
LA FAMILIA
UCM
Est. 2023

Article 1 – Purpose

Section 1. The official name for this organization is La Familia de UCM. The official abbreviation for this organization is LF-UCM.

Section 2. La Familia de UC Merced shall attempt to create an enduring brotherhood, or "Hermandad", amongst its members. La Familia de UC Merced shall attempt to fulfill this objective by adhering to the three foundational pillars addressed in the La Familia Constitution:

Our three pillars, Academic Scholarship, Community Service, and Social Interaction, lay the foundation for La Familia. It is the primary objective of an Academic Scholarship for Familia members to pursue an education at an institution of higher learning. Taking part in community service represents an Hermano's commitment to better the surrounding community. The goal of Social Interaction is to ease the transition to an institution for incoming Familia members while providing opportunities for networking for future success. Developing partnerships and alliances necessary to fulfill La Familia's mission is achieved through the fulfillment of the three pillars. All three pillars should be approached with an equal amount of concern, time, and intensity. (La Familia Constitution)

Mission Statement: *The Mission of La Familia is to cultivate an environment of inclusion, self-betterment, and hermandad. We aim to raise the retention rate of self-identifying Latinos in the pursuit of higher education through the integration of the concept of La Nueva Persona and the use of three pillars: Academic Scholarship, Community Service, and Social Interaction Vision: La Nueva Persona*

Article 2 - General Membership

Section 1. Statement of Non-Discrimination

Membership within La Familia de UCM shall not be discriminatory on the basis of gender, age, race, religion, creed, national origin, ethnicity, disability, sexual orientation, physical or mental ability, marital status, financial status, social status, or any other such form of classification. Statement of Non-Discrimination will also further apply to all Steering Committee Chairs highlighted in Article 4 of the La Familia de UCM By-laws.

Section 2. Eligibility Requirements

All students, staff, faculty, alumni, and alumni of the University of California, Merced can become members of La Familia de UCM.

- ❖ Individuals who do not fall under the description of section 1 can hold the eligibility by the steering committee with a 50%+1 vote

Section 3. Member Expectations—Membership Dues

Unless granted an exemption by the Steering Committee of La Familia de UC Merced, **all members shall be expected to pay membership dues at the beginning of every academic semester or academic year**. The amount of membership dues shall be determined by the Steering Committee before the start of the impending academic year. This amount shall not change during the academic year.

Section 4. Member Expectations—Membership Participation

Unless granted an exemption by the Steering Committee of La Familia de UC Merced, all members shall be **expected to participate in membership activities during the academic year to honor each of the three foundational pillars of La Familia—Academic Scholarship; Community Service; and Social Interaction.** The amount of time spent on membership activities shall be determined by the Steering Committee before the start of the impending academic year. This amount is subject to change upon steerings discretion. Additionally, all members shall be expected to **attend at least 50% of all La Familia de UC Merced general meetings**. All members are expected to demonstrate support for the purpose of La Familia. The Active Member requirements will be held subject to explicit active events. These events will be decided upon steerings discretion.

A. Active Members

Members shall be **identified as active members or inactive members** by the Steering Committee **according to their fulfillment of the criteria outlined below:**

- **Active members shall be defined as all members of La Familia de UC Merced that have fulfilled the criteria outlined in all sections of this article.** Members that have been exempt in Section 5 of this article shall also be defined as Active members.
  - Members must have completed a total of **20 academic hours per semester**
  - Members must have completed a total of **8 community service hours per semester**
  - Members must have **attended 3 social events**
  - Members must have **attended at least 50% of all general body meetings**
- Inactive members shall be defined as all members of La Familia de UC Merced that have not fulfilled the criteria outlined in all above sections of this article.

Section 5. Membership Exemptions

A member shall be exempt from Sections 3 and/or 4 of this article if the member is granted an exemption by the Steering Committee. To grant exemption to a member, the Steering Committee must hold a minimum vote of approval of 50% + 1.

A. Requests for exemption must be submitted to the Steering Committee in letter form.

B. Under the uncontrollable circumstances that limit steering's/General Body's ability of completing bylaws, section 3 and 4 may be exempt.
   - Uncontrollable circumstances can be classified as, but not limited to:
     i. Global Pandemic
     ii. Campus Destruction
     iii. Campus Closure, etc.
   - During these circumstances, the Steering Committee must adjust to the by-laws to the best of their ability.

Section 6. Code of Conduct

These norms are the foundation for diversity and inclusion in our Familia. Under no circumstances will these acts be tolerated in a trusted space

A. General body members of La Familia de UC Merced shall be considerate of others opinions, thoughts, religious beliefs, etc.

B. Members shall not be disruptive during weekly meetings

C. Be professional during the weekly meetings, such as limiting technological use (laptops, cell phones, etc) and disturbance.

