

BY-LAWS OF THE HISPANIC ASSOCIATION OF WOMEN, INC.

ARTICLE I NAME AND HEADQUARTERS

Section 1. Name

The name of the Association shall be the **Hispanic Association of Women, Inc.**, hereinafter referred to as **Hispanic Association of Women**, and the rose shall be the official symbol of the organization.

Section 2. Headquarters

Mailing address of the Association shall be P.O. Box 1217, Lubbock, Texas 79408. The Board of Directors/Officers may designate different headquarters and mailing addresses as the business of the Association may require.

ARTICLE II PURPOSE

The Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under the section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The purpose of the Association is two-fold:

1. To organize and support Hispanic women so they may:
 - a. promote educational opportunities for all women;
 - b. endorse issues of concern to empower women and youth.
2. To establish a collective effort to resolve problems and counter barriers faced by Hispanics.
 - a. act affirmatively to achieve full and equal participation in the political, social and economic life of this nation;
 - b. promote opportunities for the development of leadership skills by providing training and information;
 - c. form coalitions with other organizations who share the purposes of **Hispanic Association of Women**; and
 - d. to promote the advancement of Hispanics.

ARTICLE III CHARACTER OF THE ASSOCIATION

Hispanic Association of Women is a nonsectarian, nonpartisan, and nonprofit Association which shall have a perpetual existence.

ARTICLE IV **MEMBERSHIP**

Section 1. Eligibility

Membership in **Hispanic Association of Women** shall be open to any individual or corporation who supports the goals, purposes and objectives of the Association.

There shall be three (4) classes of membership: Regular, Youth, and Honorary, and Lifetime Honorary

1. Regular membership shall be extended to persons regardless of race, national origin, religion, age, or political affiliation, demonstrating an active concern for the needs and issues relevant to Hispanic persons, as defined by the Association. A **Regular** member shall be entitled to all rights and privileges, including the right to vote and to hold office, providing said member is in good standing. Students who are interested in the purpose of the association will be encouraged to become members. For the purpose of voting, only members in good standing and present at the time of the meeting will determine the quorum, providing that two (2) be members of the Board of Directors/officers. A regular member shall be active in the Association and attend general meetings regularly. An act of such a quorum shall be considered an act of the Association.
2. Youth membership shall be extended to persons 18 years and younger who are accompanied by a regular member in good standing. A youth member shall be entitled to all rights and privileges except the right to vote and hold office, provided said member is in good standing.
3. Honorary membership shall be bestowed upon persons selected as Hispanas of the Year by the Hispanas of the Year Selection Committee. Honorary membership shall extend from the first regular monthly meeting after selection and shall continue until the Annual Scholarship and Awards Recognition of the next year. Honorary members shall enjoy all the rights and privileges of regular members, except the right to hold office during the term of Honorary Membership.
4. Lifetime Honorary Membership shall be bestowed upon person(s) voted on by the association general membership. She shall enjoy the rights and privileges of a regularly member except the right to hold an office.

ARTICLE V **DUES**

Section I. Dues

Dues are payable at the beginning of the fiscal year-July 1. Membership dues will be assessed and any changes will be determined by the membership vote.

Section 2. Membership Dues Structure

1. Regular Membership dues shall be \$35.00 annually. Membership dues are to be paid by the first meeting in August. Membership dues are not pro-rated.
2. Youth membership shall not be assessed dues if accompanied by a regular member in good standing and may purchase a t-shirt if so desired.

3. Honorary membership shall not be assessed dues for the one-year term as Hispanics of the Year but may serve as a leadership trainer in their field of expertise.
4. Lifetime Honorary Membership shall not be assessed any dues. She shall serve as a leadership trainer in her field of expertise.

ARTICLE VI **FISCAL YEAR**

The fiscal year shall commence on the 1st day of July and shall end on June 30th of each year.

ARTICLE VII **BOARD OF DIRECTORS/OFFICERS**

Section 1. Board of Directors/officers

The Board of Directors/officers of the Association shall consist of seven (7) elected officers, which includes the President, President-Elect, Vice-President, Secretary, Treasurer, Historian, and Parliamentarian. The **total number serving on the Board shall be eight (8), including the Past-President.**

Section 2. Meetings

The Board of Directors/officers shall meet at least quarterly; and at any other time as the Board shall deem necessary. Special meetings shall be called by the President as deemed necessary.

Section 3. Voting

No paid member shall have more than one (1) vote. A quorum for membership meetings shall be the majority of the members in good standing present at the time of the meeting provided that two (2) are members of the Board of Directors/officers. An act of such a quorum shall be considered an act of the Association. Voting by proxy might be allowed.

Section 4. Duties and Responsibilities of the Board of Directors/officers

The Board of Directors/officers shall transact the business between the Annual Meetings, including:

1. To adopt policies and procedures for **Hispanic Association of Women;**
2. To adopt an annual budget at the beginning of the fiscal year (July);
3. To determine the place and date of the Annual Scholarship and Awards Recognition to be set before the first general meeting.
4. To review proposed resolutions and determine those to be presented to the membership for consideration; and
5. To attend quarterly Board meetings on a regular basis.
6. To encourage attendance of regular members to **Hispanic Association of Women** regular meetings.

