

MUJERES ACTIVAS EN LETRAS Y CAMBIO SOCIAL BYLAWS

Revised 2019-2020

PREAMBLE

Nosotras, Mujeres Activas en Letras y Cambio Social, afirmamos nuestra dedicación al trabajo de unificar nuestra actividad académica con nuestra participación y compromiso en la vida comunitaria. Nos dedicamos a sobresalir en la academia para así servir mejor a nuestras comunidades.

We, Women Active in Letters and Social Change, affirm our dedication to unifying our academic activity with our participation and commitment to our community lives. We are dedicated to excelling in academia to better serve our communities.

ARTICLE I: NAME

Section 1. The name of this organization shall be Mujeres Activas en Letras y Cambio Social, hereinafter referred to as MALCS. Mujeres Activas en Letras y Cambio Social (MALCS) is a professional organization for self-identified Chicana, Latina, Native American / Indigenous, Afro-Latina, and Asian-Latina mujeres, trans, and gender non-conforming academics, students, and activists, herein referred to as MALCS members.

Section 2. The main office of the organization shall be located at 1404 66th Street, Berkeley, California, 94702, USA until the Executive Committee of the organization selects a different site.

ARTICLE II: GOALS AND OBJECTIVES

Section 1. The primary goal of the organization is to support MALCS members in higher education and community leadership.

To that end, the organization has five (5) objectives:

- A. To recruit potential MALCS members to higher education and advanced studies and to support them in those endeavors.

- B. To develop and strengthen local chapters at all levels of the educational system.
- C. To encourage and promote the production and distribution of research relevant to the organization mission and goals.
- D. To promote the development and institutionalization of academic programs.
- E. To encourage and promote endeavors that support social justice-based knowledge production and activism.

Section 2. We pledge to acknowledge, value, and employ feminist principles and frameworks in our organizational practices.

Section 3. The formal activities of the organization include:

- A. The MALCS Summer Institute.
- B. *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social*.
- C. The website of the national organization: www.malcs.org.
- D. Local chapters and caucuses.
- E. Collaboration with national and international organizations.

ARTICLE III: MEMBERSHIP

Section 1. We understand that sexual and gender identities are complex. Gender dichotomies and categories of sexuality are colonial impositions, and the legacy of that violence lives within our communities, the academy, and ourselves. Historically, women of color have been discriminated against and underrepresented in institutions of higher education. As part of our decolonial project, MALCS is open to all who support the goals and objectives of the organization as stated in Article I, and who pay appropriate membership dues.

Section 2. Membership dues are set by the Executive Committee.

- A. Membership dues will be paid annually.
- B. Membership dues entitle members:
 - i. To vote.
 - ii. To be eligible to present at the Summer Institute.
 - iii. To receive a one-year subscription to *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social*.
 - iv. To participate in member emails and web-based discussions.

Section 3. Membership shall terminate upon the occurrence of any of the following events:

- A. The resignation of the member.
- B. Failure to pay annual dues.
- C. If and when the Coordinating Committee determines that the member has obstructed, in a material way and to a serious degree, the goals and objectives of the organization.

Section 4. Scholars, students, and activists whose work aligns with the goals and objectives of the organization as stated in Article II may participate in plenary sessions at the Summer Institute and subscribe to *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social*.

ARTICLE IV: MEETING OF MEMBERS AND VOTING

Section 1. The national membership meeting shall be held annually during the Summer Institute.

Section 2. A special national membership meeting may be called at any time by a majority of the Coordinating Committee. Routine business may be conducted at these meetings. Any other business—particularly business with significant implications for the organization—may be discussed with recommendations and proposals forwarded to the Executive Committee for later consideration and action.

Section 3. If necessary, other national business may be conducted between Summer Institutes (or special national meetings) via secure electronic formats. The Executive Committee must ensure opportunities for membership to learn about and engage in discussion about business matters conducted in this way.

Section 4. Paid members are entitled to vote in accordance with the bylaws.

- A. Voting may be by hand, card, voice, print, or secure electronic ballot.
- B. The form of voting will be determined by the Executive Committee.
- C. Decisions require a 2/3 majority of total members voting.
- D. Proxy voting is not allowed.

ARTICLE V: CHAPTERS

Section 1. Chapters may be formed at educational institutions and/or in a region/area. Prospective chapters should email the Recording Secretary and read the information about starting a chapter on malcs.org.