D. Hazing is defined as the participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at anytime that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person is not permitted.

E. Hazing Policy: Members of La Familia de UC Merced shall not participate in any hazing activity. University policy with respect to hazing prohibits any recognized student organization from engaging collectively or individually in any of the following practices as part of any program or general activity:
    - ❖ The application of foreign substances to the body is prohibited.
    - ❖ Such activities as a new member scavenger La Familia, new members ditches, kidnaps, and the like are prohibited.
    - ❖ Any activity that is mandatory for new members only, and is not educational in nature is prohibited.
    - ❖ Depriving students of sufficient sleep (6 hours per day minimum), decent and edible meals, or access to means of maintaining bodily cleanliness is prohibited.
    - ❖ Depriving students of "sense awareness" (sight, sound, etc.), which may cause mental and/or physical stress, is prohibited.
    - ❖ Forcing, coercing or permitting students to eat or drink foreign or unusual substances such as raw meat, salt water, onions, etc., or excessive amounts of any substance is prohibited.
    - ❖ Forcing, or allowing, students to dress in any unusual or awkward fashion is prohibited.

F. Any allegations of hazing should be referred to the Dean of Students Office.

G. A person(s) initiating hazing is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison, as stated in State of California Penal Code 245.6.
    - ➢ Under no circumstances will hazing and any form of sexual harassment will be tolerated and may result in expulsion by

the Co-Chairs

Section 7. Temporary Suspension of Membership

Any membership may be temporarily suspended if a member does not adhere to the bylaws of La Familia de UCM. In the event that any member is to be under temporary suspension, the procedure shall be as follows:

- The Co-Chairpersons hold the right to temporarily suspend any member that does not adhere to the bylaws.
  - The length of suspension must be determined by the steering committee.
- The Co-Chairpersons must notify the member of said temporary suspension. After the member has been notified, the steering committee must meet to discuss and vote on the length of suspension.
  - A minimum vote of 50 +1% from the steering committee, after meeting quorum, shall be obtained to determine the length of suspension.

Section 8. Member Expulsion

Any member may request to terminate any membership if the Member sends written notice to the Co-Chairpersons. A membership may be terminated if a Member does not adhere to the bylaws. In the event that any member is to be under an Expulsion hearing the procedure shall be as follow:

A. The Co-Chairpersons hold the right to expel any member that does not adhere to Article 2, Section 6, 7.a, without an expulsion hearing.

B. The Co-Chairpersons shall notify the member of said Expulsion hearing. And must temporarily suspend said member.

C. The expulsion hearing shall be conducted within the following steering committee meeting after a member has been notified.

D. The expulsion hearing shall be facilitated by one of the co-chairpersons and the Faculty Advisor (if available to attend).

E. During the expulsion hearing all reasons that led to such hearing shall be presented, all parties involved shall be allowed to express themselves. In the event that the steering committee has any questions, they shall be presented. The hearing shall be concluded with paper voting.
   - At the time of discussing and voting, only steering committee members may be present.

- ❖ Each party involved should be allowed a separate space to express themselves, and maintain confidentiality.

F. A minimum vote of 50 +1% from the steering committee shall be obtained, after meeting quorum, in order to terminate said membership.

G. In the event that the member in question does not get expelled, the co-chairpersons must continue with the temporary suspension process as addressed in Article 2 Section 7.

Article 3 - General Meetings

Section 1. All people are welcome to attend general meetings of La Familia de UC Merced. General meetings shall be weekly.

A. The Co-Chairpersons have jurisdiction at the general meetings.

B. The Co-Chairpersons have the authority to expel any individual/s from any general meetings; so long as the Co-Chairpersons are in unanimous agreement to said expulsion, and that at least one warning of expulsion is given to the individual/s.

C. Scribe shall take attendance via Google Forms at all General Body Meetings of members present

Section 2. All members of the Steering Committee shall attend the general meetings.

A. In the event that a member of the Steering Committee is unable to attend an impending general meeting, that member shall appoint another member of the Steering Committee or a member of their own committee as its official representative at said meeting.

Section 3. General meetings shall be facilitated by at least one of the Co-Chairpersons of La Familia de UC Merced.

A. In the event that both of the Co-Chairpersons are unable to facilitate an impending general meeting, the Co-Chairpersons shall appoint any members of the Steering Committee to facilitate said meeting.

Section 4. The Steering Committee is responsible for choosing a day, time, and location that best satisfies the general membership. General meetings shall be announced one week after the beginning of every school year. However, general meetings shall not be held on finals week, or on the week preceding finals week during

the academic year.

Section 5. Guests wishing to make a presentation at a general meeting must receive approval from the Co-Chairpersons prior to the start of said meeting.

A. The Co-Chairpersons shall determine the length of time for presentation as well as determining when the presentation will be taking place during the meeting.

