

Multicultural Staff Association of  
The Foothill-De Anza Community College District

Article I: Name and Purpose

Section A: The official name of this Organization shall be the Multicultural Staff Association of The Foothill-De Anza Community College District, and the complete title or its abbreviation (MSA) shall be used in all transactions of official business.

Section B: the purpose of this Organization shall be to function in an advocacy role for District ethnic minority students and staff and their issues. Primary among these issues are affirmative action and community outreach. As advocates, the MSA is the united, recognized representative voice for all District ethnic minority staff organizations at Foothill College, De Anza College,

Central services and Middlefield campus and shall participate in district and college shared governance. The MSA shall work in conjunction with the various ethnic student and staff organization officers the employee union representatives the Foothill Multicultural Relations Officer, the De Anza Diversity coordinator the district Affirmative Action Officers, The Chancellor, the board of Trustees and the community.

Article II: Membership

Section A: Membership shall be open to all Foothill- De Anza Community College District employees who support the above purpose.

Section B: Active members shall be defined as those who contribute to the operational costs of the Associations.

Section C: Active members shall have a vote and be eligible to hold office.

Article III: Meetings

Section A: General meetings shall be held at least once a quarter. General meetings are open to everyone, both members and non-members.

Section B: Special meetings may be called by the Advisory Board. The Board shall give every dues paying member notice of the time and place of the special meeting.

Section C: Advisory Board meeting will be held once a month and as needed. These meetings will be open to the general membership.

Section D: Meeting shall be conducted according to Robert's Rules of Order.

#### Article IV: Officers

Section A: The Officers of this Organization shall be a President, President-Elect, Secretary, Treasurer, Outreach Officer, and Past President.

Section B: The term of office for officers shall be one year commencing July 1<sup>st</sup> and ending June 30<sup>th</sup>

Section C: The officers shall be nominated by the membership and elected by mail-in ballot by the end of the Spring Quarter. A plurality vote shall be necessary to elect new officers. When there is only one nominee for an office, he//she may elected by acclamation.

Section D: If any office other than the President becomes vacant, the President and Advisory Board shall at the earliest possible thereafter, contact the runner-up for the purpose of filling such office. If no runner up is available the Advisory Board shall appoint a replacement. The member thus appointed shall immediately enter upon the duties and shall hold office until the next regular election.

Section G: All officers may be recalled by a two-thirds (2/3) vote of those present and voting at a general membership meeting, provided that a quorum is a present. The quorum shall consist of 15 members. A written or printed notice of the proposed recall must be given to all active members at least two weeks in advance.

#### Article V: Advisory Board

Section A: The Advisory Board shall consist of the following site representative: two Foothill, two De Anza, one District Office. One District Plant/ Material Services, and one Middlefield Campus representative shall be elected by a plurality vote of the membership.

The officers, President, President- Elect, Secretary, Treasurer, Outreach Officer and Past President, will automatically become members of the Advisory Board.

Section B: The term of office for all site representatives shall be two years. One Foothill, one De-Anza and the District Office. Board members shall be elected in even-numbered years. One Foothill, one De Anza, the District Plant/Material Services and Middlefield Board members shall be elected in odd-numbered years.

Section C: If and Advisory Board member, site representative or officer, misses two consecutive board meetings without due cause the Advisory Board shall consider wether a replacement should be appointed and make a recommendation to the President. If a replacement is a recommended, the President shall, at earliest possible date thereafter, contact the runner-up for the purpose of filling the vacancy. If no runner-up is available the Advisory Board shall appoint a replacement. The member thus

appointed shall immediately enter upon the duties and shall hold office until the next regular elections for that office.

Section E: If the office of the Presidents becomes vacant, the President-Elect shall assume office.

Section F: Duties of the Officers

The Presidents shall preside at all meetings of the Organization; appoint all committees not otherwise provided for; carry out assignments and instructions given by the vote of the Organization; and perform such other duties as customarily pertain to the office of President. The President shall submit a report at least once per quarter to the Outreach Officer for publication.

The President-Elect shall be responsible for the coordination and function of all standing and/ or special committees and shall preside at all meetings in the absence of the President. The President-Elect shall submit a report at least once per quarter to the Outreach Officer for publication.

The Treasurer shall be responsible for all financial business of the Organization and shall present a quarterly financial report to the membership.

The Outreach Officer shall be responsible for the collection of all Advisory Board quarterly reports and the publication of appropriate information from these reports to the general membership. Primary responsibility of this position is publication of an MSA newsletter at least once per quarter. This position shall also be responsible in conjunction with the rest of the Advisory Board for outreach public relations with the entire Foothill-De Anza Community College District and local community.

Section D: In the event a recall vote is taken and a replacement is needed the recall process shall be implemented. (see Article III, Section G)

Section E: The President shall preside at all Advisory Board meetings and shall vote in the event of a tie.

Section F: At Advisory Board meetings, the Advisory Board may request the presences of sub-committee chairpersons, MSA representatives on District and/ or College committees, or other members who may attend Advisory Board Meetings as non-voting members.

Section G: At Advisory Board meetings reports may be presented by: District and College Shared Governance MSA Committee Representative, (such as the District Diversity, De Anza Diversity Committee, Joint Development Group, Foothill President's Roundtable, De Anza College Council, Ethnic Staff Organizations, ect."

MSA Officers, (President, President-Elect, Past President, Secretary, Treasurer and/or Outreach Officer)

MSA Special and Standing Committee Chairpersons or other members (such as MSA Retreat Planning Committee, Constitution and Bylaws Committee, Social Activity Committee, Annual Officer Nominating Committee, Community Outreach Committee ect.

Section H: Advisory Board meetings will be held once a month and as needed. These meetings will be open to the general membership.

Section I: The Advisory Board shall prepare the agenda for its next regular meeting; shall make recommendations on policy to the general membership; shall maintain communication with the District and College Administration Representatives; may call special meetings of the membership with notice; may appoint committees; and may take action on general business not affecting policy between regular meetings.

Section J: For many meetings of the Advisory Board, a quorum shall consist of a simple majority

#### Article VI: Committees

Section A: the standing committees and/or special committees of this Organization shall be appointed by the President. The manner of selection and function shall be determined by the needs of the membership.

Section B: No committee, standing, and/ or adhoc shall have the power to bind the MSA by any type of contract without specific authorization from the Advisory Board.

#### Article VII: Amendments

Section A: These Bylaws may be amended at any regular meeting of the organization by two-thirds (2/3) vote of those present and voting, provided that written or printed notice of the proposed amendment has been given to all active members at least two weeks in advance and provided that a quorum is present. The quorum shall consist of 15 members.

#### Article VIII: Dues

Membership dues shall be assessed on an annual basis to cover the Association's operational costs. Any changes to the amount must be approved by the two-thirds (2/3) vote of the membership present and voting, provided that a quorum is present. The quorum shall consist of 15 members. A written or printed notice of the proposed dues assessment must be given to all active members at least two weeks in advance. The dues for the Association shall be twenty dollars annually.