

PENNSYLVANIA ASSOCIATION OF LIAISONS AND OFFICERS OF MULTICULTURAL AFFAIRS

CONSTITUTION

PREAMBLE

PALOMA is the Pennsylvania Association of Liaisons and Officers of Multicultural Affairs (paloma is the Spanish word for dove which is the universal symbol of peace). PALOMA is a network of multicultural affairs professionals in higher education within the state of Pennsylvania that provides professional development, support and training, exchanges best practices in the field, collaborates on joint programming and engages in research, assessment and continual renewal.

BY-LAWS

ARTICLE I NAME

The name of this organization shall be the Pennsylvania Association of Liaisons and Officers of Multicultural Affairs.

ARTICLE II PURPOSE

Mission: The mission of PALOMA is to provide a network of support, professional development, and resources for practitioners and other professional addressing multiculturalism, diversity, and social justice in Pennsylvania higher education. PALOMA provides an organizational support system for administrators, staff, faculty, and community leaders who are dedicated to advancing social justice in higher education. The holistic professional needs of the membership are the major priority of the organization.

Vision: PALOMA will be a leading voice and change agent for issues related to multicultural and diversity affairs within higher education in Pennsylvania. Attention to the multiple areas of diversity is a strategic, moral, and educational mandate for the organization. These areas minimally include the eight dimensions of diversity outlined by the Council for the Advancement of Standards: race, ethnicity, religion, gender, ability, sexual orientation, socioeconomic class, and national origin.

Therefore, coalition building and ally development are central to the organization's mission for both outreach and program development. Achieving both requires attention to the intersections of cultural identities. Advancing multicultural competency development is a central tenet for the institutional and individual members.

ARTICLE III MEMBERSHIP

SECTION 1. MEMBERSHIP. There shall be five categories of membership:

- Professional: Individuals who are actively engaged in the administration, instruction, or general operation of an institution of higher education within the state of Pennsylvania.
- Institutional: Available to higher education institutions, agencies, or organizations affiliated with post secondary education.

- Associate: Those persons who consistently provide consultative services, training, and programming to higher education institutions.
- Retired: Limited to persons who have held active membership in PALOMA and have retired or otherwise terminated active employment.
- Pre-Professional: Those persons who are enrolled in areas of study or serve in a leadership position as an undergraduate or graduate student and is working toward a career in higher education related to multicultural affairs. Pre-Professional members must be sponsored by a Professional member of PALOMA.

All members are voting members.

SECTION 2. ADMISSION TO MEMBERSHIP. A candidate for membership shall obtain an application and submit the completed form, with the appropriate membership dues, to the chairperson of the Membership Committee.

SECTION 3. TERM of membership shall be from July 1 to June 30.

SECTION 4. VOTING AND OTHER RIGHTS OF MEMBERS. Each member of this association shall be entitled to one vote and to hold office, except for Associate and Pre-Professional members. Associate and Pre-Professional members cannot hold an elective office but can hold a position on a committee.

SECTION 5. TERMINATION OF MEMBERSHIP. The members by, affirmative vote of two-thirds of the general membership, may be suspended or expelled for cause, after an appropriate hearing.

SECTION 6. RESIGNATION. Any member may resign by submitting a written resignation to the Chair of the Membership Committee. Such resignation does not relieve the member of the obligation of any assessments, or other charges theretofore accrued and unpaid, as well as surrendering any documents and funds belonging to PALOMA.

SECTION 7. REINSTATEMENT OF TERMINATED MEMBERS. Upon submission of membership application, former members may be reinstated, following review by the Executive Committee.

SECTION 8. ANNUAL BUSINESS MEETING. There will be an annual business meeting of PALOMA.

SECTION 9. SPECIAL MEETINGS. Special meetings of the members of PALOMA for any purpose may be called at any time by the President of the PALOMA, or by five members of the Executive Committee. Written notice of the time place and purpose of special meetings will be shared with all members. The transactions of special meetings of the members shall be as valid if a quorum is present.

SECTION 10. QUORUM. A quorum for any meeting of the members will be 51% of the members.

SECTION 11. LIABILITIES OF MEMBERS. No person who is now or who later becomes a member of PALOMA shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors of PALOMA will look only to the assets of PALOMA for payment.

