/Doctoral
 - Outstanding New Professional

- Outstanding MidLevel Professional
- Supporting Latinx Student Success
- The LN Directorate may propose additional awards to be created and given on a yearly basis

B. Special Projects

- The Co-Chairs may establish and appoint individuals to oversee various projects as deemed appropriate
- The duration of each project and/or committee will be determined by the Co-Chairs in consultation with the Directorate

C. Council of Chairs

- The Council is designed to be advisory and to support the Directorate and leadership
- Designed as an opportunity for former Chairs and Directorate members to remain connected with the Network
- Coordinated by the most recent Past Chair as the conclusion of their term as Past Chair
- The Council will take the initiative in helping the Network in determining any potential candidates that the Network would sponsor for the ACPA Diamond Honoree process and/or other special honors
- The Council will also help to promote any fundraising efforts for the Network

Article VI. Budget and Financial Obligations

ACPA allots funding to each of the entity groups on an annual basis. The Latinx Network is asked to submit a formal budget request each year in the Fall to ACPA. The ACPA budget year is January 1st to December 31st. The Latinx Network is then allocated an amount to utilize for Latinx Network activities throughout the year. The Co-Chairs administer the budget and in consultation with the Directorate body, determines the exact operating budget for the year.

Article VII. Amending Procedure

Rules of Governance may be amended by a majority vote of the Latinx Network members in attendance at the designated Latinx Network business meeting at the annual convention.

Any member of LN can submit suggestions for amendments to the LN By-laws. Amendments need to be submitted by November 1st prior to the Annual Convention.

Once an amendment is submitted, the LN Chair will work with the Past Chair to create a committee to review the latest constitutional revision and then to make a recommendation to the Directorate and membership on the amendment.

LN Members will have the opportunity to review any proposed amendments at least 30 days prior to the annual convention, and to provide their input. For those members not able to

attend the Annual Convention, LN will provide the opportunity for an electronic ballot. The voting would close a week prior to the business meeting.

The amendment would be presented to the membership at the next scheduled LN Business meeting for final approval. The vote tallies would include the votes from those in attendance at the business meeting and those votes cast prior to the business meeting by those not in attendance.

In addition, the LN Past Chair will convene a formal Bylaws review every two years to ensure that the Bylaws are up-to-date and reflect the current processes.

Revised and Adopted on March 4, 2019