

Hamilton College ALANA (Africana, Latino/a, Asian & Pacific Islander, Native American, and All other Underrepresented Races and Ethnicities) Caucus

- ARTICLE I - Name
 - ARTICLE II - Objectives
 - ARTICLE III - Membership
 - ARTICLE IV - Officers
 - ARTICLE V - Executive Board
 - ARTICLE VI - Meetings
 - ARTICLE VII - Committees
 - ARTICLE VIII - Amendment of Charter
-

ARTICLE I. NAME

Hamilton College ALANA (Africana, Latino/a, Asian & Pacific Islander, Native American, and All other Underrepresented Races and Ethnicities) Caucus

ARTICLE II. OBJECTIVES

The purpose of this Caucus shall be to:

Section 1. Build and Create a Sense of Community

Develop a community and support network that nurtures ALANA faculty and staff, enhances their visibility, and gives voice to their interests and concerns in relation to all campus constituencies

Section 2. Advocate for, and Support the Recruitment, Retention and Advancement of ALANA Faculty and Staff

Support the growth and professional development of ALANA faculty and staff

Provide mentorship for new ALANA faculty and staff through all stages of their careers

Work with the administration to ensure that the college meets the needs and interests of ALANA faculty and staff

Work with the administration on issues relating to ALANA faculty and staff recruitment, retention, engaging and advancement

Appoint co-chairs who will work directly with the administration and other constituencies to ensure we are recruiting, retaining, engaging, and advancing ALANA faculty and staff

Promote and celebrate Hamilton ALANA faculty and staff contributions and achievements

Advocate for institutional funding to support initiatives and programming that fosters ALANA faculty and staff recruitment, retention, engagement, and advancement

Section 3. Advocate for, and Support the Recruitment, Retention and Graduation of ALANA Students

Support the College’s initiatives to increase the recruitment and retention of ALANA students

Support the College’s existing programs, services and organizations that work directly with prospective and current ALANA students

Work with college offices and programs to promote inclusion and encourage greater ALANA student representation and participation

Section 4. Network and Collaborate

Network and collaborate with other ALANA faculty and staff affinity groups in the region and at other New England small liberal arts colleges

ARTICLE III. MEMBERSHIP

Section 1. Membership in the ALANA Caucus is primarily open to all faculty and staff of Hamilton College who claim an Africana, Latino/a, Asian, Pacific Islander, Native American, or any other underrepresented racial or ethnic identity; however, any other Hamilton College faculty or staff person may join as well.

Section 2. Eligible Voting Members will consist of Hamilton College faculty and staff who are current members of the ALANA Caucus e-mail discussion list.

ARTICLE IV. OFFICERS

Section 1. The officers of the ALANA Caucus shall consist of two Co-Chairs, a Secretary, a Treasurer, and an Historian

These officers shall perform the duties prescribed by the articles herein and the parliamentary authority adopted by the Caucus

Section 2. The Co-Chairs shall appoint an Elections Task Force in February

The Elections Task Force will issue a call for nominations of candidates for the positions to be filled

Candidates will submit a brief statement of qualifications and The Elections Task Force shall report the names of qualified candidates to the membership

Section 3. The election of officers shall be by ballot of the majority of the eligible voting membership each March

Officers will serve according to the terms of each office

Section 4. The **Co-Chairs** will serve two-year staggered terms

The term of each office shall begin in May

To accommodate for staggered terms, for the year 2017-2018, Co-Chair one will serve one year and Co-Chair two will serve for two years

The duties of the Co-Chairs shall be to:

Call and conduct meetings of the Executive Board and general membership of The ALANA Caucus

Carry out all the orders of the Executive Board and resolutions of the Caucus

Represent the Caucus in all matters

Supervise and direct all efforts of The ALANA Caucus

Develop agendas for all meetings

Establish committees and task forces

Call special meetings of the Executive Board as needed

Section 5. The Secretary shall serve a two-year term

The term of office shall begin in May

The duties of the Secretary shall be to:

Keep a record of all proceedings of general membership meetings and the Executive Board meetings

Keep minutes of all Executive Board and General Membership meetings

Prepare and distribute notices, agendas, etc., in a timely fashion

Maintain a membership roster that will include name, department, email address and phone number

Perform any other duties assigned by the Co-Chairs

Section 7. The Treasurer shall serve a two-year term

The term of office shall begin in May

The duties of the Treasurer shall be to:

Collect moneys as required

Manage all Caucus expenses and expenditures

Prepare an annual fiscal report to submit to the Chairs and membership

Section 8. The **Historian** shall serve a two-year term

The term of office shall begin in May

The duties of the Historian shall be to:

Preserve the Caucus' records and documents

Thoroughly document all events through photographs, video or written descriptions

Creates a physical or digital repository that chronicles the Caucus' annual activities

Section 9. A member cannot hold more than one office at a time, and no member will be eligible to serve more than two consecutive terms in the same office

If a member is unable to continue serving on the Board, they will be replaced by the first runner-up in the election who will continue to serve until the term has expired

ARTICLE V. THE EXECUTIVE BOARD

Section 1. The Co-Chairs, Secretary, Treasurer, and Historian of the Caucus shall constitute the Executive Board

Section 2. The Executive Board shall have general supervision of the affairs of the Caucus, determine meeting times and locations, make recommendations to the Caucus, and perform other duties as are specified by this Charter

The Board shall be subject to the majority will of the Caucus. The Board shall act as the official representative of the Caucus for purposes of: communication with the College administration, other campus organizations or their officers, and the media

Section 3. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held monthly during the academic year

Special meetings of the Board may be called by the Co-Chairs

ARTICLE VI. MEETINGS

Section 1. Meetings will be conducted in accordance with this Charter and Robert's Rules of Order

Section 2. The general membership meetings of the Caucus shall be held in September, December, February and April of each year, unless additional meetings are requested by the Executive Board or one-third of the membership of the Caucus

Section 3. All meetings will have an agenda and business will be conducted in the following sequence: Call to Order, approval of past meeting minutes, Old Business, New Business, Committee/Tasks Force Reports, Co-Chairs' report, Announcements, Adjournment.

Section 4. The Executive Board will meet monthly from August through May of each year

Section 5. Special meetings may be called by Co-Chairs or the Executive Board

ARTICLE VII. COMMITTEES

Section 1. The Executive Board shall appoint committees or sub-committees as deemed necessary

ARTICLE VIII. AMENDMENT OF CHARTER

The Charter may be amended or repealed by a two-thirds (2/3) majority of members present at a meeting

The proposed amendment must be submitted to the membership at least one meeting of the membership prior to the amendments being submitted to a vote

The Charter will be reviewed at least every two (2) years