ARTICLE IV

EXECUTIVE COMMITTEE

SECTION 1. GENERAL POWERS. PALOMA shall be managed by the Executive Committee.

SECTION 2. NUMBER, TENURE AND QUALIFICATIONS. PALOMA shall be managed and conducted by the PALOMA Board of Directors which includes Executive Officers and Regional Officers. The members of the Executive Committee will be selected from the voting membership of PALOMA and shall serve a term of two years and may be re-elected, but may not serve for more than four consecutive years. All officers shall serve as a member of the Executive Committee. Past Presidents of PALOMA shall serve on the Executive Committee for one year after their term and PALOMA Board of Directors for the remainder of their association with PALOMA.

SECTION 3. VACANCIES. Vacancies on the Executive Committee shall be appointed by the President of PALOMA. A successor Officer appointed by the President shall serve for the unexpired term of the predecessor.

SECTION 4. EXECUTIVE COMMITTEE MEETINGS. Regular meetings of the Executive Committee shall be held pending notice. At least four meetings shall be held each fiscal year in person, by phone or through an internet-based service, such as Skype or Go-To-Meeting.

SECTION 5. QUORUM. A quorum of any Executive Committee meeting shall consist of 51% of the Executive Committee membership.

SECTION 6. SPECIAL MEETINGS. Special meetings of the members of PALOMA for any purpose may be called at any time by the President of PALOMA, or by five members of the Executive Committee. Written notice of the time place and purpose of special meetings will be delivered to each member of the Executive Committee by mail, e-mail or by other forms of written communications, charges prepaid, addressed to the individual at the address as it is shown on the records of PALOMA. The transactions of special meetings of the members shall be as valid if a quorum is present.

SECTION 7. ACTION WITHOUT A MEETING. Any action by the Executive Committee may be taken with a meeting of all of the Executive Committee individually or collectively by consent verbally to this action. Such consent shall be entered into the minutes of the proceedings of the Executive Committee.

SECTION 8. REMOVAL. Any Executive Committee member elected or appointed by the PALOMA President may be removed after a formal petition is submitted, discussed and voted upon by the Executive Committee at its next regularly scheduled meeting. A majority vote by the membership of the board will carry such a petition. Such removal will take effect upon the Executive Committee's receipt of written notification from the President or designated officer in the President's absence, at which time the removed Executive Committee member may appeal for due process.

SECTION 9. COMPENSTATION. The Executive Committee will receive no compensation for their services.

ARTICLE V OFFICERS

SECTION 1. OFFICERS. The Officers of PALOMA shall be a President, Vice President/President-Elect, Secretary, Treasurer, and other Officers as deemed necessary by the activities of PALOMA.

SECTION 2. ELECTION AND TERM OF OFFICE. The President, and President-Elect shall serve for a term of two years, and the Secretary and Treasurer shall serve a term of 3 years. No officer can serve a second consecutive term. The Officers of PALOMA will be nominated in accordance with the procedures established by the Membership Committee and voted on by the general voting membership preceding the summer annual conference (to be held in June or July) which will serve as the general body meeting. If the elections have not been concluded by the general body meeting such elections should be held as soon as possible thereafter. New Offices may be created and filled by the Executive Committee as deemed necessary.

SECTION 3. REMOVAL. Any officer elected or appointed may be removed by the Executive Committee after due process and voted upon by quorum at the next scheduled meeting or at a special meeting designed for such a purpose.

SECTION 4. VACANCIES. Any vacancies in an office because of death, resignation, removal, disqualification, or otherwise, shall be filled by an appointment of the President for the unexpired portion of the term.

SECTION 5. PRESIDENT. The President shall be the chief operating officer of PALOMA and shall preside at meetings of the Executive Committee, the Board of Directors, and annual meetings. The President shall supervise and direct the affairs of PALOMA in accordance with policies and directives approved by the Board of Directors. The President shall have other powers and duties as may be prescribed from time to time by the Executive Committee.

SECTION 6. VICE PRESIDENT/PRESIDENT ELECT. The Vice President/President-Elect shall coordinate PALOMA's Annual Conference with the Annual Conference Committee Chair, if she/he does not serve in that position themselves, and shall serve as the chief operating officer in the absence of the President. The Vice President/President-Elect shall succeed to the Office of President at the conclusion of the presiding President's term. The Vice President/President-Elect shall perform such duties as may be prescribed from time to time by the President and the Executive Committee.

