Organization of Latinx/Hispanic Employees (OLÉ) Bylaws

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Organization of Latinx/Hispanic Employees (OLÉ) Duties: Elected Officers and Volunteer Officers

A. Elected Officers
   a. President
      i. Presides at all meetings of OLÉ.
         1. Approves, sets, and shares agenda items
         2. Represents the organization at University functions and serves as ex officio member of all committees.
         iii. Sanctions collaborations with other units, and new projects.
         iv. Disseminates the annual report, data, or any important information to University leaders.
   b. Vice-President
      i. Presides in temporary absence of the President
         1. Gathers, requests, and shares agenda items
      ii. Succeeds in the permanent absence of the President
      iii. May be assigned particular duties by the President or propose special projects.
         1. Tracks arrival of new constituents
         2. Gathers data for annual report
   c. Treasurer
      i. Tends to all matters of funds and keep a true and accurate record of finances.
      ii. Manages the organization’s budget. The Treasurer shall tend to all matters of funds and keep, or cause to be kept, a true and accurate record of finances.
      iii. Consults with the (Assistant Vice Provost in) the Office of Diversity and Inclusion (ODI) to obtain preapproval for proposed financial transactions.
   d. Secretary
      i. Works in conjunction with the Vice-President to keep a current directory of leaders.
      ii. Records and disseminates meeting minutes with OLÉ leadership.
   e. Events and Engagement Officer
      i. Develop methods to maintain communication with constituents.
      ii. Handles logistics for virtual and in-person events.
      iii. A Social Media Officer and a Newsletter Editor will work under the direction of the Events and Engagement Officer.

B. Volunteer Officers
a. Social Media Officer
b. Newsletter Editor
c. Professional Development Committee Officer- Faculty Lead:
d. Professional Development Committee Officer- Staff Lead:
e. Cultural Committee Officer
f. Community Engagement Officer

The Leadership Team
A. Executive Committee (E-Board)
a. The management of the organization shall be vested in the Executive Committee, which consists of OLÉ’s elected officers.
b. The committee shall have oversight of expenditures, the general supervision of the affairs of the organization, engage the community and university officials, make recommendations, and produces records and communications.
c. The Executive Committee shall appoint, charge and dissolve all ad hoc committees it deems necessary for the regular function of the organization.

B. Volunteer Officers
a. Volunteer officers are designated in areas of relevance to the organization.
b. Volunteer officers will lead committees:
   i. Professional Development
   ii. Cultural Committee
   iii. Community Engagement Committee
c. Volunteer officers that lead a committee can recruit additional volunteers to help them implement their initiatives.
d. Committees will discuss ideas and if necessary, a budget for implementation with the E-Board during Leadership Team meetings. The committees are encouraged to seek input from the OLÉ constituency to shape their events and initiatives. A bi-weekly newsletter will be sent and will include a request for ideas input and volunteers, although committees or the E-board may also use that channel to request more targeted information.

C. The ODI Assistant Vice Provost is a non-voting, ex officio member of the leadership team.

Meetings
A. The committees meet on a regular schedule throughout the academic year.
B. Meeting length should be 60 minutes, but can change with the workload of the organization.
C. Any OLÉ Leadership Member may submit agenda items in writing to a member of the Executive Committee.
D. In the absence of the President and Vice-President, the Executive Committee shall appoint a temporary chair to preside over the meeting.
E. Voting
   a. A quorum at Leadership Team or E-Board meetings shall be a majority of the members present.
   b. Voting at meetings will follow Robert’s Rule of Order.
   c. The President shall vote only in the case of a tie.
F. There are two types of meetings
   a. Executive Committee Meetings
i. Consists of all Elected Officers plus the Social Media Officer. Other Volunteer Officers can be invited by the Executive Committee.

ii. Occurs on a monthly basis.

b. Leadership Team Meetings

i. Consists of all Elected and Volunteer Officers.

ii. Occurs on a monthly basis, opposite of the Executive Committee Meetings.

iii. Other volunteers participating in the committees and the ODI Assistant Vice Provost are welcome to attend.

c. General Meeting: An annual meeting will be held as an open meeting with the OLÉ community to report on activities and issues from the previous year.