Section 2. Chapters exist for the following purposes:

- A. To sponsor activities that promote the goals of the organization.
- B. To encourage and recruit membership for the national organization.

Section 3. All chapter activities must align with the mission and bylaws of the national organization.

Section 4. All chapters must be recognized by the Executive Committee and must update and maintain communication with the Recording Secretary, including contact information for chapter leadership and social media.

Section 5. Chapter meetings will be held at the discretion of each chapter.

ARTICLE VI: Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social

Section 1. *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social* is the official journal of the organization. *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social* provides space for Chicana, Latina, Afro-Latina, Native American and Indigenous women of the Americas who have been historically marginalized. It is receptive to all scholarly methods and theoretical perspectives that examine, describe, analyze, and interpret our experiences. It publishes interdisciplinary research articles, creative writing, art, commentaries, reviews of books, performances, and conferences.

Section 2. MALCS members receive a journal subscription as part of their annual membership, which includes two issues per year.

Section 3. Nonmembers may subscribe to the journal.

ARTICLE VII: SUMMER INSTITUTE

Section 1. The Summer Institute is a dedicated time and place for membership to meet in person to foster community networking, theorize shared experiences, plan for ongoing and new initiatives, and offer expertise and encouragement to one another.

Section 2. We hold on to this space as our presence within and across the various professions is still too rare, our voices too infrequently heard, and our work still invisible within the institutions, agencies, and businesses we have entered.

Section 3. We ask our members and our supporters to honor the space we have created to support MALCS women and gender non-conforming people in higher education and community leadership.

ARTICLE VIII: EXECUTIVE COMMITTEE

Section 1. The Executive Committee is a volunteer body that, in consultation with the national membership, functions as the decision-making body of the organization.

The Executive Committee shall consist of:

- A. Chairperson.
- B. Chairperson-Elect.
- C. Ex-Officio Chair.
- D. Treasurer.
- E. Recording Secretary.
- F. Membership Coordinator.
- G. Administrative Coordinator.
- H. Journal Editor.
- I. Webjefa.

Section 2. All members of the Executive Committee are required to attend the following meetings:

- A. The midyear meeting (typically scheduled in conjunction with an Executive Committee visit to the site of the Summer Institute).
- B. Monthly meetings scheduled by the Chair.
- C. Summer Institute meetings.
- D. Meetings as stipulated in Article IV Section 2 and Section 3.

Section 3. All members of the Executive Committee have voting rights.

Section 4. Executive Committee Terms of Office.

- A. Chairperson serves a three (3) year term (as Chairperson-Elect, Chairperson, and Ex-Officio).
- B. Treasurer serves a three (3) year term.
- C. Recording Secretary and Membership Coordinator serve two (2) year terms.
- D. Journal Editors serve a term that is determined by the Executive Committee.
- E. Administrative Coordinator serves a term that is determined by the Executive Committee.
- F. Webjefa is a three (3) year position appointed by the Executive Committee.

Section 5. Duties of the Officers of the Executive Committee.

- A. The Chairperson shall:
 - i. Preside at all meetings of the Executive and Coordinating Committees.
 - ii. Implement the policies and procedures of the organization.
 - iii. Represent the organization in all matters but take no position contrary to these bylaws.
 - iv. Together with Administrative Coordinator, sign all contracts approved by the Executive Committee.
 - v. In consultation with the Executive Committee, appoint staff and volunteer positions.
 - vi. In consultation with the Executive Committee, appoint Ad Hoc Committees.
 - vii. In consultation with the Executive Committee, appoint the Herstorian to the Coordinating Committee.
 - viii. Request General, Special, Executive, and Coordinating Committee meetings
 - ix. Retain General Counsel, as needed.
 - x. Send copies of all correspondence and other matter sent and received by the organization to the National Office/ Administrative Coordinator.
 - xi. Chair and convene the Summer Institute Program Committee.
 - xii. Prepare written, typed, or printed matter pertaining to and on behalf of the organization.
 - xiii. Serve on the Editorial Board of *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social*.
 - xiv. Assume the office of Ex-Officio after the term expires.
 - xv. Submit annual report to Recording Secretary.