SECTION 7. SECRETARY. The Secretary shall keep the minutes and records of the meetings of the Board of Directors, Executive Committee, and Annual and Special meetings of PALOMA; update regularly PALOMA's policy and procedures manual; and generally perform all duties customary to the Office of Secretary.

SECTION 8. TREASURER. The Treasurer shall be responsible for and supervise the methods and procedures used in the receipt, collection, recording and safekeeping of all funds, and the procedures for disbursements in the books of PALOMA. The Treasurer shall report on the financial condition of PALOMA at all membership meetings, meetings of the Board of Directors, and at other such times when called upon by the President. The Treasurer shall make the financial books and records of PALOMA available for examination and audit by independent accountants. The Treasurer shall keep a record of membership, collect sums paid in respect of membership, registration for meetings, contributions, etc., and transfer said sums to PALOMA's bank account in a timely manner. Periodic report shall be made at Executive Committee Meetings and an annual written report shall be given to the general body at the annual meeting.

ARTICLE VI

STATEWIDE GOVERNANCE STRUCTURE

Executive Committee: Outlined previously.

Regional Directors: Regional Directors are elected members of their respective regions and report directly to the President. Regional Directors provide leadership and representation for one of the three regions in the state. Specific responsibilities include the following:

- Achieve statewide and regional goals and objectives as set forth by the Executive Board.
- Communicate with higher education professionals throughout the region to establish and support the development of chapters throughout the region.
- Facilitate information sharing and networking among chapters.
- Hold at least two meetings a year; one for elected officers from throughout the region and one meeting of the general membership of the region (preferably during the winter).
- Maintain consistent communication with the Regional Representative to address the needs and concerns of general members within the region.
- Compile annual membership and activity reports for the region.
- Manage regional funds which have been received from the state treasurer to support regional activities.

Regional Representatives: Regional Representatives are elected members who work with a Regional Director for one of the three regions in the state. Regional Representatives provide supplemental support to Regional Directors to address the needs and concerns of general members. Specific responsibilities include the following:

- Establish a “template” of monthly meetings for chapters within the region.
- Collect information on, and communicate with new professionals who are either new to the position or new to the region.
- Coordinate the PALOMA Mentoring Program for new and mid-career professionals.

Regional Mentors: Regional Mentors are members who work collaboratively with the Regional Representative to provide mentorship to new and mid-career professionals for one of the three regions in the state. Any member with two or more years of professional experience can serve as a mentor. Term: Appointed or selected by Regional Directors. Specific responsibilities include the following:

- Attend a special reception of mentors and mentees at the annual Statewide Conference.
- Communicate with mentees (in person, by phone, or email) monthly to address any concerns or issues.
- If so desired, provide coaching, as well as address any learning curves which could negatively impact the performance and formal evaluation of the mentee.
- Hold informal meetings and get-togethers with other mentors and mentees within the region.

Regional Boundaries: PALOMA is organized into three regions within Pennsylvania: Eastern, Central and Western.

- The Eastern Region includes the following counties:
 - Berks, Bradford, Bucks, Carbon, Chester, Delaware, Lackawanna, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Philadelphia, Schuylkill, Sullivan, Susquehanna, Wayne, and Wyoming
- The Central Region includes the following counties:

- Adams, Bedford, Blair, Centre, Clearfield, Clinton, Columbia, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Northumberland, Potter, Snyder, Tioga, Union, and York.
- The Western Region includes the following counties:
 - Allegheny, Armstrong, Beaver, Butler, Cambria, Clarion, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Somerset, Venango, Warren, Washington, and Westmoreland.

ARTICLE VII BOARD OF DIRECTORS

The **Board of Directors**, the body that shall manage the affairs of PALOMA, shall be comprised of the Executive Committee as well as the following:

Parliamentarian. The Parliamentarian, who is appointed by the President, shall ensure that PALOMA conducts its meetings in accordance with the by-laws.

Regional Directors. Each region shall elect a Regional Director whose primary responsibility is to serve as the Chief Operating Officer of the Region. The Regional Director assists the region in organizing and carrying out their responsibilities and conducts any and all activities appropriate to advance the objectives of PALOMA. The Regional Director shall have the responsibility of convening a regional meeting during PALOMA's annual conference. The Regional Director shall be elected for a 2 year term and can serve no more than 3 consecutive terms.