B. Voting on said presentation must be done at least 24 hours prior to general meeting they wish to present on.

Section 6. Only Active members in attendance can vote on issues addressed during the general meetings.

A. The procedure for voting at general meetings is as follows:

- ❖ To reach a decision on an issue when voting, a minimum vote of 50+ 1 is required.
- ❖ Proxy votes are not allowed.
- ❖ The Steering Committee shall determine in advance if a decision will require the vote of all members of La Familia de UC Merced or of active members only.
- ❖ In the event that active members only are allowed to vote, the voting process shall be administered by the use of paper ballots.

Section 7. All general meetings shall commence with either one Co-Chairperson or one Steering Committee member offering a brief overview of the events that occurred within the previous week.

Section 8. All general meetings shall conclude with the tradition of "Props" (Article 7, Section 1).

Article 4 - Officers/ Steering Committee Membership

Section 1. The Steering Committee of La Familia de UC Merced shall be composed of two Co-Chairpersons; a Treasurer; a Scribe; an Academic Chair; a Community Chair; a Social Chair; & an Alumni Liaison Chair.

Section 2. In addition to the duties conferred upon them by the La Familia de UC Merced Bylaws, members of the Steering Committee shall be responsible for any additional duties that may be conferred upon them at any time.

Section 3. **Co-Chairpersons**

The Co-Chairpersons shall serve as the principal representatives of La Familia de UC Merced. The Co-Chairpersons are responsible for maintaining a positive image and a motivation for the purpose of La Familia. The Co- Chairpersons shall lead with positive self-direction, and shall seek to secure the future of La Familia de UC Merced.

A. The Co-Chairpersons shall **help manage, and/or supervise all official La Familia de UC Merced events and activities.**

B. The Co-Chairpersons shall directly **manage the Steering Committee.** They shall **ensure the successful operation and performance of the Steering Committee.** They shall **make sure that the members of the Steering Committee report and resolve any problems and/or conflicts with other members; and that Steering Committee members maintain a continuing dialogue with other members.**

C. The Co-Chairpersons shall **organize and attend the steering retreat.**

D. The Co-Chairpersons shall **maintain relationships with other organizations, Familia members & Alumni.**

E. The Co-Chairpersons shall be **responsible for all documentation and reserving of the hotel/ location room every year for retreats** alongside the Treasurer.

F. At least one Co-chairperson, along with the treasurer, shall be **expected to attend the RCO Training at the beginning of the academic year.**

G. The Co-Chairpersons shall **organize at least one meeting before the start of the semester and mid-semester with all individual members of steering.** The goal of these are to promote communication and establishing one-on-one goals with co-chairpersons and steering.

Section 4. **Treasurer**

The Treasurer shall document all financial affairs and facilitate fundraising for La Familia de UC Merced.

A. The Treasurer shall **maintain all accounts payable and receivable**; shall **prepare and provide any type of financial documentation to La Familia de UC Merced at the discretion of the Co-Chairpersons**; shall **maintain accurate records of financial expenses**; and shall **have adequate financial records prepared for the next Treasurer that takes office.**

B. The Treasurer shall be **responsible for the collection of all membership dues**; **the collection of funds from all official La Familia de UC Merced events and activities**; **and the collection of any financial contributions to La Familia de**

UC Merced. Additionally, they shall **manage the development of any La Familia de UC Merced budget proposals.**

1. Dues shall be defined as a simple contribution/fee bestowed by general body members to help fund events that we will hold in the current semester. Without a reasonable budget, La Familia de UC Merced is severely limited to what it can accomplish.
2. If for any reason a general body member requests their dues back, it is up to the discretion of the Treasurer whether or not the general body member shall be reimbursed.
    a. If the treasurer decides to reimburse the general body member, the treasurer shall retain 20% of the total amount paid as the rest of the money shall be reimbursed to the general body member.
3. Event proposals that are not presented at Spring/Fall steering retreat must be presented 2 weeks prior to the event date at the steering committee meeting under New Business.

C. The Treasurer shall **manage funding for La Familia de UC Merced through cash donations;** said donations will be stored in the 'cash box.' Any funding made electronically through mobile applications (i.e., Venmo, Zelle, Cashapp) are not permitted to be under the name 'La Familia,' but rather collected through a Steering Member's personal account to then be interchanged to physical cash that must be contained within La Familia de UC Merced official 'cash box.' The disbursement of any funds must be documented and accessible to Steering and/or future Steering Committees.
    1. All La Familia related purchases shall be logged by the treasurer through the submission of the original receipts.
    2. The Treasurer shall facilitate any funding pertaining to La Familia de UC Merced.

D. The Treasurer shall **facilitate all fundraising efforts and report all earnings to the Steering Committee and General Body of La Familia de UC Merced**.

