

**Constitution of the**  
**Latinx & Hispanic Faculty & Staff (LHFS) Caucus at**  
**the University of North Carolina at Charlotte**

---

**Preamble**

---

The undersigned established this Constitution for the Latinx & Hispanic Faculty & Staff (LHFS) Caucus, hereby referred to as the “Caucus”, at the University of North Carolina at Charlotte (UNC Charlotte). The organization is willing to abide by all the UNC Charlotte policies and guidelines pertaining to the on- or off-campus activities that it chooses to sponsor or participate in.

---

**Article I: Objectives**

---

The objectives of the Caucus are to facilitate and influence UNC Charlotte policies that affect the educational and professional development of its members, to promote community involvement and awareness, to provide guidance regarding its activities and goals, and to articulate and advocate the collective concerns of its members to the appropriate university officials.

---

**Article II: Functions**

---

1. Serve as a support network for Latinx/Hispanic members of the University community in the interest of meeting the objectives stated above.
2. Identify the professional needs of the Latinx/Hispanic community and design programs to address those needs.
3. Advise university officials on how to best attract and retain more Latinx/Hispanic faculty, staff, and administrators to enhance the opportunities for learning and working together in a socially and culturally diverse environment.
4. Promote active representation on University committees and task forces.
5. Meet with the Chancellor, Provost, and Chief Diversity Officer at least once per year and serve in an advisory capacity to their office.
6. Maintain and develop new channels of communication with Latinx/Hispanic **student organizations** and the **Charlotte community at large**.
7. Develop financial and other resources necessary to maintain the effectiveness of the Caucus.

---

**Article III: Membership**

---

**Section 1: Non-Discrimination Statement**

No person shall be denied membership in this organization because of race, color, ethnic origin, sex, gender identity, sexual orientation, nationality, citizenship, physical or mental disability, income, religious affiliation, or creed.

## **Section 2: Membership Designations**

To be a member of the Caucus, a person must be employed at UNC Charlotte. Any full-time or part-time employee is eligible to join the Caucus as a Regular or Associate member. We strongly encourage all teaching Faculty, Staff, and other employees, such as Post-Docs, Research Scientists, and Special Faculty, to join.

### **A. Regular Member**

A regular member shall be defined as an individual who self-identifies as Latinx/Hispanic or of Latinx/Hispanic descent, such as Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race, who is interested in the mission and goals of the Caucus. Regular members have a voice and vote in legislative meetings and elections. Regular members can serve in any elected or appointed position in the Caucus administration.

### **B. Associate Member**

An associate member shall be defined as an individual who does not identify as Latinx/Hispanic but has the desire and interest to share the objectives and goals of the Caucus and actively participate in its activities. Associate members have a voice but not a vote in legislative meetings and elections. Associate members can only serve in Committee roles, but not in elected positions.

## **Section 3: General Body**

The general body shall consist of all regular and associate members of the Caucus, all of whom have voting privileges at legislative meetings.

## **Section 4: Maintaining Membership**

Any member of the Caucus can, at any time, voluntarily withdraw their membership from the organization.

Any member of the Caucus shall be removed from the organization by the university administration in case of any violation of its rules and procedures and/or a violation of established UNC Charlotte policies and guidelines. The affected member shall be called upon by the university administration to meet within a week to discuss/resolve the matter, time during which the case will be presented. The member under investigation will be given the opportunity to present their defense before the members of the administration vote. A two-thirds (2/3) vote of the members of the administration is required for the procedure to be carried out.

---

## **Article IV: Caucus Administration**

---

### **Section 1: Structure of the Caucus Administration**

The Caucus administration shall consist of an Executive Board and Committee Chairpersons. The officers of the Caucus administration are elected positions and only Regular members of the

Caucus who are a lawful employee of UNC Charlotte are eligible for an elected position in a given academic year. The term of service for each member of the Executive Board or committee chairperson shall be one academic year, but there is no limit on consecutive terms.

## **Section 2: Executive Board**

1. The Executive Board of the Caucus shall consist of a President, Vice-President, Administrative Coordinator, Treasurer, and Communications Officer.
2. The Executive Board shall:
  - a. Determine all questions of policy and administer the affairs of the Caucus described in this constitution.
  - b. Direct the investment and the care of the funds of the Caucus and shall make appropriations for specific purposes.

## **Section 3: Duties of Executive Officers**

### **A. President**

The President shall represent the Caucus and, in conjunction with its members, be responsible for all its business. They shall set and establish all the policies for the Caucus and/or any other functions and activities in which it participates. The President shall be the official spokesperson for the organization and manage its day-to-day affairs.

### **B. Vice-President**

The Vice-President shall assist the President in all business concerning the Caucus and shall act as the President Pro Team in the latter's absence. The Vice-President will be in charge of the internal affairs of the organization (i.e., campus relations, social activities) as well as its external affairs (i.e., corporate, regional, and national relations).

### **C. Administrative Coordinator**

The Administrative Coordinator will take minutes at the meetings of the Executive Committee of the Caucus and make them publicly available. The Administrative Coordinator will also be in charge of the bulletin board and maintaining communications with members through email. They will also be responsible for registering the organization with the university each academic year and for tallying the election votes.

### **D. Treasurer**

The Treasurer will keep books and records on funds received and/or disbursed. The Treasurer will make quarterly financial reports listing all liabilities and assets of the organization to the Executive Board and the general membership. It will be the Treasurer's responsibility to present an annual budget to the Executive Board and the general membership.

### **E. Communications**

The Communications officer will manage the listserv, the Caucus website and social media for the group. It is the Communications officer's responsibility to update the listserv of the caucus so it always reflects the current membership of the group.