Regional Representatives. Each region shall elect a Regional Representative whose primary responsibility is to represent the region at the meeting of the Board of Directors and to provide administrative support to the Regional Director and serve in his/her absence. The Regional Representative shall be elected for a 2 year term and can serve no more than 3 consecutive terms.

ARTICLE VIII REGIONAL EXECUTIVE COMMITTEE

The **Regional Executive Committee** shall be comprised of the Regional Director, the Regional Representative and Chapter Representative. The Chapter Representative shall be responsible for representing the interests of their Chapter to the Regional Executive Committee. The Chapter Representative will work with the Chapter President to prepare a yearly activity report that is submitted to the Regional Director.

ARTICLE IX REGIONAL CHAPTER AFFILIATION

Each of the three statewide regions will be comprised of PALOMA Chapters. A chapter is defined as four (4) or more representatives from higher education institutions who agree to collaborate in the formation of a chapter and work to achieve the mission and objectives of PALOMA. In order to establish a chapter, at least four (4) of the the Chapter Affiliate institutions must be within a fifty (50) mile radius of each other. Ideally, each Chapter Affiliate will be formed among institutions within the same region; however, a Chapter may include institutions outside of the region.

In order to establish a Chapter, the collaborating institutions must complete a Chapter Membership Form and submit it to the Regional Director. The Regional Director will make a recommendation to the Board of Directors that the Chapter be allowed to affiliate with PALOMA or be denied affiliation. The Board of Directors will vote on a Chapter application during a regularly scheduled meeting.

Each Chapter will be governed by the By-Laws of PALOMA. A Chapter is required to establish an Executive Committee which will include a **Chapter Director, Treasurer, Secretary and Chapter Representative.**

The **Director** shall be the chief operating officer of the Chapter and shall preside at meetings of the Chapter and its Executive Committee. The Chapter **Secretary** shall keep the minutes and records of the regional meetings and generally perform all duties customary to the Office of Secretary. The Chapter **Treasurer** shall be responsible for and supervise the methods and procedures used in the receipt, collection, recording and safekeeping of all funds, and the procedures for disbursements in the books of the Chapter. The Chapter **Representative** shall be responsible for representing the interests of their Chapter to the Regional Executive Committee.

All Chapter Officers will be voted on by members of the Chapter. All voting members must be official members of PALOMA. Chapter Officers will serve a term of two years with no term limits.

A Chapter operates under the auspices of PALOMA and must be consistent with the mission, goals, and spirit of PALOMA. A Chapter can be disbanded by the Board of Directors. Additionally, Chapter Officers can be removed from office by the Executive Committee of PALOMA for misconduct as outlined in the By-Laws.

Chapters have the power to raise and manage funds within their chapter for the purpose of supporting chapter activities and projects.

ARTICLE X COMMITTEES

SECTION 1. COMMITTEES. The officers, by resolution adopted by the majority of the members, may designate additional committees, each of which will consist of one or more officers. Committees, to the extent provided in said resolution, will make recommendations to and assist the officers in the management of PALOMA. The designation of such committees and the delegation thereto of authority shall not operate to relieve the officers or any individual officer of any responsibility imposed by the by-Laws.

SECTION 2. STANDING COMMITTEES. The Standing Committees shall be the Membership Committee, the Executive Committee, the Programs Committee, the Publicity and Publications Committee, and the Resource Development and Finance Committee. Except where designated, Committee chairpersons shall be appointed by the officers. The members of the committee may be selected by the officers, and the chairperson or volunteers accepted from the general membership.

SECTION 2A. MEMBERSHIP COMMITTEE. The Membership Committee will actively promote membership, review membership applications, keep accurate records of membership – in cooperation with the Treasurer – and certify membership. They will present a slate of candidates to be placed in nomination for the election of officers of PALOMA. The committee will determine voter eligibility of members, and monitor and tally votes at elections.

SECTION 2B. EXECUTIVE COMMITTEE. The Executive Committee will be composed of the President, who will chair the committee; Vice President/President Elect, Secretary, Treasurer and one member of the Board of Directors, who will be appointed by the President. Additionally, the immediate past president will be a member of the committee for one year. A quorum of the committee will consist of the President and three members. The duties of the committee will be

to assure the orderly transaction of PALOMA business, to develop the agenda for the Board meetings and to develop long range plans.