E. Treasurer must **organize and facilitate a minimum of 3 fundraisers per semester.**

F. **Any steering member that makes a purchase utilizing La Familia de UC Merced funds**, given by the treasurer, **shall be obligated to submit the original copy of the purchase.**

G. **Purchase request forms must be submitted to the Treasurer 1 week prior of**

the event. Failure to do so may result in no funding.

- ❖ Under no circumstances will a steering or gb member be able to petition for a reimbursement form if they did not meet the deadline of the purchase request form.

H. The Treasurer may **only reimburse steering and general body members if there is an approved event proposal. A reimbursement form shall only be processed in the case where there is an item not accounted for in the purchase request form and was bought last minute with personal funds.**

- ❖ A reimbursement form must be submitted and approved in order to receive a reimbursement.
- ❖ All receipts are to be attached to the reimbursement form. Failure to do so may result in no reimbursement.
- ❖ A steering or gb member can expect 7-10 business days for a reimbursement.
- ❖ A reimbursement form must be submitted within a week of the purchase. Failure to do so may result in no reimbursement.
- ❖ Treasurer may reimburse steering and general body members at his or her own discretion when an event proposal is failed to be submitted and treasurer was informed in a timely manner.

I. The treasurer, along with at least one Co-Chairperson, shall be expected to attend the RCO Training at the beginning of the academic year. Failure to attend the RCO Training may result in no funding from ASUCM or ICC.

Section 5. **Scribe**

The Scribe shall document all La Familia de UC Merced matters; thereby assisting in securing the historical memory of La Familia de UC Merced. The Scribe shall chronicle and photograph events as well as gather and preserve documents with the purpose of recording the history of La Familia de UC Merced.

A. The Scribe shall **keep accurate minutes of all La Familia de UC Merced general meetings and Steering Committee meetings**, and **keep a record of any text or material distributed by members and/or guests of La Familia de UC Merced**.

- ❖ The Scribe **must send out general meeting minutes to all members of La Familia de UC Merced within three days after said meeting**.
- ❖ The Scribe must also **track attendance during weekly General meetings and keep a record of attendance of events.**

B. The Scribe shall **maintain a master calendar of all La Familia de UC Merced events and activities throughout the academic year;** shall **prepare a contact list of all members of La Familia de UC Merced**; shall **prepare a record of active members and inactive members within La Familia de UC Merced**; and shall **submit said record to the La Familia National Board by March of the calendar year**.

C. The Scribe shall **revise and update any documents relevant to La Familia and La Familia de UC Merced.** They shall **rectify any changes made to the La Familia Constitution and the La Familia de UC Merced Bylaws.**

D. Scribe shall be **responsible for sending out a monthly calendar with information of events that are to be coming up to all hermanos.**
   - ❖ Must send out a weekly calendar of events with time, date, location

E. The Scribe shall **organize and facilitate Familia Games for the respective Familias within La Familia de UC Merced,** alongside the Social Chairperson.

F. The Scribe shall be **responsible for taking photographs of all La Familia events.** Also, the Scribe must **assure that the necessary equipment is at their disposal and ready for a given event**. In addition, the Scribe will also t**ake a professional picture of La Familia de UC Merced General Body and Steering every semester.**
   - ❖ The Scribe shall **produce an electronic scrapbook, via social media, accounting in chronological order the La Familia de UC Merced events for the academic year.** Photos and flyers for events shall also be included in the scrapbook.
   - ❖ The Scribe shall save all photo documentation to the La Familia de UC Merced external hard drive. Also, the scribe shall preserve and pass on the external hard drive to the next Scribe at the end of the school year.

G. The Scribe shall **create and present a slideshow at the end of each semester.**

H. The Scribe shall be **responsible for organizing and managing History Night each semester** alongside Co-Chairpersons.

Section 6. **<u>Internal Social Chairperson</u>**

The Internal Social Chairperson shall ensure that La Familia de UCM maintain its devotion to building familia amongst one another in the UCM Familia. The Internal Social Chairperson will also be responsible for coordinating activities that will maintain communication lines open with other Families of La Familia as well as the official La Familia de UC Merced

representative at all multi-organizational meetings

A. The Internal Social Chairperson shall **organize, manage and supervise one social event per month** within the UCM familia along the active-time period of the organization

B. The Internal Social Chairperson shall **organize at minimum one set of Hermano Dates with members within La Familia per semester** for the General Body/Respective Familias within the students in La Familia and the Steering Committee.
   - ❖ This representative shall **keep records of members attending Hermano Dates**

C. The Internal Social Chairperson **shall hold** the responsibility to organize and conduct at least **3 Platicas throughout the organization's activeness.**
   - ❖ Preferred to be consisted of
     - ➢ 1 Gender-Split Platica (a Ladies Platica and Gentlemen Platica)
     - ➢ 1 Collaborative General Body Platica
     - ➢ 1 Platica held at General Body Retreat

D. The Internal Social Chairperson shall **organize and facilitate Familia Games for the respective Familias within La Familia de UCM**, alongside the Scribe.

