Bylaws: [Chapter Name] Hispanic/Latino Local Government Network

Approved:

Article I: Purpose and Objectives 1

Article II: Membership and Dues 1

Section 1: Eligibility

Section 2: Membership Categories

Section 3: Voting Rights

Section 4: Membership Dues

Section 5: Failure to Pay Dues

Article III: Board of Directors 2

Section 1: Directors and Officers

Section 2: Terms of Office

Section 3: Duties of the Board of Directors

Section 4: Meetings

Section 5: Quorum

Section 6: Attendance

Section 7: Vacancies and Resignations

Section 8: Removal

Article IV: Records 3

Article V: Nominations and Elections 3

Section 1: Qualifications

Section 2: Nomination Process

Section 3: Elections

Article VI: Amendments to Bylaws 3

Addendum: Examples of Responsibilities 4

**[Chapter Name] Hispanic Local Government Network**

**Article I: Purpose and Objectives**

The [Chapter Name] Hispanic Local Government Network, a Regional Chapter of the Local Government Hispanic Network, is comprised of multiple local government jurisdictions in [location]. The purpose of the Regional Chapter is to:

* Support local government efforts in attracting and retaining a diverse pool of Hispanic talent.
* Expand Hispanic representation in local government leadership positions.
* Serve as a resource to the leadership of local government jurisdictions in their efforts to serve their respective Hispanic communities.
* Provide continuing education and skill sets development and training which will position Hispanics to be more competitive for career advancement.
* Provide opportunities for professional development and awareness of Hispanic issues within communities.
* Share relevant knowledge, information, and experience through networking and regional activities.
* Develop and maintain professional associations with the International City/County Management Association (ICMA), the National Local Government Hispanic Network (LGHN), [State Association], National Forum for Black Public Administrators (NFBPA), and other affinity groups to achieve our common goals and objectives.
* Partner with institutions of higher education to prepare and mentor members to serve in local government positions and in regional, state, and national local government professional organizations.
* Form strategic alliances (formal and informal) with other Hispanic professional organizations, as well as community partners.

**Article II: Membership and Dues**

Section 1: Eligibility

All employees of the participating local government jurisdictions, whether permanent, interns, part-time or temporary employees, and educators/students in related public administration programs are eligible to be a member of the chapter. Individuals whose organization is not a member of the [chapter name] chapter may join as an individual member.

Section 2: Membership Categories

The chapter shall consist of three categories of membership:

* *Full Membership.*All individuals currently employed in local government jurisdictions within the [Chapter Name] chapter territory are eligible for chapter membership provided they agree to promote the chapter’s mission, purpose, objectives, and meet qualifications adopted by the Board. Members in this category are eligible to serve on the board and the right to vote. Members may be “in transition” from one local government position to another for a period of time. Such “in transition” status will in no way affect the membership, voting status or office holding status of an Individual member. Local government employees whose organizations are not members of the chapter may join as individual members of the chapter.
* *Student Membership.* Students at the undergraduate and graduate levels who live at or attend higher level institutions within the [Chapter Name] chapter territory are eligible to become student members of the chapter provided they agree to promote the chapter’s mission, purpose, objectives and meet qualifications adopted by the Board. Students in ICMA university chapters can be members of the chapter at no cost. Student members do not have the right to hold office in the chapter or the right to vote.
* *Associate Membership***.** Private local government professionals, associations, organizations, and institutions are eligible to become affiliate members provided they agree to promote the chapter’s mission, purpose, and objectives, and meet qualifications adopted by the Board. Affiliate Members do not have the right to hold office in the chapter or the right to vote.

Section 3: Voting Rights

Each member entitled to vote on an issue submitted to the members shall be entitled to one vote upon each issue. Each member entitled to vote at an election of the Board may cast one vote for as many persons as there are directors to be elected.

Section 4: Membership Dues

The Board shall determine the annual dues for each member or class of membership. Dues shall be payable in January of each year. For new members who join during the year, dues shall be pro-rated.

Section 5: Failure to Pay Dues

If any member of the chapter fails to pay annual dues within a period of sixty (60) days after the membership anniversary date, the membership of such member may be suspended or may be terminated under the discretion of the Board.

**Article III: Board of Directors**

Section 1: Directors and Officers (each chapter sets the make-up of the board; the following is an example):

The chapter shall be governed by a seven-member Board of Directors that shall consist of:

* President
* Vice President
* Secretary/Treasurer
* The Executive Committee will consist of the President, Vice President and Secretary/Treasurer
* Four At-Large Members
* The Board may appoint ex officio members as advisors to the Board of Directors. Ex officio members have no voting rights.

Section 2: Terms of Office (each chapter sets the term of office; the following is an example):

All members of the Board of Directors shall serve 2-year staggered terms beginning January 6, 2023. Vacancies on the board shall be filled by the Board of Directors to complete the unexpired term of the officer vacating the position. Office holders who otherwise leave the local government profession or retire from service may serve out their term of office.