SECTION 2C. PROGRAMS AND CONFERENCE COMMITTEE. The Programs and Conference Committee shall identify, plan and organize programs consistent with the goals and objectives of PALOMA. They shall assist in the organization of an annual meeting, including site selection, program solicitation and development. They will work with the Resource Development and Financial Affairs Committee to prepare a budget and pay bills related to the meeting.

SECTION 2D. PUBLICITY AND PUBLICATIONS COMMITTEE. The Publicity and Publications Committee shall oversee the planning and development of PALOMA publications including a membership newsletter, web-page, statewide conference report and any other documents to be published by PALOMA.

SECTION 2E. RESOURCE DEVELOPMENT AND FINANCIAL AFFAIRS COMMITTEE. The Resource Development and Financial Affairs Committee will conduct fund-raising campaigns and develop a program of on-going solicitation of funds. They shall have the responsibility for making decisions on the procedures for paying bills and monitoring the outflow of cash. They shall also prepare a budget for the upcoming year by for presentation to and ratification by the membership at the April meeting. This committee, chaired by the Treasurer, will include the Vice President/President Elect and at least 2 additional members.

SECTION 2F. STANDING OR SPECIAL COMMITTEES. Standing or Special Committees shall be appointed by the Executive Committee as it deems necessary.

SECTION 3. QUORUM. Unless otherwise provided in the resolution of the Executive Committee, a 51% of the committee shall constitute a quorum. Any act of a quorum shall be the act of the committee.

SECTION 4. RULES. Each committee may adopt rules for its own governance, which are consistent with the By-laws of PALOMA and Robert's Rules of order, revised.

ARTICLE XI CONTRACTS, CHECKS, DEPOSITS AND FUNDS

SECTION 1. CONTRACTS. The Executive Committee shall authorize any duly elected officer or officers to enter into a contract or execute and deliver any instrument in the name of and on behalf of PALOMA.

SECTION 2. CHECKS, DRAFTS, ETC. All drafts, orders for payment of money, notes or other evidences of indebtedness shall be issued in the name of PALOMA. All checks shall be issued in the name of PALOMA. All checks and other such instruments shall be signed by the Treasurer, along with either the President or Vice President/President-Elect.

SECTION 3. DEPOSITS. All funds of PALOMA shall be deposited to the credit of PALOMA in such banks, trust companies, or other depositories as the Executive Officers may select.

SECTION 4. GIFTS. The Executive officers may accept on behalf of PALOMA, any contribution, gift, bequest, or device for the general purpose or for any special purpose of PALOMA.

ARTICLE XII

BOOKS AND RECORDS

PALOMA shall keep correct and complete records. The minutes of the proceedings of the meetings of the Executive Committee and Board of Directors, as well as other formal meetings of the Committees, shall be kept in an orderly manner. The names and addresses of the members entitled to vote should be kept up to date and readily available. All books and records of PALOMA shall be housed with the President and may be inspected by any member or his agent, or attorney, for any proper purpose at any reasonable time, as well as authorized agents of the Internal Revenue Service, and a designated Certified Public Accountant.

ARTICLE XIII FISCAL YEAR

The fiscal year of PALOMA shall begin on the first day of July and end on the last day of June of each year.

ARTICLE XIV MEMBERSHIP DUES

SECTION 1. ANNUAL DUES. The Board of Directors of PALOMA shall determine from time to time the amount of annual dues payable to PALOMA by members.

SECTION 2. PAYMENT OF DUES. Dues shall be payable in advance of the fiscal year. Dues received after June 30th shall be applied to membership for the following year.

SECTION 3. DEFAULT AND TERMINATION OF MEMBERSHIP. When any member shall be in default in the payment of dues, assessments, or other debts owed to PALOMA for a period of three (3) months from the beginning of the fiscal year, that membership will be terminated by the Board of Directors of PALOMA or the Executive Officers of PALOMA.

ARTICLE XV AMENDMENTS

The By-Laws may be amended or repealed, and new By-Laws adopted by the vote of a majority of the regular voting members of PALOMA, or by proxy, and approved by the Executive Committee.