E. The Internal Social Chairperson **shall organize a General Body Retreat for Fall and Spring Semester**. Can be done individually or with another Steering Committee member.

F. The Internal Social Chairperson shall **keep records of Hermanos who attend socials with other Familias and socials within La Familia de UC Merced**

Section 7. **External Social Chairperson (Public Relations)**

The External Social representative shall be responsible for creating and maintaining a positive public image of the organization, and take responsibility for all publicity matters relevant to La Familia de UC Merced.

A. The External Social representative shall **facilitate the creation of all La Familia advertisements** (e.g. flyers, handouts, posters, etc.). As well as ensuring all advertising created will further promote La Familia's Mission Statement. All promotional material **must be advertised, created, and uploaded on Presence within 10 days of the event date**.

B. The External Social representative shall **administer communications,**

announcements, and all other publicity for all official La Familia de UCM events and activities.

C. The External Social representative shall **ensure all activity done by the organization's members do not harm the public image of the organization** (e.g. misconduct, violation of Traditions and the organization's attire, etc.).

D. The External Social representative shall **facilitate all social media accounts of La Familia de UCM.** The Public Relations representative shall also **be the only member,** with the exception of the Co-chairpersons, **with access to all La Familia de UC Merced social media accounts.**

E. The External Social representative shall be r**esponsible for coordinating a minimum of 1 event in collaboration with another RCO per semester.**

F. The External Social representative shall **administer communications, announcements, and all other publicity for all of the official La Familia events and activities.**

G. The External Social representative will **organize and manage tabling done for the promotion La Familia de UCM**.

H. The External Social representative shall **serve as the official La Familia de UCM representative at all multi-organizational meetings relating to the public relations of the organization**.

- ❖ This representative is **responsible for follow-up acknowledgement** (e.x. Thank You letters) **to individuals and organizations that have participated in La Familia's events** in order to maintain a positive relation and image. Scribe can help with this.

I. The External Social representative shall **make Hermanos aware of any Professional Social Networking opportunities in order to flourish and enhance their professional interaction.**

a) The Chair shall **inform the members of La Familia de UCM of the events and activities of other organizations/entities.**

Section 8. **<u>Academic Chairperson</u>**

The Academic Chairperson shall ensure that La Familia de UC Merced maintains its devotion to its Academic Scholarship Pillar. They shall be responsible for informing the General Body of academic resources/workshops UC Merced provides throughout the academic year.

A. The Academic Chairperson shall be r**esponsible for ensuring an adequate**

space/environment for "Study Hall" for the academic semester.

B. The Academic Chairperson shall be **responsible for maintaining adequate, up-to-date records of members completing Academic Scholarship hours.**

C. The Academic Chairperson shall be **responsible for coordinating a minimum of 1 academic workshop per academic semester**.
   - ❖ The Academic Chairperson shall **get priority for choosing dates to conduct their "in the meeting" workshops.**
   - ❖ The Academic Chairperson shall **reach out to resources on campus and/or the Faculty Advisor to host a workshop for general members.**
   - ❖ The Academic Chairperson must **ensure that Mental health Awareness is highlighted within one of workshops held by any steering member**

D. The Academic Chairperson shall be **responsible for the "La Familia Library" and give members the option to utilize donated textbooks and notes from the organization.**

Section 9. **Community Chairperson**

The Community Chairperson shall ensure that La Familia de UC Merced maintains its devotion to its Community Service Pillar and its mission and vision of ensuring the latino population reaching higher education.

A. The Community Chairperson shall **collect and keep information on community service events to facilitate future planning and contacting of these or similar events/organizations if chosen to**.

B. The Community Chairperson shall **lead in the coordination of community service events.** The Community Chairperson shall **oversee the committees working on the organizing of the events and is responsible for meeting its deadlines.**

C. The Community Chairperson must **present La Familia de UC Merced's service opportunities at least one week in advance to ensure maximum participation. Forms must also be available at least one week prior to the event.**

D. The Community Chairperson is **responsible for maintaining adequate, up-to-date records of members completing community service hours to track active members**.
   - ❖ Members must have completed a total of 6 community service hours per semester to be considered active members.
   - ❖ Members may request to receive community service hours for other events.

The Community Service Chairperson will choose to grant or reject a request.

- ➢ A total of at least 50% of a members community service hours shall be completed within events hosted by La Familia de UC Merced.

E. The Community Chairperson shall **host a minimum of 1 community service event per month excluding the months in which Brown Bags are being hosted.**

F. Community Service chair must **provide at least 1 long term service opportunity either semester consisting of minimum 3 months with the same community partner.** This can either be with an existing community partner or a new one.