Section 3: Duties of the Board of Directors (each chapter sets the responsibilities of the board; the following is an example):

The duties of the Board of Directors shall include, but not be limited to:

* Setting policy for the chapter;
* Developing and approving revisions to rules and bylaws;
* Creating a plan for communications, membership development, programs and special events, and nominations and elections;
* Approving an annual work plan and budget;
* Establishing membership dues as part of the budget process;
* Providing appropriate oversight and guidance to assure the successful fulfillment of the chapter’s goals and objectives; and
* Demonstrating a strong commitment to the sustainability of the chapter by actively participating in activities such as, but not limited to:
  + Attending and being fully prepared to participate in board meetings;
  + Leading or contributing to committee/subcommittee work; and
  + Facilitating and/or participating in networking events and training programs.

Section 4: Meetings

Board meetings and special meetings will be set by the Board, with meeting dates and agendas posted and made readily available to facilitate access for the membership at large. The venue shall be designated by the President, including electronic communications.

Section 5: Quorum

For the purpose of conducting official chapter business, a majority of the number of Directors in office shall constitute a quorum at any board meeting. For issues requiring action before the next scheduled meeting, the Board may refer those items to the executive committee or request approval by a majority of the Board through email communication.

Section 6: Attendance

A Director who misses three consecutive meetings or misses one-third of all regular meetings in a 12-month period, except for health or other emergency reasons as determined by the Chair, shall be ineligible to continue serving. The Treasurer/Secretary shall keep attendance records.

Section 7: Vacancies and Resignations

A vacancy in the Board may be filled by a majority vote of the Board. A Director who fills a vacancy shall serve for the unexpired term of his or her predecessor. In the event the Chair becomes vacant for any reason, the Vice Chair shall assume the title and duties and responsibilities of the Chair until the next Board election. In the event the Vice Chair for any reason is unable to assume the Chair’s position, the remaining Board members will elect a Chair from the current Board by majority vote.

Any member of the Board may resign at any time by giving written notice to the Chair 30 days before such resignation shall take effect.

Section 8: Removal

The Board shall review all requests to consider removal of a member of the Board of Directors and shall have final authority for this decision.

**Article IV: Records**

Active members shall have access to records of the Chapter, with requests made to the Secretary/Treasurer. All membership rosters are the sole property of the chapter and are not for public record or distribution.

**Article V: Qualifications/Nominations and Elections**

Active members meeting the requirements for full membership as defined in Article II, Section 2 are eligible to serve on the Board of Directors. In establishing the chapter, the organizing committee shall recruit the members of the Board of Directors. The Board shall determine the process for future nominations and elections and amend the bylaws accordingly.

**Article VI: Amendments to Bylaws**

During the start-up phase of the chapter, the bylaws may be amended by two-thirds vote of the board. Following the start-up phase of the chapter (as determined by the board of directors), bylaws amendments may be submitted by two-thirds vote of the Board or by a petition signed by not less than 20% of the voting membership. The bylaws shall be submitted to the membership for review/objection and become effective immediately following a 30-day notice to the membership providing no objections are submitted. If objections are submitted, the Board of Directors shall discuss the issue with the objecting party/parties and either modify and resubmit the amendment to the membership or make a determination that the amendment is in the best interest of the chapter.

Sample of Board /committee responsibilities (may include but not be limited to):

## Communications (Member Engagement)

* Maintains a record of [chapter]events.
* Prepares and coordinates the distribution of 1) communications, via a newsletter, social media or other form of communication, 2) regular and special meeting notices, 3) agenda.
* Prepares an annual report summarizing organizational activities of the year.
* Leads the maintenance of [chapter]website and works with the Board of Directors and membership for content development and updating (if website is developed).
* Works with the Membership regarding membership database development and maintenance.
* Communicates the activities of assigned Committees.
* Performs other duties as defined by the Board.

## Membership

* Prepares annual strategy for membership development, and outreach to attract new members.
* Prepares and distributes notices of dues, collects all dues, and maintains records of all dues-paying members in conjunction with the Secretary/Treasurer.
* Maintains the membership database in conjunction with Communications.
* Develops marketing strategies/plans to promote the [chapter] and its goals.
* Performs other duties as defined by the Board.

**Programs and Special Events**

* Develops an annual calendar-of-events to be presented to the Board.
* Works with the Board of Directors to develop professional development programs and publicizes career enhancement and employment opportunities.
* Responsible for developing the support structure to carry out special functions or activities.
* Identifies and recruits speakers as needed.
* Prepares program budgets and submits them to the Board.
* Identifies opportunities to celebrate Hispanic/Latino heritage in communities.
* Performs other duties as defined by the Board.

**Nominations/Elections**

* Prepare schedule for elections cycle and key dates.
* Manages the election process working with Communications to disseminate information to the membership.
* Tallies final vote and reports to the Board of Directors.
* Maintains election results 30 days after the election.