Minutes

A. Use agenda as guide for composing minutes.

B. Minutes should reflect:
   a. Attendance of committee members
   b. Meeting time/date
   c. Content of meeting

C. Decisions need to be recorded; however, details of discussion do not need to be made explicit.

D. Draft of minutes should be submitted to the appropriate Committee for review.

E. Minutes will be approved the following meeting.

F. Minutes of the Leadership Team will be posted on the organization’s website.

Elections

A. Schedule of Elections
   a. November
      i. Any Ohio State OLÉ member is eligible to run for any position.
      ii. The President will confirm with nominees that they are willing and able to run for election. Nominations that are not self-nominated must be approved by the nominee.
      iii. The constituency will be given at least two full weeks to consider running and making nominations.
      iv. Nominees will be encouraged to submit a short professional summary and picture, though these are not required.
   b. December
      i. The election of OLÉ Officers shall occur.
      ii. The Executive Committee shall prepare a ballot in Qualtrics. A survey option must be set to prevent people from taking the survey more than once.
      iii. The Executive Committee will announce the ballot availability via Newsletter.
      iv. The voting period should occur over two weeks.
      v. The President announces election results first to successful and unsuccessful candidates via email, and then to the constituency via Newsletter.

B. Voting, Elections, and Results
   a. Write-in candidates are not allowed on ballots for OLÉ elections.
   b. An election is held even if the number of candidates does not exceed the number of available positions to be filled.
   c. The vote totals of elections are available for review on demand, but are not publicly disseminated.
d. Officers shall be elected by a simple majority of the ballots cast by constituency members

C. Ties in Elections
   a. Outgoing elected OLÉ Officers shall vote to break a tie during elections.
   b. The President will notify sitting elected OLÉ Officers of a tie via email, and Officers will vote by secret ballot.
   c. Tied candidates are not asked to address OLÉ and plead their case for election.
   d. If a tie candidate is a sitting OLÉ Officer, they must recuse themselves from the tie-breaking vote.
   e. Members shall not abstain from a tie-breaking vote for election of candidates except in cases of recusal as above.

D. Appointments
   a. The term of office shall be two (2) years that begins at the start of the new fiscal year.
   b. Officers can be re-elected for additional terms, but not exceeding two consecutive terms.
   c. If an office becomes vacant during a term, or remains unfilled following an election, an officer may be appointed by the Executive Committee.

Constitutional Amendments
   A. Any Elected or Volunteer Officer may propose a constitutional amendment for consideration.
   B. Constitutional Amendments will be shared with the OLÉ constituency for review and consideration.

Transition Guidelines
   A. Elected Officers begin their term on July 1 and concludes on June 30 for their elected term.
   B. The President invites Officers-elect to an Executive Committee meeting during June as an orientation before the new Officers are seated in July.
   C. The Events and Engagement Officer should update access to Box, Mailchimp, and the OLÉ website for new officers.
   D. Outstanding or unfinished projects made by the outgoing OLÉ Officers do not need to be reviewed, reintroduced, or reaffirmed by the new OLÉ Executive Committee unless modifications are desired.

Communication with Constituents
   A. OLÉ will keep regular communication with constituents about upcoming events, resources, and other kinds of information that will be of benefit.
   B. The organization will use a variety of communication methods to keep constituents updated.
      a. Bi-weekly Newsletter using MailChimp
      b. Social Media posts on Facebook group and LinkedIn.
      c. OLÉ Website

Annual Report
   A. The Vice-President will gather data and work with the Executive Committee to compose an annual report in July/August for the previous fiscal year.
      a. The annual report will report on Latinx/Hispanic faculty and staff and the organization’s accomplishments/activities since the prior year’s report.
      b. The report will be stored on the organization’s website.
B. The annual report will be shared with the organization’s constituents and liaisons within the Office of Diversity and Inclusion.

State of Bylaws
A. These bylaws can be modified by any current or future OLÉ Executive Committee by a majority vote of its Officers.
B. Any changes must be documented and available in the official bylaws document.
C. These bylaws shall be available to OLÉ Constituents in the OLÉ website