G. La Familia Brown Bags: The Community Chairperson shall be responsible for **organizing La Familia Brown Bags, which consists of participation from La Familia de UCM** in collaboration with another organization if chosen to. Its **goal is to provide meals or relief aid to the homeless community in Merced. The event shall be hosted** by La Familia de UC Merced at least **once within every academic semester**.

Section 10: **Engagement Director**

The Engagement Director shall foster ongoing communication and financial prosperity among all La Familia de UC Merced Alumni and Hermanos within the university, nurturing and preserving the familial bonds within the community.

A. The Engagement Director shall **notify and formally invite all alumni to events held by La Familia de UCM via social media accounts, electronic mail, and mail correspondence.**

B. The Engagement Director shall **facilitate all fundraising efforts and report all earnings to the Steering Committee and General Body of La Familia de UC Merced**.

C. The Engagement Director must **organize and facilitate most fundraisers during Fall semester. Must have a minimum of 6 fundraisers a year. ,**

D. The Engagement Director shall **create a monthly newsletter to all La Familia Alumni and General Body.**

- ❖ Monthly newsletter shall be made **available to all La Familia de UC Merced Alumni and General Body one week after the end of each month.**

E. The Engagement Director must **provide at least one alumni video to GB each month**.

- ❖ Said video must be **presented during the General Body Meeting and**

with the alumni's approval the video shall be made available to all Hermanos via the La Familia Facebook page

F. The Engagement Director is **responsible for coordinating and organizing the end-of-the-year Banquet. Including graduation stoles.**

Section 11: All Steering Committee Members **must host a minimum of one workshop, and weekly Study Hall Hours** (i.e. amount of hours to be agreed upon by the existing Steering Committee).

Article 5 – Steering Committee Meetings

Section 1. All people are welcome to attend the Steering Committee meetings of La Familia de UC Merced.

A. Any member of the Steering Committee has the authority to request a closed Steering Committee meeting at any time. Under this circumstance, only 8 members of the Steering Committee can attend the said meeting.

B. Only the Steering Committee has the authority to vote on issues addressed at Steering Committee meetings.
   - ❖ General Body members, upon the Steering Committee's discretion, may or may not be allowed to vote in a Steering Committee Meeting.

Section 2. Steering Committee meetings shall be facilitated by at least one of the Co-Chairpersons of La Familia de UC Merced.

A. In the event that the Co-Chairpersons are unable to facilitate an impending Steering Committee meeting, the Co-Chairpersons shall appoint a member of the Steering Committee to facilitate said meeting.
   - ❖ Steering committee meetings are to follow Robert's Rules of Order. Everyone has the right to know what is going on at all times.

Section 3. All members of the Steering Committee shall attend the Steering Committee meetings.

A. In the event that a member of the Steering Committee is unable to attend an impending general meeting, the procedure is as follows:
   - ❖ A Steering Committee member shall notify both Co-Chairperson if they are unable to attend a Steering Committee meeting. Said notification shall be made no later than 24 hours before the start of an impending Steering Committee meeting.

- ❖ Permission to be excused from a Steering Committee meeting is at the discretion of the Co-Chairpersons.

B. Steering Committee meetings shall be weekly.

C. Steering Committee member shall be allowed to miss up to one Steering Committee meetings per academic semester with permission to be excused by the Co-Chairpersons; and/or one Steering Committee meeting per academic semester without permission to be excused by the Co-Chairpersons:
   - ❖ If Section 3, subsection A & C is breached, the Steering Committee member in question shall be subject to an impeachment hearing, which is to be conducted at the following Steering Committee meeting in accordance with article 6 of the La Familia de UC Merced bylaws.

Section 4. Steering Committee meetings of La Familia de UC Merced shall be held at the discretion of the Steering Committee. However, Steering Committee meetings shall not be held on finals week during the academic year.

Section 5. An agenda shall be developed for each Steering Committee meeting.

A. A Steering Committee meeting agenda shall be made visible to all attendees before the Steering Committee meeting commences.
   - ❖ Steering Committee members shall submit their agendas by the given deadline.

Section 6. Only Steering Committee members in attendance can vote on issues addressed during the Steering Committee meetings.

A. The procedure for voting at Steering Committee meetings is as follows:
   - ❖ To reach a decision on an issue when voting, a minimum vote of 50% + 1 is required.
   - ❖ Proxy votes are not allowed
   - ❖ General Body members, upon the Steering Committee's discretion, may or may not be allowed to vote in a Steering Committee Meeting.

Section 7. The Steering Committee shall develop a tentative agenda for the impeding general meeting during the Steering Committee meeting. The Steering Committee shall also develop a tentative agenda for the following Steering Committee meeting.

