



Oregon Association of Latino Administrators

OALA BY-LAWS AND COLLECTIVE AGREEMENTS

ARTICLE I – NAME, VISION, AND MISSION STATEMENT

The name of this organization shall be the Oregon Association of Latino Administrators (OALA).

VISION

To create a forum for Latino administrators and educational leaders that promotes equity in leadership positions throughout the state of Oregon.

MISSION

The mission of the Oregon Association of Latino Administrators (OALA) is to promote Latino educators, both current and aspiring into positions of leadership through mentorship, networking, and professional development. OALA will affect the educational interests of all students in Oregon, particularly those of Latino heritage in order to ensure their educational success.

ARTICLE II – PURPOSE

To increase the number of Latino Administrators and Educators to be proportionate to the number of Latino students in the state of Oregon.

ARTICLE III – GOALS

1. To promote Latino educators into leadership positions.
 - Provide professional development for career advancement
 - Serve as a clearinghouse for administrative vacancies
 - Provide mentoring and support for aspiring administrators
2. To ensure educational equity for all students especially those of Latino heritage.
 - Increase researched based educational programs geared to meet the unique needs of Latino students
 - Serve as role models, mentors and advocates of the Latino(a) community
3. To intentionally advocate at the federal, state, and local level for equitable educational policies impacting Latino students aligned to OALAs Vision & Mission.

- Prioritize resources to impact policies and programs focusing on traditionally underserved students
 - Provide advocacy for representation on boards and committees on the regional, state, and federal levels and on educational agencies.
 - Use scientifically based research to inform state and local entities through discussion, reflection, and formulation of position statements and recommendations from the association.
4. To disseminate data related to the changing demographics and their implications for schools in Oregon.
- To examine statistically disaggregated data related to minority and linguistically diverse students i.e. ethnicity, socioeconomic status, test scores, drop out rates, higher education enrollment, and graduation rate.
 - Aggressively pursue the recruitment and retention of Latino(a) educators proportionate to the Latino(a) student population in Oregon.
5. To develop strategic partnerships with organizations throughout the state that acknowledges and supports the accomplishments of Latino youth. Included but not limited to are:
- Association of Latino Superintendents and Administrators (ALAS)
 - Institutions of Higher Education
 - Oregon School Districts
 - Oregon Association of Bilingual Education (OABE)
 - Oregon Department of Education (ODE), Teacher Standards and Practices Commission (TSPC)
 - Coalition of Oregon School Administrators (COSA)
6. To provide opportunities to build the capacity in the organization and of its members.
- Provide a forum where various areas of expertise are shared.
 - Provide networking opportunities for members.
 - Promote a professional learning community culture within the organization.
 - Sponsor and organize statewide events and conferences.

ARTICLE IV – MEMBERSHIP

Membership in OALA shall be classified as active or institutional.

Active membership shall be extended to educators in grades PK-20, state education agencies and other aspiring administrators and community members working with Latino youth and families who attend the yearly conference.

Institutional membership shall be extended to schools, districts, state education agencies and other community organizations working with Latino youth and families.

Annual membership is established upon registration for the yearly winter conference (Feb to Feb).

Active Member: \$375.00 (membership and conference participation)

Emeritus*: Complimentary membership and conference participation

Institutional members: \$1,800.00 (membership and winter conference participation for 5 individuals from the institution, and unlimited job postings for the year of paid membership). Presenters will pay a \$225 registration fee.

*Emeritus shall be given to past OALA Presidents.

Protegé's are selected for the program based on their leadership potential and their commitment to raising the level of student achievement for the districts they serve. The year long program covers: leadership development, best practices for equity and systemic reform, social justice and leadership, strategic planning, and administration preparation.

Candidates interested in the year long Protegé program must go through the application process which includes a candidate profile. The profile must include a professional resume; proof of administrative licensure program enrollment or completion; a letter of recommendation from their superintendent (stating the commitment to sponsor and covering fees); release time and other requirements of the program; and an interview. Any exceptions may be made with a unanimous board vote. See handbook for details.

Yearly fee per protege: \$2,500

Large district's (10,000+ students) charged sponsor fee: \$2,500

Small district's (9,999- students) charged sponsor fee: \$1,250 and protege sponsors contribute \$1,250

ARTICLE V – OFFICERS

The OALA board has 7 voting officers: a president, vice president, treasurer, secretary, and three members-at-large. The Coordinator of Partnerships Development, the Coordinator of Protege Development, the Event Coordinator, and the Technology Coordinator are appointed positions and are therefore non-voting board members.