**F. Social Media Coordinator**

The Social Media Coordinator will manage the social media accounts of the Caucus (e.g., Instagram, LinkedIn) and lead efforts to expand the organization's online presence. They will be responsible for developing and managing content, engaging with followers, interacting with other organizations, and advertising events. The Social Media Coordinator will work closely with the Communications Officer and the Executive Board to ensure that all messaging and outreach are consistent with the mission and goals of the Caucus.

**G. Scholarship Coordinator**

The Scholarship Coordinator will oversee the administration of the Yvette M. Huet Sí Se Puede Scholarship process. They will coordinate the scholarship application timeline, manage reviewer assignments, collect and organize feedback, and liaise with the University Scholarship Office to manage the scholarship platform. The Scholarship Coordinator will finalize award offers and ensure timely communication with recipients. This role also involves collaborating with the Executive Board to promote the scholarship and increase applicant engagement.

**Section 4: Committees**

Committees play a unique role by allowing a group of Caucus members to join in specific tasks and responsibilities as needed. Some of these tasks might continue beyond a single year, others might be more focused and time-constrained.

**A. Ad Hoc Committees**

Ad hoc committees shall be established by the Executive Board as needed to carry out the programs and functions of the Caucus.

**B. Committee Chairpersons**

Committee chairpersons shall be elected by committee members or appointed by the Executive Board.

---

**Article V: Elections and Voting**

---

**Section 1: Nominations**

The President shall open nominations for all administration positions at the first meeting of the spring semester. Nominations do not have to be seconded. Candidates may be nominated and run for more than one elected position, but may only assume the office of one elected position. Nomination for elected positions shall be closed prior to the election. Only Regular members of the caucus can serve in elected positions, but Associate members can serve in Committees.

## **Section 2: Elections**

The Caucus shall hold annual elections during the spring semester for the following academic year's Executive Board. Only Regular members of the Caucus are eligible to vote in the elections.

## **Section 3: Voting**

All voting for Executive Board positions and other major decisions will be conducted digitally using a secure online form. A link to the voting form will be emailed to all registered members using the Caucus email list and posted on the Caucus website at **lfsc.shala.edu**.

Voting will remain open for **one month** from the date the election is announced. During this period, weekly reminder emails will be sent to all registered members.

An Executive Board position or proposal will be considered approved when it receives **51% or more of the votes cast** by members who participate. Members who do not submit a vote will **not** be counted in the total. The winning candidates assume office at the first legislative meeting of the fall semester.

## **Section 4: Absentee Voting**

Absentee voting is no longer required because **all voting will be conducted digitally** and will remain open for one month, giving all members sufficient time to participate. Members can access the voting form from any device during the voting period.

---

## **Article VI: Meetings**

---

### **Section 1: Legislative Meetings**

Legislative meetings shall be held once a month during the academic year at a date and time set by the Executive Board. The President or President Pro Tem shall preside over the legislative meetings.

### **Section 2: Executive Board Meetings**

The Executive Board must meet at least once prior to every legislative meeting. The President or President Pro Tem shall preside over the executive meetings and set the time and place for the meetings.

### **Section 3: Special Meetings**

Special meetings shall be held at the discretion of the President or upon request of at least three (3) members of the Caucus.

## Section 4: Definition of Quorum

The requirement for a meeting quorum is removed. Because all major decisions and elections will be conducted digitally, there is **no minimum number of members required** to be present at a meeting for a vote to take place.

.

## Section 5: Voting

All voting on Caucus policies, legislative motions, and Executive Board elections will be conducted digitally as described in Article V, Section 3. A proposal is approved when **51% or more of the members who vote** are in favor. Members who do not participate in the vote will not be counted.

---

## Article VII: Resignations and Impeachments

---

### Section 1: Resignations

A letter of resignation shall be submitted to the President or Vice-President by any person willing to resign from office at least a week before the next Caucus meeting. During a meeting when a resignation is presented, nominations will be taken to fill the office. A person shall be elected by the group at the next scheduled meeting by secret ballot.

### Section 2: Impeachments

When any Caucus member feels that an officer or chairperson is not fulfilling their duties, they may call upon the rest of the administration to meet within the next week to discuss or resolve this matter. During the impeachment proceedings, the case will be presented. The officer or chairperson under investigation will be given the opportunity to present their defense before the other members of the administration vote. A two-thirds (2/3) vote of the members of the administration is required for the impeachment to be carried out. A new officer/chairperson shall be nominated and elected as described under Article V, Sections 1, 3, and 4.

---

## Article VIII: Amendments to By-Laws

---

### Section 1: Amendments

Proposed amendments to the constitution shall be submitted in writing to the membership at a General Body meeting. After presentation, the proposed amendment will be announced to all registered members via the Caucus email list and posted on the Caucus website at **lfsc.shala.edu**.

Voting on amendments will be conducted digitally and will remain open for **one month** from the date of announcement, with weekly reminder emails sent to all registered members.

Amendments will be approved with a **51% majority of the votes cast** by members who participate.

## **Section 2: Repeal of Constitution Articles**

A motion to repeal an article or section of the constitution shall be announced to all registered members via the Caucus email list and posted on the Caucus website at **lfsc.shala.edu**.

Voting on repeals will be conducted digitally and will remain open for **one month** from the date of announcement, with weekly reminders sent to all registered members. A repeal will be approved with a **51% majority of the votes cast** by members who participate.

This document updates the previous constitution and bylaws that had been approved by Caucus Referendum on March 4, 2022.

This document been approved by majority voting on Feb. 9, 2026.