Section 8. All Steering Committee meetings shall conclude with the tradition of "Props"

(Article 7, Section 1)

Article 6– Impeachment of the Steering Committee

Section 1. In the event that any steering committee member is to be under an impeachment hearing the procedure shall be as follow:

A. The Co-Chairpersons shall notify the steering committee member of said impeachment hearing.

B. The impeachment hearing shall be conducted within the following steering committee meeting after the member has been notified.

C. The impeachment hearing shall be facilitated by one of the co-chairpersons and the Faculty Advisor (if available to attend).

D. During the impeachment hearing all reasons that led to such hearing shall be presented, the steering committee member shall be allowed to express themselves, in the event that the rest of the steering committee has any questions they shall be presented, and the hearing shall be concluded with on paper voting.

- ❖ At the time of voting the steering member at question shall be asked to exit until all votes have been casted.

E. A minimum vote of 50 +1% shall be obtained, after meeting quorum, in order to impeach the said steering committee member.

Section 2. In the event that the steering committee member is impeached, they shall not be eligible to re-run for that given position.

A. The Steering Committee member in question shall have the opportunity to appeal an impeachment one time only. After one time, the decision by the Steering Committee shall permanently stand.

Article 7 - Electing the Steering Committee

Section 1. All persons that have participated as active members (standing) of La Familia de UC Merced for a minimum of one year are eligible for nomination to the Steering Committee.

A. In order to be eligible to run for the co-chairperson position, you must have been a part of the steering committee.

B. All nominees to the Steering Committee must be in good academic standing with the University of California, Merced or at their present institution at the time of their nomination.

- ❖ The Academic Chairperson of the Steering Committee has the authority to request academic standing verification from any nominee to the Steering Committee.
- ❖ An Official Transcript, Unofficial Transcript and/or a Degree Progress Report shall be the only documents eligible for verifying academic standing.
- ❖ Only the Faculty Advisor shall verify academic standings. The Steering Committee shall respect the sensitivity and privacy of said documents.

Section 2. The official schedule for elections to the Steering Committee of the year shall be as follows:

A. Nominees to the Steering Committee shall declare their candidacy at a general meeting to be held no earlier than the week after spring break.

B. Official election hearings and elections to the Steering Committee shall be conducted at the following general meeting.

C. Official results for elections to the Steering Committee shall be announced at the end of year banquet.

Section 3. The procedure for electoral nominations to the Steering Committee of the impending year shall be as follows:

A. The Steering Committee shall lead a discussion at a general meeting on the responsibilities of each position within the Steering Committee.

B. After said discussion, the Co-Chairpersons shall open each of the Steering Committee positions for nominations.

C. All members can nominate eligible members to a position on the Steering Committee. Eligible members can also nominate themselves.

D. All eligible members can be nominated for any number of positions on the Steering Committee. However, if elected for more than one position, said members shall only accept one position on the Steering Committee which will proceed to the runner up being selected for that respective position.

Section 4. The procedure for election hearings to the Steering Committee of the impending year shall be as follows:

A. During election hearings, members shall individually be granted an opportunity to speak on their intent to run for a position. Members running for multiple positions shall be granted an opportunity to speak for each position.

B. During election hearings, when one candidate is speaking, all other candidates shall leave the speaking area so as to not hear statements made by other candidates.

C. Each candidate shall speak for a time allotment to be determined by the Steering Committee. The time cannot be more than three minutes.

D. Each candidate shall be asked three questions for each position. The candidate has three minutes to answer the questions. These questions shall not be altered:
    a. What qualities do you have that will help you fulfill this position?
    b. What is your definition of La Nueva Persona, and how will this help you succeed in this position?
    c. The Steering Committee is a team, what does teamwork mean to you, and what leadership skills do you possess that can benefit the functionality of the Steering Committee?

E. Every year, each candidate will be asked up to three additional questions. One of the questions must be asked by the current Steering Committee member, and the two additional questions should be asked by general members.

Section 5. The procedure for elections to the Steering Committee of the impending year shall be as follows:

A. After the last candidate for their respective position has answered their last question, the voting period for that position shall immediately begin.

B. Only active members present at election hearings for the prospective position can vote in a La Familia de UC Merced election to the Steering Committee. Absentee ballots shall not be allowed.

C. The voting process shall be administered by the use of paper ballots or electronic polling.

D. The Co-Chairpersons and one member of the Steering Committee shall count the ballots after each voting period. The candidate with a majority of the vote shall be declared the winner.

E. If no winner is declared due to an electoral tie between candidates, voters shall immediately vote again for the tying candidates. If there is still a tie after the second vote, only the current Steering Committee shall vote to elect a candidate.