DUTIES:

President: The president shall preside at all meetings of OALA and may sign all letters, reports, and other communications to the OALA membership. It shall also be the president's responsibility, in conjunction with the other officers to compile and set the agenda for all OALA meetings. The president shall perform all duties incidental to the office of the president and such other duties as may be prescribed by the membership. The president or the president's designee will serve as the official OALA spokesperson.

Vice President: The vice president will serve as president-elect and preside in the absence of the president and perform all duties as assigned by the president. In this capacity, the vice president will represent OALA as the office dictates.

Treasurer: The treasurer will be responsible for maintaining all financial records of OALA along with the filing of all necessary documentation with governmental entities for the official operation of OALA. The Treasurer will maintain fiscal records.

Secretary: The secretary will keep the minutes of all regular and special OALA meetings. The secretary shall promptly transmit to each member the minutes of such meetings and see that all notices are duly given in accordance with the provisions of the By-Laws. The secretary will maintain the register of membership inclusive of names, addresses, phone numbers, and email addresses. The secretary shall perform other duties as assigned. In the absence of the secretary, the president will appoint a member to take minutes.

Member-at-large: The members-at-large support the organization by participating in all OALA meetings and events, may lead and/or co-lead OALA board committees and initiatives. Some of the work may include assisting with conference planning, organizing past proteges, supporting new proteges, and/or supporting with social media, event planning and preparation and other duties as assigned. Members-at-large may be asked to serve as representatives from the geographical areas they serve. Members-at-large will also support the president in welcoming community members interested in joining the organization and may be asked to shadow one of the elected and/or appointed positions.

Coordinator of Partnership Development: The Coordinator of partnership development will maintain current relations with OALA partners and will work to establish new partnerships. Additional tasks include keeping records of established partnerships such contact info, contracts, registration fees, financial contributions, etc.

Coordinator of Protege Development: Is a member of the Board of Directors, without voting power. The Coordinator of Protege development will manage the communication, application, and selection process of each protege cohort. In addition, the coordinator will oversee, plan, and facilitate protege events and other activities with board support.

Coordinator of Events: Is a member of the Board of Directors, without voting power. Works collaboratively with the board, advising as needed. Is familiar with the OALA Bylaws and will support the goals and mission of OALA. Plans events as needed by the board and includes, but not limited to:

- a. Fall Social at the beginning of the school year
- b. OALA Superintendent's Event
- c. OALA Winter Conference the first Friday and Saturday in February
- d. OALA Social in Partnership with COSA

Additionally, the coordinator of events works alongside strategic partners as requested by the board (COSA, OABE, ALAS). The planning of events includes food service, lodging, registration logistics, and staying within the partner's budget.

Coordinator of Technology: Is a member of the Board of Directors, without voting power. The Technology Coordinator is responsible for managing and maintaining the organization's digital tools and online presence, including the OALA Google Suites and website. This role involves updating and managing member and non-member lists, overseeing user and group permissions, and ensuring the website is regularly updated with relevant content such as news, announcements, events, and job postings. Additionally, the Technology Coordinator provides technical support for main speakers, luncheons, and board events, ensuring all technology functions smoothly. The coordinator is accountable to the board, providing regular updates on their responsibilities and communicating any major changes promptly.

ARTICLE VI – BOARD MEMBERSHIP

The OALA board shall consist of seven members: three elected officers (president, vice president, and secretary), three elected members at large, and one appointed treasurer. In addition, there will be one appointed Coordinator of Partnerships Development, one Coordinator of Protege Development, one Coordinator of Events, and one Coordinator of Technology. OALA will strive to provide diverse geographic representation in the board, whenever possible.

The Board shall meet a minimum of four times a year or as often as the Board deems necessary.

The annual general membership meeting shall be held during the annual winter conference.

The Board shall fill vacancies in offices; determine the amount of the annual dues; direct the manner of approval and payment of bills; have the accounts of OALA audited annually; establish such commissions and committees as are necessary to carry out the work of OALA; advise the President concerning Committee appointments; and exercise all powers and prerogatives of OALA.

ARTICLE VII – ELECTION OF OALA BOARD

Terms of Office: The president serves a two-year term, the vice president serves a two-year term, the secretary and members-at-large serve a three-year term, with their terms so divided that a balance of new and experienced members is maintained.

