

Norco College
Association of Latinx Advocates for Student Success (ALASS)
By-Laws

1. Name

This organization shall be called the Association of Latinx Advocates for Student Success (ALASS).

2. Mission

The mission of ALASS is to advocate on behalf of the Latinx students and the community we serve. This includes but is not limited to creating opportunities for higher educational and professional advancement, promoting cultural awareness, inclusion, and fostering leadership within and outside the institution.

3. Goals

- To close equity gaps among our Latinx student population.
- To develop a support network for Latinx employees and students.
- To coordinate activities college-wide that promote equity for under-served Latinx student populations on campus.
- To increase awareness about the Latinx community on and off campus.
- To assist the college in addressing the unique needs of Latinx students.
- To increase Latinx student attainment/retention/persistence.
- To assist Norco College leadership in the hiring and promotion of Latinx administration, faculty, and staff.
- To assist the college in the professional development of Latinx administrators, faculty, and staff.
- To increase ongoing communication between all constituencies, including equity spaces, special programs, and services.
- To assist in the retention of Latinx students, faculty, and staff through mentoring and other related activities.
- To attend professional development conferences such as HACU and Colegas.

4. Membership

Membership is open to all faculty, classified professionals, administrators, and students of the college and to other individuals who support the ALASS mission.

5. Membership Dues

Dues are payable per semester or academic year, at rates determined annually by general membership.

The sliding scale for dues is as follows:

- **Classified Staff:** \$50 per academic year
- **Faculty and Administrators:** \$100 per academic year
- **Students:** \$5 per academic year

6. Membership Meetings

- A. Meetings shall be held at least monthly, scheduled by the Co-Chairs or Steering Committee.
- B. Meeting announcements will be communicated two weeks in advance.
- C. A quorum shall consist of half plus one of the voting members.
- D. Meetings will adhere to parliamentary procedures, with decisions made by simple majority.

7. Steering Committee

- A. ALASS shall be governed by a Steering Committee of interested and active ALASS members, who will serve for three academic years. The Steering Committee shall be nominated of ALASS members. Every effort shall be made to ensure that the composition of the Steering Committee reflects the diversity and ethnicity of the Latinx staff at Norco College, although membership is not limited to those of Latinx descent.
 - a. Any mid-year vacancies shall be filled by vote of the Steering Committee which may also add up to three additional members.
- B. The Steering Committee shall meet at least monthly and scheduled by the Co-Chairs. Steering Committee members shall attend at least 70% of the regular committee meetings; committee members attending fewer than 70% without good cause may be replaced by the committee.
 - a. Unless otherwise determined by the Steering Committee, its meetings shall be open to all ALASS members. The Steering Committee shall set its own operating procedures, which may be informal.
- C. The Steering Committee shall set direction, establish policy and procedure, form and abolish committees, and approve budgets.

8. Officers

- A. Officers shall be nominated by the Steering Committee and ratified by the ALASS members. They shall be members of the Steering Committee and serve for three academic years. Any mid-year vacancies shall be filled by vote of the Steering

Committee, which shall have authority to remove any officer upon a vote of two-third of its members.

- B. Co-Chairs: There will be three Co-Chairs (one classified staff, a faculty member, and an administrator). The Co-Chairs shall be the principal representatives of ALASS, preside over all meetings of the members and Steering Committee, and coordinate activities.
- C. Secretary: The Secretary shall maintain the official records of ALASS, record minutes, and maintain the membership roster.
- D. Treasurer: The Treasurer shall be responsible for managing finances and ensure compliance with college procedures.
- E. Public Relations Officer (PRO): The PRO shall manage ALASS social media accounts, newsletters, and promotional material.
- F. Student Leadership: Student representative(s) ensure a student-centered focus, serving terms of one to two years.

9. Amendments

Amendments may be made by the Steering Committee, requiring a two-thirds vote for ratification at the next member meeting. Amendments must be submitted to the Co-Chairs for inclusion on the agenda.