

# **Hispanic Studies (HISP) Advisory Board By-Laws**

## **College of Charleston**

### **ARTICLE I: Name**

The official name of this body is the Hispanic Studies Advisory Board of the Department of Hispanic Studies, The College of Charleston.

### **ARTICLE II: Purpose and Objectives**

The HISP Advisory Board works with the Department Chair, faculty, and staff to develop and promote the programs of the Department of Hispanic Studies at the College of Charleston through the following objectives:

1. Develop, oversee and engage a strategic plan for extra-curricular program development, fundraising and outreach.
2. Secure financial gifts through personal and external contributions.
3. Assist with the recruitment of outstanding high school graduates and current College of Charleston students to Hispanic Studies through outreach initiatives.
4. Assist with the development of an alumni outreach program to establish and maintain relationships with the Department of Hispanic Studies, consistent with the policies and procedures of the College.

### **ARTICLE III: Membership**

**Section 1.** There are three categories of Board membership: regular, life and ex-officio.

#### **Section 2.**

There are no more than 20 regular members at a time, serving three-year terms, and life members of the Board. Subsequent regular members will be nominated by the Board's Governance Committee, ratified by the Executive Committee, and then approved by the Advisory Board. Terms shall begin immediately upon Board approval, with terms staggered over the three-year period to ensure continuity.

**Section 3.** Regular members will serve no more than two successive terms, unless serving on the Executive Committee, in which case that member's term may be extended with the approval of the HISP Advisory Board. Members may be re-elected following a one-year hiatus.

**Section 4.** Life members are recommended by the Executive Committee on the basis of merit or as a special recognition of professional, etc. activities and then approved by the HISP Advisory Board. They shall serve with all the privileges and responsibilities of regular members.

**Section 5.** Responsibilities of the HISP Advisory Board members are to:

- a. Support and advance the objectives of the Department of Hispanic Studies.
- b. Assist with soliciting prospective donors and contributing to the financial growth of the Department of Hispanic Studies.
- c. Attend two HISP Advisory Board meetings per year.
- d. Serve on at least one Board Committee.

**Section 6.** Non-voting, ex-officio members of the HISP Advisory Board include the Dean of the School of Languages, Cultures, and World Affairs, the Chair of the Department of Hispanic Studies, the Associate Chair of Hispanic Studies, the Coordinator of the Basic Spanish Language Program, and the President of the HISP Student Advisory Council. Ex-officio members are not required to fulfill HISP Advisory Board responsibilities.

#### **ARTICLE IV: Officers**

**Section 1.** Board officers are a Chairperson, Chair-elect, Treasurer and LCWA Advisory Board Liaison.

**Section 2.** The Chairperson presides at HISP Advisory Board and Executive Committee meetings, leads achievement of goals, and may appoint ad hoc committees, as necessary, with HISP Advisory Board approval. The Chairperson serves a two-year term with the possibility of reelection for one additional term.

**Section 3.** The Chair-elect presides and serves in the Chairperson's absence, will fill the unexpired term upon the death, incapacitation or resignation of the Chairperson, and oversees standing committees as requested by the Chairperson. The Chair-elect also serves as the Vice-Chair of the Finance Committee. The Chair-elect serves a single two-year term, and then succeeds the Chairperson.

**Section 4.** The Treasurer advises the Chair of the Department of Hispanic Studies in the development and implementation of the department's Foundation budget. The Treasurer will serve a two-year term and may serve additional terms.

**Section 5.** The LCWA Advisory Board Liaison represents the HISP Advisory Board to the LCWA Advisory Board as an ex officio, non-voting member of the latter. The Liaison serves a two-year renewable term.

**Section 6.** Officers will be nominated by the Governance Committee or may be self-nominated, will be elected by the HISP Advisory Board at the Annual Meeting in the fall and assume office immediately upon approval.

#### **ARTICLE V: Meetings**

**Section 1.** The HISP Advisory Board meets at least biannually, once in the fall and once in the spring, at a time and place designated by the Board Chair. Additional meetings may be scheduled as needed. The fall will be the HISP Advisory Board's Annual Meeting. Members may participate via conference call if they are unable to attend in person.

**Section 2.** Special HISP Advisory Board meetings may be called by the Chairperson with at least ten days written notice.

#### **ARTICLE VI: Executive Committee**

**Section 1.** The Executive Committee of the HISP Advisory Board will develop and manage short-term and long-term strategic goals. It will meet quarterly to oversee operations, finances, and policies, and to determine the agenda for HISP Advisory Board meetings and Committee assignments.

**Section 2.** The Executive Committee consists of the Chairperson, the Chair-elect, Treasurer, the Immediate Past President, the LCWA Advisory Board Liaison, and the chairs of the standing committees. The Department Chair and Dean will serve as *ex-officio* members of the Executive Committee.

#### **ARTICLE VII: Committees**

**Section 1.** Standing Committees of the HISP Advisory Board shall be Finance and Governance, Development, and Program and Recruitment. The Board Chair may appoint any ad hoc committees as necessary with HISP Advisory Board approval. Committee Chairs will be appointed by the HISP Advisory Board Officers.

**Section 2.** Committees will be chaired by HISP Advisory Board members, but their members may include both Advisory and non-Advisory Board members.

**Section 3.** Committee Purpose and Responsibilities:

- a. The **Finance and Governance Committee** will review, on a quarterly basis, the receipt and disbursement of non-University (foundation) funds received from donations and grants. The Committee shall submit a report to the HISP Advisory Board at its Annual Meeting. The Finance Committee will also review discretionary budgets and expenditures to assure compliance with the Department of Hispanic Studies and College of Charleston priorities and regulations.

This committee will annually review and revise as necessary the HISP Advisory Board By-laws and will evaluate its protocols and procedures. This committee will make nominations, and monitor nomination and election protocols to assure their compliance with these by-laws. In the absence of any provision to the contrary in these by-laws, all business meetings of the HISP Advisory Board, the Executive Committee, and Board Committees shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order, revised.

- b. The **Development Committee** will develop and implement fundraising strategies, in compliance with College of Charleston policies and procedures, to address major giving, annual giving, planned giving, gift societies, and stewardship of donors. This committee will also assist with developing a strategy for alumni outreach and sustaining relationships with graduates of Hispanic Studies.
- c. The **Program and Recruitment Committee** will assist with planning and executing extracurricular activities that enhance the academic programs of Hispanic Studies as well as its visibility on campus and in the community. This committee will work with staff to recommend necessary public relations and promotion of events. This committee will assist with attracting high school students to the programs of Hispanic Studies via the review of recruitment procedures, helping to identify students with an interest in Hispanic Studies, and encouraging said students to attend the College of Charleston. The Recruitment Committee will also support departmental student initiatives and events.

### **ARTICLE VIII: Amendments**

Any member of the HISP Advisory Board may propose an amendment to these by-laws by submitting a formal proposal to the Finance and Governance Committee, that in turn will review the proposal and make a recommendation to the HISP Advisory Board. An approved amendment requires a majority vote of the HISP Advisory Board membership. The By-laws and Procedures shall take effect immediately upon adoption.

**ADOPTED 29 August 2017**  
**AMENDED 13 December 2018**