Section 6. Special Elections

In the event that a Steering Committee member can no longer uphold their

responsibilities, a special election must be conducted the meeting following their resignation or impeachment. Special elections shall also be conducted during the second meeting of the semester if there are steering committee positions which were not elected during the spring elections.

A. Nomination eligibility
    - ❖ Any member of La Familia de UC Merced is eligible to be nominated during special elections, so long as they are in good standing with the University of California, Merced and have been a member for at least a year.

B. The procedure for nominations, electoral hearing and elections shall follow the guidelines decided upon steering's discretion.

C. In the event that emergency elections are held for the position of co-chairperson, only those who have met the requirement of holding a position on a steering committee for La Familia de UCM are eligible to run.
    - ❖ In the case that no one is eligible and decides to run for the position, nominations shall be open to anyone who has been a member for at least 2 years.

Section 7. The Steering Committee shall all be required to be present during elections.

Article 8 – "Traditions"

Section 1. "Props"

At the end of all La Familia de UC Merced meetings, all members shall gather in a single, unified pack and extend one of their arms towards the center. Members shall then offer "props" as a means of acknowledging any accomplishments relevant to La Familia. For closure, any chosen member shall count off, followed by the exclamation of the phrase "La Familia!" by all members.

Section 2. "La Familia Handshake"

Members of La Familia may commonly embrace one another with a distinctive greeting known as the "La Familia Handshake." The handshake is a five-step procedure performed by two members with their right arms. The first embrace—grasping the inside forearm—symbolizes the salute *of an Aztec Warrior*; the second embrace—sliding hands towards each other's'

wrists—symbolizes *the shedding of skin*; the third embrace—clasping each other's' palms—symbolizes *the traditional European handshake*; the fourth embrace—clutching one another's hand within the La Familia—symbolizes *a common salute in Chicano/a culture*; and the fifth embrace—clinging onto each others' fingers in a curled position—symbolizes *an embracement of Carnalismo*.

- ❖ All Hermanos with the knowledge of the Hermano handshake are encouraged to use the handshake with other Hermanos that also know the handshake. Steering members should greet each other and those with the knowledge of the handshake with the Hermano handshake.

Section 3. "Familia Games"

In the spring semester of the academic year, the annual Familia Games will take place in order to enhance the Hermandad within La Familia de UC Merced. The trophy (Henry) shall be awarded to the respective Familia that wins the Familia Games, and shall be held responsible of Henry within the year it is in their possession. The trophy is passed onto each Hermano of that respective Familia in order to initiate communication and Hermandad within the Familia. This event shall be organized by a Steering Committee member(s).

Section 4. "First Meeting of the Month"

Every first meeting of the month, the general body, as well as the Steering Committee, will dress in professional attire. The purpose of dressing in professional attire is to enhance the aspect of professionalism that the organization partakes in, bringing knowledge of how to carry oneself in different aspects

Section 5. " Hermanosgiving"

Section 6. "The Blank Space"

Section 6. In addition to the aforementioned sections, La Familia de UC Merced shall maintain the traditions stated in the La Familia Constitution: 1) Color Recognition, 2) La Familia Handshake, 3) National Retreat, and 4) year-end banquet." – La Familia Constitution

Article 9 – Affiliations

Section 1. This organization is a recognized student organization at the University of California, Merced but is not part of the University itself.

Section 2. In all correspondence and business transactions, it may refer to itself as an organization at the University of California, Merced, but not as part of the university itself.

Section 3. La Familia de UC Merced understands that the University of California, Merced assumes no legal liability for the actions of the organization, and that the university is not providing blanket indemnification insurance coverage for any activities of the organization, except those activities that explicitly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.

Article 10 – Amendment Procedures

Section 1. Means of Amendment

To amend any part of the La Familia de UC Merced Bylaws, the steering committee must have a minimum vote of approval of 50% + 1 after meeting quorum. Amendments shall be made by the second week of the academic semester.

A. A quorum is defined as 75% of Steering Committee members.

Section 2. Approval of Amendments

Any amendments to the La Familia de UC Merced Bylaws shall be filed with the UCM Office of Student Life and submitted with a Change of Amendment Form, indicating the date and method of adoption. Revisions shall be incorporated into a fully revised copy of the Bylaws. The University of California, Merced shall approve of any amendments that substantively modify the provisions of these Bylaws before the amendments officially take effect.

Section 3. Legal Compliance

This charter shall not conflict with the Bylaws of the Associated Students of the University of California, Merced, i.e. voting proxy, or with the policies and

regulations of the University of California, Merced; the UC Regents of California; or the State of California. Any stipulations made by the aforementioned parties that apply to all chartered organizations shall immediately be enforced within the La Familia de UC Merced Bylaws, whether or not said stipulations are presently included within these Bylaws.

Section 4. General membership may request to change the bylaws. The request will be brought to the Steering Committee for review.

La Familia
"Fuerza en La Familia"

