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|  | |  | | --- | | ****San Francisco Hispanic Advisory Affairs Council (SF-HAAC)**** ****Bylaws Ratified on 9/25/09****[Article I - Name](#Article_1_Name)  [Article II - Objectives](#Article_2_Objectives)  [Article III - Membership](#Article_3_Membership) [Article IV - Officers](#Article_4_Officers)  [Article V - Duties](#Article_5_Duties)  [Article VI - Nomination and Election Of Officers](#Article_6_Officer_Elections)  [Article VII  - Dues](#Article_7_Dues) [Article VIII  -  Executive Council](#Article_8_Exec_Council)  [Article IX  -  Ratification/Amendments](#Article_9_Amendments)  [Article X  - Meetings](#Article_10_Meetings) | | ****Article I – Name**** | | ****Section 1****  **The organization shall be known as the *San Francisco Hispanic Affairs Advisory Council*  (SF-HAAC).** | | ****Section 2******SF-HAAC headquarters shall be at the home location of the current President.** | | ****Article II - Objectives**** | | ****Section 1****  **To advocate equality in SSA services for the Spanish-speaking public.** ****Section 2****  **To promote recruitment, training, career development and advancement of Hispanics and its members.** | | ****Section 3**** **To encourage and support improved communication, networking and sharing of ideas among the membership, other Advisory Councils, all Agency components, and with organizations who support SF-HAAC’s mission and objectives.** | | ****Article III - Membership**** | | ****Section 1****  **Membership in SF-HAAC shall be open on a voluntary basis, without regard to race or national origin, to all current or former SSA employees who support its organizational objectives.** | | ****Section 2****  **Application for membership must be in writing, signed by the applicant and received by the Treasurer or designee.  Membership is effective upon certification of the Treasurer.** | | ****Section 3****  **Members are in good standing as long as they abide by the objectives of SF-HAAC, pay their dues, meet the eligibility requirements for membership, and act in a manner consistent with the Standards of Conduct for Federal Employees. All members in good standing may attend meetings, be elected to office, petition the Executive Council, and otherwise participate in the benefits of SF-HAAC.** | | ****Section 4****  **Membership shall terminate when a member is no longer in good standing or submits a resignation.** | | ****Article IV - Officers**** | | ****Section 1**** **The officers of SF-HAAC shall be the President, Executive Vice-President, Secretary, Treasurer, Advisor, and Area Vice-Presidents.** | | ****Section 2****  **The Executive Council shall consist of the officers and a member-at-large to be designated by the President.** | | ****Section 3****  **Only members in good standing shall be eligible to be elected or appointed to officer positions.** | | ****Section 4****  **Officers shall serve until their successors are duly elected or appointed or until they are removed under procedures in Article VI.** | | ****Article V - Duties**** | | ****Section 1****  **The President shall:**   * **Act as the chief spokesperson for SF-HAAC** * **Call and preside over all SF-HAAC meetings,** * **Appoint committees and members to standing committees subject to review by the Executive Council,** * **Decide on all questions of order according to Robert’s Rules of Order,** * **Enforce the laws and rules of the organization.** * **Sign all official documents for the organization or delegate such responsibility when feasible and necessary,** * Appoint a member in good standing as SF-HAAC Advisor who will serve as primary counsel to the entire Council. The Advisor will certify all elections. **The member-at-large will certify elections in the absence of the Advisor,** * **Review all vouchers drawn on the treasury with expedited approval authority for any financial obligation under $1,000, per occurrence, but no more than approval of $5,000 per year. All extraordinary expenses or those exceeding these thresholds must be approved by the Executive Council,**  **Perform other duties pertinent to the office.** | | ****Section 2**** **The Executive Vice-President shall serve in the absence of the President including the duties outlined in Article 5, Section 1.** | | ****Section 3****  **The Area Vice-Presidents shall coordinate activities of the members in their areas and shall serve as liaison between members in their areas, the Executive Council, and SF-HAAC as a whole.  Area Vice-Presidents shall be employed in the geographical areas they represent.** | | ****Section 4****  **The Secretary shall:**   * **Record, transcribe and submit minutes of all meetings held by SF-HAAC and the Executive Council.** * **Prepare all necessary reports as required by the President or the Executive Council** * **Answer all correspondence and other related tasks assigned by the President or Executive Council.** | | ****Section 5****  **The Treasurer shall be the recipient and custodian of all SF-HAAC funds and shall only disburse them as directed by the President, or designee, and be responsible for maintaining the membership rolls.** | | ****Section 6****  **All officers shall perform their duties in a manner consistent with the Standards of Conduct for Federal Employees, and the conduct expected of a prudent, reasonable officer of a non-profit organization.** | | ****Article VI - Nomination and Election of Officers**** | | ****Section 1****  **A nomination committee of at least three members shall be appointed by the President with the advice and consent of the Executive Council, when necessary.  The membership shall be informed of the nomination committee.