B. The Chairperson-Elect shall:

- i. Support the Chairperson in the implementation of the policies and procedures of the organization.
- ii. Assume the duties of the Chairperson:
 - a. In their absence.
 - b. If so directed by the Executive Committee.
 - c. When the Chairperson's term expires.
- iii. In consultation with the Webjefa and Communications Committee, make recommendations to the Executive Committee on editorial policy, publishing, and functionality of MALCS digital presence.
- iv. Call a meeting of the Coordinating Committee to determine whether the Chairperson is unwilling or unable to perform the duties of the Chairperson in accordance with Article XI of these bylaws.
 - a. Such a meeting must be called in writing with no less than five (5) days notice, and only when the Chairperson-Elect has a good cause to believe that the Chairperson is unable or unwilling to perform the duties of the Chairperson in accordance with Article XI of these Bylaws.
 - b. Solicit perspectives from MALCS Committee members to express their views on the questions and vote.
- ii. Submit annual report to Recording Secretary.

C. The Ex-Officio shall:

- i. Bring to conclusion projects started but not completed during term of office.
- ii. Assist with transition of officers (information, resources).
- iii. Chair and convene the Nominations Committee.
- iv. Serve a two (2) year term on the *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social* Editorial Board.
- v. Conduct special projects with the Administrative Coordinator, liaison between the Summer Institute Site Committee and the Executive Committee.
- vi. In the absence of Chairperson and Chairperson-Elect, the Ex-Officio will facilitate meetings.
- vii. Submit annual report to the Recording Secretary.

D. The Treasurer shall:

- i. In collaboration with the Administrative Coordinator, regularly review, report, and reconcile financial documents and statements for the organization.
- ii. In consultation with the Administrative Coordinator, advise and consult with the Executive Committee regarding budgetary constraints, financial policy, audits, development strategies and activities.
- iii. Make recommendations on all routine and non-routine financial matters.
- iv. Review any items or requests with financial implications that are made to the National Office/ Administrative Coordinator, Executive Committee and/or Coordinating Committee.
- v. Serve on the Summer Institute Program Committee.
- vi. In the absence of Chairperson, Chairperson-Elect, and Ex-Officio, the Treasurer will facilitate meetings.
- vii. Submit annual report to Recording Secretary.

E. The Recording Secretary shall:

- i. Keep the minutes of all regular and special meetings of the Executive Committee, Coordinating Committee, and National Membership Meeting.
- ii. Distribute minutes to the Executive Committee and the membership within thirty (30) days after adjournment of each meeting.
- iii. In collaboration with the Chairperson, prepare the agenda for all meetings.
- iv. Compile, organize, and deliver all documents to Administrative Coordinator and to the MALCS archives at UCLA.
- v. Collect and keep contact information on chapters, caucuses, officers, and awards.
- vi. Serve as a liaison between the Executive Committee and Chapters.
- vii. Support At-Large Representatives in chapter development.
- viii. Submit annual report.

F. The Membership Coordinator shall:

- i. Approve memberships, verify membership status for all elected and appointed positions, and handle membership inquiries.
- ii. Conduct a yearly membership check before the Summer Institute. In collaboration with the Communications Committee, chaired by the Webjefa, make recommendations to the Executive Committee for improved organization management.
- iii. Work with the Webjefa on MALCS membership and Summer Institute.
- iv. Serve on
 - a. Summer Institute Program Committee.

- b. Communications Committee.
- c. Liaison between the Executive Committee and Caucuses, including soliciting reports and activities for publication on the MALCS website.
- v. Assist with the *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social* journal distribution list.
- vi. Submit annual report to Recording Secretary.

G. The Administrative Coordinator is a position appointed by the Executive Committee for a term of office determined by the Executive Committee. The Administrative Coordinator shall:

- i. Represent the organization.
- ii. Collaborate with the Executive Committee to fulfill the mission of the organization.
- iii. Provide administrative support to implement and maintain the policies and procedures of the organization.
- iv. Collaborate with the Treasurer and oversee the financial records and processes of MALCS.
- v. Sign all checks issued by the organization.
- vi. Collect all monies due to the organization and advise the Executive Committee of the monies received from members and other sources.
- vii. Seek funding opportunities and coordinate development efforts.
- viii. Recommend staff and volunteer positions to the Executive Committee.
- ix. Oversee and coordinate staff, interns, and volunteers.
- x. Submit quarterly and biannual budget reports.
- xi. Serve as liaison between the Executive Committee and the fiscal agent.
- xii. Serve on the Communications Committee
- xiii. Serve on the Nominations Committee.
- xiv. Submit annual report to Recording Secretary.

