

# HEACC Constitution and Bylaws

## Article I. Name

The name of this organization shall be the Hispanic Educational Access and Completion Committee (HEACC) of Lee College.

## Article II. Vision & Mission Statement

**BELIEF:** We believe that the students in the Lee College service area should have equitable resources to successfully enter and complete their desired credential(s) in higher education.

**VISION STATEMENT:** HEACC aspires to advance the educational goals of all to facilitate a positive generational change in our community while raising the economic, health and cultural status of the Lee College service area.

**MISSION STATEMENT:** Our mission is to act as a change agent empowering the Lee College community, through post-secondary education, to realize their full potential.

### VALUES:

- ***Institutional collaboration:*** We build strong partnerships and foster collaboration to increase college awareness and engagement of the greater service area through Lee College activities.
- ***Equitable education:*** We promote an equitable education for all by facilitating and advocating for an environment of not only equal access but equitable outcomes, so every student has the support they need to be successful in an inclusive caring community.
- ***Community empowerment:*** We provide service-learning opportunities with community partners and create awareness about educational opportunities offered through Lee College, to transform the lives of those we serve, strengthening our community.
- ***Cultural unity:*** We celebrate the diversity of the Lee College community by embracing and positively sharing our culture to inspire positive self-identity, self-worth, and self-advocacy. We unite our community through cultural awareness and appreciation.
- ***Advocacy:*** We seek innovative ways of fulfilling our mission by embracing risk, eliminating barriers to college access, and demonstrating collective empowerment.

## Article III. Affiliation

This organization shall operate according to the regulations/policies of Lee College.

## **Article IV. Nondiscrimination**

This organization shall not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military/veteran status, genetic information, or on any other basis prohibited by law areas such as recruitment, selections, training, etc.

## **Article V. Membership**

Section 1 - This organization shall be open to all Lee College students, employees and the community.

Section 2 - Members of this organization shall be voluntary participants in the organization's activities.

Section 3 - Membership attendance will be kept by the organization's secretary. All members are expected to participate and abide by the committee's membership agreement.

## **Article VI. Officers**

Section 1 - The officers of this organization shall consist of:

- President
- Vice-President
- Secretary

Section 2 - Qualifications: committed, responsible, accountable and enthusiastic people with active HEACC participation of at least 6 months.

Section 3 - Term of officers: An officer shall serve a one-year term beginning on June 1. Those officers that wish to keep their position for more than one term must be nominated by other members for re-election.

Section 4 - Duties: the duties of the officers shall be as follows:

President:

- Shall be the chief executive officer of the organization.
- Shall preside over meetings and shall authorize organizational funds.
- Shall appoint committees as required, and shall fill by appointments vacancies, which may occur among the officers.
- Shall set the agenda for all regular and special meetings of the organization.
- Shall delegate responsibilities, and oversee all organizational activities.
- Shall keep an open mind in all matters of the organization.
- Shall take others' comments and concerns into consideration.

Vice-President:

- Shall assume the duties of the president during his/her absence and shall succeed to that position in the event that it becomes vacant.
- Other duties as appointed by the president.
- Must co-chair the Planning Committee.

Secretary:

- Shall keep records of all meetings at Lee College.
- Shall maintain a journal of all organizational activities.
- Shall keep an accurate up to date list of all voting members.
- Shall be responsible for the announcement of meetings.
- Other duties as appointed by the president.

## **Article VII Elections**

Section 1 - Elections of officers shall be held yearly.

Section 2 - All current members are eligible to vote, however, they must be present at the meeting. No phone calls.

Section 3 - Candidates for officers must be current members to qualify.

Section 4 - All officers shall be elected by a majority of votes.

## **Article VIII. Meetings**

Section 1 - Regularly scheduled meetings will be held monthly, unless otherwise noted by president.

Section 2 - Regular meetings shall be conducted according to Robert's Rules of Order.

Section 3 - Officers shall convene into a special session at the discretion of the president.

## **Article IX. Liaisons**

The Lee College president will appoint an employee to serve as a liaison between Lee College and HEACC.

## **Article X. Financial Provisions**

Section 1 - Revenue Sources:

- Lee College fund: Lee College provides HEACC with funds almost in its entirety.
- Donation: all donations by individuals or institutions shall be made to HEACC, unless the donor specifies a specific purpose for the donation.

Section 2 - Budget:

- A tentative budget shall be prepared for the purpose of allocating funds to the different projects throughout the year.
- Financial reports shall be presented at the request of the president.

Section 3 - The budget shall be managed and controlled by the Lee College liaison.

**Article XI. Amendments**

Section 1 - Amendments to this Constitution and/or Bylaws shall be presented in writing in any meeting by any current member.

Section 2 - After a review of the amendment or amendments by the president to ascertain that all is in order and no conflicts exist, the amendments(s) will be presented to the members at the following meeting.

Section 3 - A majority vote of the present members will be necessary for approval of an amendment.

Section 4 - A general revision of the Constitution and/or Bylaws shall follow the same procedures set forth in Section 1, 2, and 3.