** | | ****Section 2****  **The nomination committee shall prepare a slate consisting of one or more nominees for each office upon the request from the President or the Council.** | | **Section 3**  **Members shall vote online within established timeframes. When paper ballots are deemed necessary, they must be received within 5 working days from the last voting day.** | | ****Section 4****  **Officers shall be elected to hold office as follows:**   * **The President shall be elected for two years.** * **The Executive Vice-President shall be elected for two years.** * **The Secretary and Treasurer shall be elected for two-year staggered terms.**  **Area Vice-Presidents shall be elected for two-year staggered terms.** | | ****Section 5****  **Officers shall be elected by plurality.  Newly elected officers shall be installed within 30 days after election results are announced to the membership.** | | ****Section 6****  **If the office of President is vacated for any reason, the Executive Vice-President will assume the Presidency until the next general election.** | | ****Section 7**** **If the office of Executive Vice-President is vacated, the Executive Council shall appoint one of its members to fill the vacancy for the remainder of the term.** | | ****Section 8****  **If the office of Secretary or Treasurer is vacated, the President shall appoint a replacement to the vacated office for the remainder of the term.** | | ****Section 9****  **If the office of Area Vice-President is vacated, the President shall appoint a replacement to the vacated office for the remainder of the term in accordance with Robert’s Rules of Order.** | | ****Section 10****  **Any person elected to a region-wide office may be removed from that office by the Executive Council with 2/3 of the total members concurring.** | | ****Section 11****  **Area Vice-Presidents may be removed from office by petition seeking a recall election submitted to the Secretary signed by at least fifteen percent of the Area membership.  To be successful in recall, 2/3 of those members voting in a special election must concur with the action.  The Secretary will conduct the special election within 30 days of receipt of the petition.** | | ****Article VII -   Dues**** | | ****Section 1****  **The amount of dues and special assessments shall be established by the Executive Council.** | | ****Section 2**** **Payment of dues shall be by payroll deduction, when feasible, or annually in advance.** | | ****Section 3****  **Members in arrears for dues or assessments more than sixty days may be suspended from membership by the Executive Council and shall not be considered in good standing until the arrearage is paid.** | | ****Article VIII - Executive Council**** | | ****Section 1****  **The Executive Council shall conduct all SF-HAAC business between annual meetings.** | | ****Section 2****  **The Executive Council shall have the power to act on behalf of the membership, direct preparation of reports, make appointments, authorize release of information to members, approve expenditures, and otherwise proceed on its own initiative to handle the business of the organization.** | | ****Section 3****  **The Executive Council shall meet quarterly, at the request of the President, or as often as deemed necessary by the majority of its members.  A quorum for any meeting of the Executive Council shall be a majority of the total committee membership.  If deemed necessary by the President or the Executive Council, meetings may be conducted by teleconference.** | | ****Article IX -  Ratification/Amendments**** | | ****Section 1****  **These bylaws shall become fully effective upon ratification by two-thirds of the total general membership voting in a special ratification election.** | | ****Section 2****  **Proposed amendments to the bylaws may be submitted:   (a) by the Executive Council,  or** **(b) by petition of a majority of an area membership,** **(c) by petition of thirty percent of the total membership.** | | ****Section 3****  **Upon receipt of proposed amendments, the Executive Council shall conduct a special election.  If received more than 90 days prior to an annual meeting, the special election shall be conducted within 30 days of receipt.  If received within 90 days of an annual meeting, the special election will be conducted during the annual meeting.  Amendments shall be adopted with the concurrence of a majority of the members voting in the special election.** | | ****Article X  -  Meetings**** | | ****Section 1**** **Regular meetings of the entire membership shall be held at a time and place selected by the President and approved by a majority of the Executive Council.** | | ****Section 2****  **Special meetings may be called by the President when necessary and upon due notice to the members as to their purpose or upon written petition of twenty-five percent of the total general membership.** | | ****Section 3**** **Only members in good standing shall be allowed to vote.  Proxies are not permitted except for meetings of the Executive Council or special committees.** | | ****Section 4****  **"Robert's Rules of Order, Revised" shall govern the conduct of meetings in all instances to which they are applicable and not inconsistent with the bylaws.** | | ****Section 5****  **If deemed necessary by the Executive Council, a parliamentarian will be appointed for a two-year term by a majority of the Executive Council from a slate of nominees prepared by the nominating committee.** | | **Footnotes:**   * Reflects amendments through June 1996 * Revised August 1996 to include amendment to Article VI, Section 5. * Revised March 1998 to include amendment to change organization’s name. * Extensive revision to several Articles and officer responsibilities, September 2009. | |  |