H. The Editor for *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social* is a position appointed by the Executive Committee for a three (3) to five (5) year term. The Editor shall:

- i. Provide an institutional home for *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social*.
- ii. Follow the home institution's policies and procedures that impact the production of *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social*.

- iii. Follow the policies and procedures manual for *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social* in the production of the journal.
 - iv. Solicit manuscripts and facilitate the feminist editorial practices of Chicana/Latina Studies for *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social*.
 - v. Collaborate with the Membership Coordinator to ensure accuracy of the journal distribution list.
 - vi. Represent the organization at professional venues.
 - vii. Submit annual report and budget to Recording Secretary.
- I. The Webjefa
- i. Maintain, update, and manage the organization's website.
 - ii. Coordinate updates with the Lead Editor or her designee of the *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social* website.
 - iii. Maintain communication and support with
 - a. Executive Committee.
 - b. Summer Institute Program Committee
 - iv. Chair and convene the Communications Committee.
 - v. Submit annual report to Recording Secretary.

ARTICLE IX: COORDINATING COMMITTEE

Section 1. The Coordinating Committee is an advisory body that promotes the general well-being of the organization including supporting the Executive Committee as it works to carry out the mission of the organization.

Section 2. The Coordinating Committee shall include:

- A. All Executive Committee Members.
- B. Caucus Representatives.
- C. At-large Representatives.
- D. Other Appointed Positions.

Section 3. Duties of the Coordinating Committee:

- A. Assists with the implementation of policies and procedures and other matters of organizational development.

- B. Serve a “checks and balances” function for the organization. In that role, the Coordinating Committee, with a 3/4 vote of the committee, may call a special meeting of the membership if it has determined that the Executive Committee is not serving the best interests of the MALCS membership.
- C. Attend bi-monthly meetings with the Executive Committee.

Section 4. Caucus Representatives will be comprised of one (1) representative from each of the four (4) caucuses—LGBT (Lesbian, Gay, Bisexual, Transgender), Undergraduate Students, Graduate Students, and WINC (Women’s Indigenous Native).

- A. Duties of the Caucus Representatives:
 - i. Be elected at the Summer Institute and serve two (2) year terms.
 - ii. Be elected by their constituents.
 - iii. Attend the Summer Institute.
 - iv. Serve on Summer Institute Program Committee.
 - v. Organize and facilitate a meeting of the caucus at the Summer Institute.
 - a. Recommend and organize workshops, panels, and themes for future institutes.
 - vi. Prepare and submit reports to the Membership Coordinator on their respective activities at time of mid-year meeting and following the Summer Institute.
 - vii. Submit articles, announcements, and posts to the Webjefa for publication on the MALCS website or other digital venues.
 - viii. Keep the Recording Secretary informed of current contact information.

Section 5. At-large Representative positions should offer additional perspectives, interests, and voices from the membership to the Executive Committee.

- A. At-large Representatives shall:
 - i. Be elected at the Summer Institute and serve two (2) year terms with staggered start dates and end dates to ensure office continuity.
 - ii. Attend the Summer Institute.
 - iii. Serve on Summer Institute Program Committee.
 - iv. Serve as the liaison between Coordinating Committee and chapters.
 - v. Help to develop local chapters in three designated regions:
 - i. U.S. Southwest and South.
 - ii. Northern California, Upper U.S. West (including Alaska), and East Coast.
 - iii. Southern California, Lower U.S. West (including Hawaii), and Midwest.

- vi. Identify pertinent topics in relation to their special interest and regions.
- vii. Submit announcements and items of interests from their region for publication on the MALCS website and other digital venues.
- viii. Mentor incoming At-large Representatives.
- ix. Keep the Recording Secretary informed of current contact information.
- x. Prepare and submit reports to the Recording Secretary at time of mid-year meeting and following the Summer Institute.

Section 6. Duties of Other Appointed Positions Serving on the Coordinating Committee.

A. The Herstorian shall:

- i. Be appointed by the Executive Committee for a tenure of three (3) years with possibility of reappointment.
- ii. In communication with the Recording Secretary, Webjefa and Administrative Coordinator, maintain an organized record (print and/or electronic) of documents of historical significance to MALCS including such items as newspaper clippings, photographs, notice of events, Summer Institute materials, articles, etc.
- iii. Create and supervise historical projects.
- iv. Serve as a liaison between MALCS and the official MALCS archives at UCLA.
- v. At the conclusion of the term, turn over all relevant historical materials to the Administrative Coordinator and MALCS Archives.

