



Irene Gomez-Bethke Papers.

## **Copyright Notice:**

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit [www.mnhs.org/copyright](http://www.mnhs.org/copyright).

BY-LAWS

OF

HISPANIC AMERICAN DEMOCRATS (HAD)

ARTICLE I

NAME

- 1.1 The name of this organization shall be and this organization shall be known as HISPANIC AMERICAN DEMOCRATS, hereinafter referred to as HAD.

ARTICLE II

OFFICE

- 2.1 The principal office of the organization shall be located in Washington, D.C. The organization may have such other offices as the Executive Board may determine or as the affairs of the organization may require from time to time.

ARTICLE III

PURPOSES

- 3.1 The specific objectives of HAD is to provide a politically unified and directed voice for the Hispanic communities within the United States that is attentive to the needs and well-being of the Hispanic people.

ARTICLE IV

EXECUTIVE BOARD

- 4.1 The Executive Board is the governing body of HAD and shall have all authority necessary to transact all business in the intervals between General Membership meetings.
- 4.1.1 The Executive Board shall be comprised of the following:  
twenty-five (25) members shall be elected at the HAD National Convention.

These twenty-five (25) members shall be divided proportionately according to the following formula:

|              |                          |
|--------------|--------------------------|
| Fifteen (15) | - Mexican American (60%) |
| Six (6)      | - Puerto Rican (23%)     |
| Three (3)    | - Cuban (12%)            |
| One (1)      | - Other (5%)             |

4.1.2 The Chair shall then appoint five (5) members at large for purposes of balancing the Executive Board. In making these appointments the Chair shall consider to the extent possible, sexual, ethnic and regional balances in order to maintain the appropriate representation of the total Hispanic population in the United States.

4.1.3 Chairs of all State Steering Committees shall automatically become members of the Executive Board with full voting rights and privileges.

4.1.4 Members of the United States Congress, who are members of HAD, will be members of the Executive Board with full voting rights and privileges.

4.2 The Executive Board shall designate the work, duties and responsibilities of the Standing Committees.

4.2.1 The Executive Board shall approve all Standing Committee Chairpersons.

4.2.2 The Executive Board shall form Special (Ad Hoc) Standing Committees, to serve specific transient requirements as they may arise.

4.3 The nation-wide elected officers of the HAD Executive Board shall be:

Chair, three (3) Vice Chairs from the Western, Central, Eastern

Regions of the United States, Secretary and Treasurer. The Vice Chairs shall be elected on a rotating male/female basis. There will also be one vice-chair elected at-large.

4.3.1 The respective offices shall be elected at the HAD National Convention.

4.3.2 Qualifications for Office - Any member, may qualify for nomination for election to office if that person is a Member in good standing. The Chair and Vice Chair shall be rotated on a male/female basis.

4.3.3 Terms of Office - The term of office for elected Executive Board Officers shall be two (2) years, or until successors are elected and installed. Terms of office shall begin upon the election and confirmation of officers at the close of National HAD Convention. A Member shall be ineligible for the same elective office after two (2) terms.

4.4 Elective Officers, Powers and Duties:

4.4.1 The Chair shall:

- A. Be Chief Executive of HAD.
- B. Preside at all Executive Board and General Membership Meetings.
- C. Be responsible for preparing the agenda for all Executive Board and General Membership Meetings.
- D. Aggressively represent the interests of HAD.
- E. Be responsible, with the assistance of the Vice-Chair, for the preparation of the annual budget to be submitted to the Executive Board at the first Executive Board meeting of each calendar year.

- F. Appoint, with approval of the Executive Board, their Standing and Special Ad Hoc Committee Chairpersons.

4.4.2 The Vice-Chair shall:

- A. Preside at all meetings in absence of the Chair.
- B. Assist the Chair, and shall assume the duties of the Chair when the Chair is unable to carry out his/her duties.
- C. By majority vote of the Executive Board, be eligible to succeed to the Chair in the event that office becomes vacant.
- D. Be ex-officio members of all Standing and Special Standing Committees.
- E. Assist the Chair in the preparation of the agenda for all Executive Board and General Membership Meetings.
- F. With the Chair and Treasurer, prepare the annual organizational budget.

4.4.3 The Secretary shall:

- A. Keep an accurate record of all General Membership and Executive Board meetings.
- B. Be master custodian of all HAD records, files, books and correspondence, and shall turn over such records, files, books and correspondence to the chair upon leaving office.
- C. Conduct correspondence as directed by the Chair.
- D. Maintain a current list of all officers, committee chairpersons and committee members, with duties indicated, and of the membership at large.



