

MIDWEST LATINO/A CAUCUS FOR POLITICAL SCIENCE BY LAWS

ARTICLE I. NAME

The name of this organization shall be: Midwest Political Science Association Latino/a Caucus (hereafter, MPSA Latino/a Caucus).

ARTICLE II. MISSION

The MPSA Latino/a Caucus promotes professional equity for Latino/a in the discipline of political science by sponsoring sessions at the annual meeting of the MPSA, working with the MPSA to promote the interests of Latino/a political scientists, encouraging research that acknowledges and investigates the presence and activities of Latino/a in political life, and serving as a network for members between annual meetings.

ARTICLE III. MEMBERSHIP AND DUES

Section 1: Membership

All individuals who are members of the MPSA are eligible for membership in the Latino/a Caucus. Members receive all publications of the MPSA Latino/a Caucus, are invited to attend the annual business meeting, and have the rights to vote and to hold office within the MPSA Latino/a Caucus.

Section 2: Dues

The dues schedule shall be set by the Executive Council and shall be based on professional status (student, junior faculty, or senior faculty).

ARTICLE IV. CAUCUS OFFICERS

Section 1: Composition of Executive Council

The Executive Council of the MPSA Latino/a Caucus consists of the following officers: President, President- Elect (Vice President), Treasurer, Secretary, and a Newsletter Editor.

Section 2: Terms of Office

Upon election by the general membership, the term of office for President, President-Elect, Treasurer, Secretary, and Newsletter Editor shall be for two years. At the completion of one term of office, an officer may be nominated and elected for a maximum of one additional term. Multiple, non-consecutive terms are permissible.

Section 3: Duties

The duties of the aforementioned officers shall be:

a. President – To serve as overall coordinator of MPSA Latino/a Caucus business, including arrangements for the annual business meeting, distribution of information to the membership, communication among officers, and coordination with the MPSA and other groups. To serve as Section Head at the annual meetings of the MPSA, issuing a call for proposals and organizing MPSA Latino/a Caucus roundtables in accordance with MPSA regulations and deadlines. To appoint the chair of the committee for the annual Outstanding Professional Achievement Award. To coordinate, with the assistance of the President-elect, the nomination of officers, including the solicitation of candidates, the submission of a slate of nominees for approval by the Executive Council, and the submission of the Council-approved slate to the general membership of the MPSA Latino/a Caucus for a vote at the annual business meeting. To retain a permanent file of the records and publications of the MPSA Latino/a Caucus.

b. President-Elect – To assist the President in all functions when requested to do so. The President-elect assumes the office of President at the end of her two-year term.

c. Secretary - To maintain accurate records of all meetings and correspondence of the organization, including taking minutes at the annual business meeting and submitting them for review and approval by the Executive Council and the general membership, and for publication in the newsletter immediately preceding the annual business meeting.

d. Treasurer - To collect dues, pay bills and handle all financial affairs of the organization under the direction of the President. To compile and revise as necessary a membership list, and to publish this list as necessary from time to time. To coordinate accounts, including membership applications and dues, with the National Caucus. To present a written and oral account of MPSA Latino/a Caucus finances at each annual business meeting. To provide a summary report of the financial health of the MPSA Latino/a Caucus for publication in the newsletter immediately before the annual business meeting.

e. Newsletter Editor – To draft and distribute, with the assistance of the President, a twice-yearly newsletter publicizing MPSA Latino/a Caucus business and activities. To collect from members of the Executive Council and from the Awards Committee Chair any announcements or information to be included in the Newsletter. To serve as webmaster for the MPSA Latino/a Caucus website.

Section 4: Vacancies - Mid-term vacancies in all elected offices, except the office of the Presidency, shall be filled by the Executive Council. In the event of a vacancy in the office of the Presidency, the President- Elect shall become President.

Section 5: Role of Immediate Past Officers - To ensure continuity and knowledge-sharing, immediate past officers, with the exception of the President-elect, are available as resources to the Executive Council but have no formal responsibilities or decision-making authority.

Section 6: Executive Council Meetings of the Executive Council must abide by the following:

a. The Executive Council may be called into session by the President or contracted by the President to act on important business arising between the annual meetings.

b. A quorum for Executive Council meetings shall be three. However, consultation with as many elected officers as possible is encouraged. When mail contact is made, action can be taken when a majority of those responding indicates approval within an established time limit.

c. Important action taken by the Executive Council shall be communicated to the membership by the next regular mailing of the Newsletter or at the annual business meeting, whichever comes first.

ARTICLE V. MEETINGS

Section 1: Scheduling

The annual business meeting shall coincide with the annual meeting of the MPSA, and this meeting shall conduct the ordinary business of the organization.

Section 2: Communication

The time, place, and agenda of all meetings shall be communicated to the members by appropriate

means.

ARTICLE VI. NOMINATIONS AND ELECTIONS

Section 1: Nomination Procedure

Nominations for all MPSA Latino/a Caucus officers will be conducted as follows:

- a. The Executive Council will solicit nominations beginning in January through the MPSA Latino/a Caucus membership email list. All MPSA Latino/a Caucus faculty members are eligible to serve.
- b. The President and President-elect will review nominees and submit a slate of candidates to the full Executive Council for approval.
- c. The slate of candidates approved by the Executive Council will be announced in the MPSA Latino/a Caucus newsletter just prior to the annual business meeting.
- d. The slate of candidates approved by the Executive Council, and announced in the preceding newsletter, will be submitted to the general membership at the annual business meeting for a vote.

Section 2: Election

Elections for officers shall be held at the annual business meeting. Elections will be based on a majority-vote, by show of hands, of the paid members voting at the annual meeting. The officers elected, with the exception of the President and President-elect, shall take office at the close of the meeting. The President and President-elect shall take office immediately following their election.

ARTICLE VII. AWARDS

ARTICLE VIII. AMENDMENT

Amendments to the By-Laws may be made by a majority vote of the paid members voting at the annual meeting, provided that the proposed amendment has been presented to the President in time for her to include the amendment in the Newsletter published just prior to the meeting.

ARTICLE IX. PARLIAMENTARY AUTHORITY

In all matters not covered by these By-Laws, parliamentary authority shall be Robert's Rules of Order.

ARTICLE X. DISSOLUTION CLAUSE

In the case that the MPSA Latino/a Caucus dissolves for any reason, all assets shall be donated to its successor organization if there shall be any and if it shall qualify as a 501 (c) (3) tax exempt organization, or to the MPSA so long as it shall qualify as a 501 (c) (3) tax exempt organization, to be used to upgrade the status of Latinos/as in the profession of political science.