Members of the OALA Board will nominate potential new board members. Additional nominations may be made by current OALA members by correspondence including e-mail at the time of the report to the Board.

Eligibility: Any active or previous board member who has served a minimum of one full year, is eligible to hold the position of Vice President. Any active member of OALA is eligible to hold the position of secretary and/or member-at-large when elected or appointed in the manner prescribed in these operating procedures.

Elections: The election of officers of OALA shall be by written e-ballots as chosen by the general membership, with the exception of treasurer and coordinator of partnership officers which will be appointed by the board members. All board elections shall be facilitated and overseen by the President of the Association to ensure transparency and consistency. b. Elections for open board positions shall be announced and promoted by the annual Winter Conference each year, with targeted advertising efforts at the annual OALA Conference to increase visibility and participation.

Assumption of Office: Those newly elected shall assume office on July 1 of each year and shall serve until successors are chosen. The Vice-President of the past year shall serve as President the following year.

Vacancies: The OALA Board is empowered to fill any vacancies that may occur except as provided above for the remainder of the vacated term.

ARTICLE VIII – OFFICIAL POSITIONS STATEMENTS

The following protocol is established to govern the release of statements which are official OALA statements.

- A recommended position on an issue for distribution to a governmental agency or the press will be brought to the OALA Board for consideration.
- The OALA Board will meet to discuss the issue. The Board will solicit information and research from the affected stakeholders.
- Discussion will be held on the merits of taking a particular position and the impacts of such on the membership.
- A majority vote of the Board will be required for the position statement to be adopted.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Group agreements and appropriate decision-making models shall be the parliamentary authority of OALA subject to the By-Laws and special rules, which have been, or may be adopted. **SELECT a protocol/model for decision-making**

ARTICLE X – DISSOLUTION OF ORGANIZATION

Upon the dissolution of OALA, all remaining assets shall be distributed for educational purposes, within the meaning of Section 501 (C)(3) of the IRS Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE XI – AMENDMENTS

Proposals for amending these By-Laws must be submitted in writing to the OALA Board. Such proposals shall be sponsored by at least three active members. Proposals that are in order shall become effective when ratified by two-thirds of the members of the OALA.

The By-Laws were first ratified on September 22, 2004.

2004 OFFICERS: Mario Alba, President, Carlos Pérez, Vice President, Perla Rodriguez, Treasurer, Verence Gutierrez, Secretary, Chris Gutierrez, Publicist/Historian, Rogelio Martinez and Saideh Haghighi, Executive Committee members at Large.

OALA – Code of Ethics.

- We agree to be respectful of one another even when we disagree on a position, issue, or topic.
- We agree to follow the protocol outlined in article VIII of the OALA By-Laws for developing official position statements.
- We agree to read all materials or information provided in order to be well-informed members.
- We agree to represent the organization in a professional and ethical manner.
- We agree to employ inclusive decision-making models.
- We agree to remain focused on our mission and goals.
- We agree to provide opportunities for leadership experience and professional growth to all of our members.
- We agree to distribute an agenda and minutes for all meetings
- We agree to remain solution-oriented.

Officers:

President: Verónica Galván- veronica.galvan@oalaboard.org

Vice President: Arturo Lomeli -arturo.lomeli@oalaboard.org

Secretary : Yuliana Rodarte- yuliana.rodarte@oalaboard.org

Treasurer: Perla Rodríguez – perla.rodriguez@oalaboard.org

Members-at-large: Candice Castillo - candice.castillo@oalaboard.org

Member-at-large: Shirley Valladares - shirley.valladares@oalaboard.org

Member-at-large: Debbie Armendariz - Debbie.Armendariz@oalaboard.org

Coordinator of Partnership Development: shirley.valladares@oalaboard.org

Coordinator of Protegé Development: Karen Ramírez- karen.ramirez@oalaboard.org

Coordinator of Events: Johanna Castillo - johanna.castillo@oalaboard.org

Coordinator of Technology: Jason Castillo - j.moses.castillo@gmail.com

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Revised 5-21-08

Revised 9-29-09

Revised 3-28-15

Revised 2-3-18

Revised 9-17-18

Revised 6-25-21

Revised 3-27-22

Revised 6-23-23

Revised 6-22-24

Revise 6-18-26