ARTICLE X: QUALIFICATIONS, NOMINATIONS, ELECTIONS, AND APPOINTMENTS OF OFFICERS

Section 1. All elected or appointed officers must be current members of MALCS.

Section 2. The Nominations Committee, convened by the Ex-Officio Chair, will be responsible for notifying members of open positions, accepting nominations, and preparing a slate of nominees for the national election.

A. Nominees must accept nomination to stand for election.

Section 4. Members may self-nominate.

Section 5. The general body shall vote on these nominees.

- A. Nominees must win by a simple majority vote.
- B. In the event of a tie, the Executive Committee will determine the election through a vote of the sitting Executive Committee and the Coordinating Committee.

ARTICLE XI. TERMINATION OF ELECTED AND APPOINTED POSITIONS

Section 1. Membership on the Executive Committee/Coordinating Committee shall terminate upon occurrence of any of the following events:

- A. Replacement of the member in an election.
- B. Written resignation of the member.
- C. Failure to pay annual dues.
- D. If and when the Executive Committee determines that the member has, in a material way and to a serious degree, obstructed the goals and objectives of the organization.
- E. Member is seriously incapacitated or has established a pattern of (1) neglecting to call or attend meetings or (2) not responding to communications from members or other leaders and that either (1) or (2) has prevented the organization from conducting its business.

ARTICLE XII. STANDING COMMITTEES

Section 1. The Executive and Coordinating Committees of MALCS have four (4) standing committees—Communications Committee, Funds Development Committee, Nominations Committee, and Summer Institute Program Committee. Membership may include members of the Executive Committee, Coordinating Committee, or other MALCS members with an interest in the work of the standing committee.

- A. Communications Committee:
 - i. The duties of this standing committee are to develop and recommend to the Executive Committee a strategic and implementation plan to ensure a stable and vibrant community employing communications technologies.
 - ii. Chaired and convened by Webjefa.
 - iii. Webjefa, Administrative Coordinator, Membership Coordinator, and one representative from *Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social*.
 - iv. Other Executive Committee and Coordinating Committee members may join if necessary.

- B. Funds Development Committee:
 - i. The duties of this standing committee are to develop and recommend to the Executive Committee a strategic and implementation plan to secure the long-term financial security of the organization including strategies for soliciting and securing endowed and grant funds.
 - ii. Chaired and convened by Administrative Coordinator.
 - iii. Administrative Coordinator invites Executive Committee and Coordinating Committee members to join.
- C. Nominations Committee.
 - i. The duties of this standing committee are to notify members of open positions, recruit, and accept nominations, and prepare a slate of nominees for the national election.
 - ii. Chaired and convened by the Ex-Officio Chair.
 - iii. Other committee members may include Executive Committee and Coordinating Committee members not running for reelection.
- D. Summer Institute Programming Committee:
 - i. The duties of this standing committee are to organize the Summer Institute in accordance with the MALCS SI Handbook.
 - ii. Chaired and convened by the Chair Elect.
 - iii. Chair Elect, Chair, Webjefa, Administrative Coordinator, Membership Coordinator, and At-Large Representatives.
 - iv. Committee members may include other Executive Committee and Coordinating Committee members as well as members of the Summer Institute Site Committee.

Section 2. Other standing committees may be appointed by the Executive Committee as needed.

ARTICLE XIII: AD HOC COMMITTEES

Section 1. The Executive and Coordinating Committees of MALCS may appoint Ad Hoc committees to address and act upon emerging issues within MALCS.

ARTICLE IX: ARCHIVES

Section 1. The archives are located at UCLA Chicano Studies Research Center Library.

ARTICLE XV: AMENDMENTS TO MALCS BYLAWS

Section 1. All members of the organization may propose changes to the bylaws and submit them to the Administrative Coordinator for consideration.

Section 2. Members will be provided with a six month period to review and discuss proposed changes. During this time, the Executive Committee shall request comments and recommendations from the general membership. Should any member disagree with the amendments, they have the right to address or propose changes to the amendments.

Section 4. Changes to the bylaws require a two-thirds ($\frac{2}{3}$) vote of the voting membership.