Section 5. Vacancies

Vacancies on the Board of Directors/officers shall be filled by action of the Board within one (1) month after notice of such vacancy is received.

ARTICLE VIII **OFFICERS**

Section 1. Officers

The Officers of the Association shall be President, President-Elect, Vice-President, Secretary, Treasurer, Historian, Parliamentarian, and Past President.

Section 2. Term of Office

The term of office for the elected officers, except the President and President-Elect, shall be staggered for two (2) years. The President and President-Elect shall serve one year terms. The Secretary and Treasurer will serve two years terms in odd numbered years. The Vice- President, Historian, and Parliamentarian shall serve two (2) year terms in even numbered years.

Section 3. Election of Officers

Election of officers shall be held in May prior to the Annual Meeting of the Association.

1. Officers shall be elected by a quorum of majority of members in good standing and present at the time of the meeting. An act of such a quorum shall be considered an act of the association. A quorum for all committee meetings shall be the majority of the committee membership. An act of such a quorum shall be act of the committee.
2. Officers may be installed at **Hispanic Association of Women's Annual Meeting.**
3. Officers may be recognized during the Annual Scholarship and Awards Recognition.
4. Officers shall take office at the beginning of the fiscal year (July 1), and shall serve until the end (June 30) of the fiscal year, for which they are elected.

Section 4. Vacancies in Office

Vacancies in Office shall be filled as follows:

1. In the event of resignation (done by letter or email), death, or (3) absences, other than the President, **shall be filled for the unexpired term by the President with approval of the Board of Directors/officers.**
2. A letter of resignation shall be submitted to the President or Board of the officer (s) resigning.

Section 5. Duties and Powers of Officers

PRESIDENT

1. To be the principal officer of **Hispanic Association of Women.** To preside at the Annual Meeting, at the meetings of the Board of Directors/officers, and all other meetings of **Hispanic Association of Women;**
2. To be the official spokesperson for **Hispanic Association of Women;**
3. To serve as ex-officio member of all committees of **Hispanic Association of Women;**
4. To direct and supervise the Board of Directors/officers.

5. To select (along with the assistance of the committee), the Member of the Year, and to recognize that member at the Annual Scholarship and Awards Recognition;
6. To execute contracts and other instruments authorized by the Board of Directors; and
7. To ensure that **Hispanic Association of Women** complies with all applicable Federal and State laws, with the purpose and goals of the Association.
8. Overseeing the Endowment Funds with Lubbock Area Foundation.

PRESIDENT-ELECT

1. To perform the duties of the President in the absence of the President;
2. To chair the Annual Scholarship and Awards Recognition
3. To be the official spokesperson for **Hispanic Association of Women** upon the request of the President.
4. To succeed to the office of President in the event of a vacancy or after serving one (1) year as President-Elect; and
5. To perform such other duties as may be designated by the President.

VICE-PRESIDENT

1. To perform the duties of the President in the absence of both the President and the President-Elect.
2. To succeed to the office of President-Elect in the event of a vacancy;
3. To be official spokesperson for **Hispanic Association of Women** upon the request of the President;
4. To chair the Nominations Committee;
5. To perform such other duties as may be designated by the President; and,
6. To chair monthly programs.

SECRETARY

1. To take and record the proceedings of the Board of Directors/officers and regular meetings of the Association.
2. To be responsible for the recording and distribution of the minutes of all meetings;
3. To be responsible for the official correspondence and meeting notices of the Association;
4. To be responsible for the maintenance and custody of the official books, records and files of **Hispanic Association of Women** and to keep up with acknowledgement to all members;
5. To chair telephone committee; and e-mails minutes to all members within 1 week of meeting date.
6. To perform such other duties as may be designated by the President.

TREASURER

1. To be responsible for all monies of the Association;
2. To present written financial reports at regular meetings of the Association, and to be responsible for rendering and distributing a monthly and annual financial report to

- Committee chairs, regular members and the Board of Directors/officers;
3. To be responsible for the internal accounting procedures of **Hispanic Association of Women**, as authorized by the President;
 4. To be responsible for the receipt and custody of all monies received and paid out as required by Federal and State Laws;
 5. To be responsible for keeping accurate accounts of monies received and paid out as required by Federal and State Laws;
 6. To be responsible for preparing all Federal and local reporting forms for **Hispanic Association of Women**;
 7. Responsible for checking the association's mailbox weekly.
 8. Responsible for reporting By-Annual statements of Foundation to the membership.

HISTORIAN

1. To be responsible for taking pictures at events sponsored by the Association;
2. To be responsible for current upkeep of the scrapbook of the Association; and,
3. To perform such other duties as may be designated by the President.
4. To perform duties that includes social media and website.

PARLIAMENTARIAN

The parliamentarian shall be skilled in parliamentary procedure and see that the meetings are run according to the By-laws of the Association.

