

Bylaws of the Latino/Hispanic Heritage Caucus

I. Mission

The mission of the Latino/Hispanic Heritage Caucus (LHHC) is to advise and inform the President's Diversity and Equity Commission on issues of particular importance to the Latino/Hispanic community at the University of Delaware. Our caucus is dedicated to voicing and advancing issues affecting our Latino/Hispanic Community and to promoting a more inclusive, diverse, and equitable campus environment.

II. Aims and Objectives

- A. Support existing efforts to promote cultural and racial diversity at the University of Delaware and recommend additional efforts are developed and implemented to ensure that diversity is promoted throughout campus.
- B. Promote a supportive environment in which Latino/Hispanic heritage faculty, staff and students can find support from Caucus members by forming mentorship opportunities, advocating for transparent promotion and tenure process to ensure standards are being applied fairly and consistently, and developing recommendations for the recruitment and retention of Latino/Hispanic heritage faculty, staff and students.
- C. Provide a forum for discussion of issues of common concern to the Latino/Hispanic community and be the critical voice to raise concerns and issues to the President, the Diversity and Equity Commission, and the University community.

III. Membership

All persons of Latino/Hispanic heritage employed by the University of Delaware are considered members of this caucus. Other employees, regardless of ethnic origin, are welcome to be members but should be committed to the caucus's mission to promote Latino/Hispanic awareness, inclusion, acceptance, participation, etc.....

IV. Organization

- A. The Latino/Hispanic Heritage Caucus shall be four-member Advisory Board.
- B. The Advisory Board shall consist of the following officers:

1. Chairperson

a. Responsibilities

- i. To serve as the spokesperson for the LHHC
- ii. To call and conduct meetings of the Advisory Board and general meetings
- iii. Set meeting agenda and communicate to members meeting times and dates.
- iv. To represent the LHHC at Diversity and Equity Commission meetings
- v. To represent the LHHC at events and other meetings requiring representation
- vi. Communicate to membership information regarding general meeting and relevant matters

2. Vice-Chairperson

a. Responsibilities

- i. Serve in the absence of the Chair
- ii. Serve as Chairperson following the completion of the current chairperson's term

3. Members-at-large

a. Responsibilities

- i. Represent the general membership regarding issues and concerns from the Latino/Hispanic community
- ii. Actively communicate with the LHHC members

C. The Advisory Board shall consist of four members, with initial members appointed by the Chairperson for a two year term. Thereafter, members of the Advisory Board will be elected to a two year term by the membership of the LHHC. Members of the Advisory Board may serve a maximum of two consecutive terms, after which he/she must remain out of office for a two-year period.

D. Elections will be conducted every two years to fill vacancies on the Advisory Board. All nominations, including self-nominations, must be submitted to the Vice-Chairperson, who is responsible for establishing a ballot of candidates and distributing the ballot to the LHHC membership. Members of the Advisory Board shall be elected by a majority of votes from voting members.

- E. Meetings: There shall be at least two general meetings each academic year. Special meetings can be called by the Chairperson or a petition of at least 15 members. Announcements of meetings and agenda shall be communicated by the Chairperson no later than one week before a scheduled meeting. The Advisory Board will be regularly as established by the Chairperson or when circumstances require the Advisory Board to meet.

Meetings shall be conducted according to established meeting rules. Each meeting will begin with approval of previous minutes, followed by announcements, discussion of agenda items, and introduction of new business.

- F. Members can submit proposed agenda items to the Chairperson to be discussed at general meeting or Advisory Board meetings. Agenda items to be discussed at a general meeting must be submitted one week prior to the scheduled general meeting. Agenda items to be discussed by the Advisory Board can be submitted at any time and will be discussed at the next scheduled Advisory Board meeting.
- G. Minutes of the general business meeting will be prepared by the Vice-Chairperson and distributed to the LHHC members two weeks after a scheduled meeting. Approved minutes will be kept by the current Chairperson and handed over to the incoming Chairperson.
- H. A simple majority of members present will be necessary to establish a quorum and conduct official business at meetings of the LHHC.

V. Ad Hoc Committees

The Advisory Board may establish an Ad Hoc Committees to investigate and report on a specific topic or purpose.

VI. Amendments to the bylaws

The bylaws of the Latino/Hispanic Heritage Caucus can be amended by two-thirds of the voting members.