PAST- PRESIDENT

1. To be responsible for advising and assisting the Board of Directors/officers;
- 2.. To arrange leadership training for the Board of Directors/officers; and
- 3.. To perform such other duties as may be designated by the President.

ARTICLE IX **REMOVAL AND RESIGNATION OF MEMBERS OF THE** **BOARD OF DIRECTORS/OFFICERS**

Section 1. Removal

1. After 3 absences per year, any member of the Board of Directors/officers shall be removed from office.
2. Removal of any officer (s) shall occur due to misconduct consisting of misrepresenting, compromising, or maligning the integrity of the Association.

Section 2. Method of Removal

1. A petition for removal shall be filed with the Secretary.
2. The President or the Vice-President, (if the President is the person whose removal is sought), shall appoint a Special Committee to consider and render a decision on the petition for removal including the Parliamentarian.

ARTICLE X **MEETINGS**

Section 1. Regular Meetings

Regular meetings of the Association shall be held monthly on the second Tuesday of each month. A quorum for membership meetings shall be the majority of the members in good standing and present at the time of the meeting. An act of such a quorum shall be considered as act of the Association. A quorum for all committee meetings shall be the majority of the committee membership. An act of such a quorum shall be act of the committee.

Section 2. Special Meetings

Special meetings may be called only by the President, President-Elect, or Vice-President.

Section 3. Annual Scholarship and Awards Recognition

An Annual Scholarship and Awards Recognition shall be held at a location to be decided by the Board of Directors/officers. Purpose of the Annual Scholarship and Awards Recognition:

1. Award scholarships;
2. Recognize the Hispana of the Year
3. Present Member of the Year Award.

ARTICLE XI **COMMITTEES**

Section 1. Standing Committees

1. There shall be (6) Standing Committees as follows:
 - a. Finance/Internal Auditing-Treasurer, Chairperson;
 - b. Public Information-President and President-Elect, Co-chairs;
 - c. Program for monthly meetings-Vice-President and President-Elect, Co-chairs;
 - d. Membership and Telephone-Secretary, Chairperson;
 - e. Nominations- Vice-President, Chairperson; and
 - f. Gala committee- chair and co-chair.
2. Standing Committees shall meet at the call of the Committee Chairs and at the request of the President.
3. All Standing Committees shall report through their chairs to the President of the Association.
4. All standing committee Chairs shall prepare and present a report at the monthly meeting of the Association.

Section 2. Duties of Standing Committees

The duties of the Standing Committees shall be:

FINANCE COMMITTEE-TREASURER

1. To develop and carry out a sound financial policy and an annual fund raising program;
2. In conjunction with the Board of Directors/officers, to prepare and recommend the annual

- budget to the members of the Association;
3. To have general supervision of all expenditures; and
 4. To perform all other duties as may be assigned by the President or the Board of Directors.

PUBLIC INFORMATION COMMITTEE-PRESIDENT/PRESIDENT-ELECT

1. To develop a public information program consistent with the goals and purpose of **Hispanic Association of Women**;
2. To provide promotional materials, Public Service Announcement, etc. to the media;
3. To develop and distribute promotional materials; and,
4. To perform all other duties as may be assigned by the President or the Board of Directors.

PROGRAM-VICE-PRESIDENT/PRESIDENT- ELECT

1. To implement the programs for the current year;
2. To plan a calendar of events, arrange for speakers, place of meeting, etc.
3. To work with Board members in setting goals for the coming year; and,
4. To perform all other duties as may be assigned by the President or the Board of Directors.

NOMINATIONS-VICE-PRESIDENT

1. To present a slate of nominated officers for election to the Board of Directors and members of the Association. This is done one (1) month prior to the May meeting.
2. To perform all other duties as may be designated by the President or the Board of Directors.

Section 3. Special Committee

The President shall appoint such Special Committees as may be deemed necessary. Such committees shall be dissolved upon completion of the assigned task or purpose.

ARTICLE XII **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, govern the Business of the **Hispanic Association of Women** in all cases to which a quorum is applicable, and in which they are not inconsistent with these by-laws, and any special rules of order the **Hispanic Association of Women** may adopt.

ARTICLE XIII **DISSOLUTION**

In the event of the dissolution of **Hispanic Association of Women**, assets of **Hispanic Association of Women** remaining after discharge of all liabilities, shall be distributed to an organization having similar objectives. Determination of such distribution shall be made by the Board of Directors/officers.

ARTICLE XIV **AMENDMENTS TO BY-LAWS**

These by-laws may be amended by **Hispanic Association of Women** at any regular meeting of the Association when a quorum for membership shall be the majority of the members in good standing

present at the time of the meeting. An act of such a quorum shall be considered an act of the association. Proposed amendment (s) shall be made accessible to each member at a regular meeting. Action is to be taken at the next regular meeting. Provided further that in relation to any federal, state, or local legislation governing **Hispanic Association of Women's** legal and/or tax status, the Board of Directors and/or the Executive Committee shall be empowered to make such amendments as necessary to protect the effectiveness of **Hispanic Association of Women** in pursuing its goals and objectives.