4.4.4 The Treasurer shall:

- A. Receive and deposit all HAD monies in the organization bank account.
- B. Make a financial accounting at each General Membership meeting.
- C. Disburse, by check only, all funds of the organization in accordance with the approved budget as established by the Executive Board, or in such other manner as the Executive Board may authorize.
- D. Obtain bank signature authorization cards.  
Signature of the Chair and Treasurer shall be required on all checks written.
- E. With the Chair and Vice Chairs, prepare the annual budget.
- F. Submit to the organization all financial accounting records for audit in the third-quarter of each calendar year, and at such other times as the Executive Board may direct.
- G. Prior to relinquishing the office of Treasurer, audit the books and prepare a final report to be presented to the Executive Board, and to the membership at large, at the first meeting commencing the new term of office.
- H. Assist the incoming Treasurer in a receiving audit of the organization books and other financial accounting records.
- I. Upon completion of the receiving audit, the outgoing Treasurer shall turn over all records of the office to the incoming Treasurer.

- J. In the event of premature termination of office, the Treasurer shall prepare and present a final report to the Executive Board and turn over all records of the office to the Chair.
- K. Maintain detailed records of membership fees and principle donors and provide this information to the Secretary as requested.

## ARTICLE V

### EXECUTIVE STAFF

- 5.1 The National Level - the Executive Staff at the National Level shall be appointed by the Executive Board with a two-thirds vote approval of the Executive Board.

## ARTICLE VI

### MEMBERSHIP

- 6.1 The organization shall have one general class of members. The designation of such class and the qualifications and rights of the members of such class shall be set forth herein.
- 6.2 Membership Requirement.
  - 6.2.1 General members:
    - A. General members shall be comprised of all Democratic Hispanic elected officials;
    - all Hispanic Democratic Party officials;
    - all Hispanic delegates to Democratic Party conventions and/or conferences;
    - all Democratic Hispanic individuals.
  - A.1 Each member in good standing shall be entitled

to one vote. A Member is deemed to be in good standing who supports the precepts, objectives and by-laws of HAD and who maintains his membership dues current.

## ARTICLE VII

### COMMITTEES

- 7.1 The Chair, with the approval of the Executive Board, may designate such standing and special committees as may be desirable to expedite the business of the organization and promote its purposes. Except as otherwise herein provided, the Chair shall appoint all standing or special committees, designate the number of members and the Chairman thereof, prescribe its duties and purposes, and, in the event of the death, disqualification or resignation of any member of any committee, appoint a successor to fill the unexpired term.
- 7.2 There shall be a Rules Committee. It shall consist of seven (7) members appointed by the Chair with approval of the Executive Board. It shall:
- A. Interpret all provisions of these by-laws.
  - B. Be the arbitrator of sensitive issues arising before the Executive Board or membership.

## ARTICLE VIII

### ELECTIONS AND NOMINATIONS

- 8.1 Time of Elections:
- The election of Executive Board and its Officers shall take place at the HAD National Convention.



8.2 Nomination and Election Committee:

- A. The Executive Board shall act as Nomination and Election Committee. In making the nominations, the Committee shall take into consideration sexual, ethnic and regional balances.
- B. The Nomination and Election Committee Chairperson shall be appointed by the Executive Board. He shall convene the first meeting of the Committee immediately following his appointment.
- C. The conduct of the election shall be the business of the Chairperson of the Nomination and Election Committee at the HAD National Convention in adherence to the call of the Convention.

8.3 Floor Nominations:

- A. Additional nominations shall be accepted from the floor at the HAD National Convention.
- B. No member shall be eligible for candidacy unless he has been a member in good standing.
- C. If nominated from the floor, a nominee must be present to confirm his acceptance of nomination.

8.4 Conduct of Elections:

- A. Electors shall be members in good standing and present at the HAD National Convention.
- B. Elections shall be by majority vote. In the event of no majority vote or of a tie, a run-off election shall be promptly conducted.
- C. All elections shall be by open ballot.

D. The Chairperson of the Nomination and Election Committee shall collect ballots, tally results and report results to the Membership.

8.5 Proxies:

A. There shall be no voting by proxy, except at Executive Board meetings. Said proxy vote(s) shall be evidenced prior to the vote by written communication thereof.

ARTICLE IX

DUES

9.1 National dues shall be \$5.00 per year, payable to the Treasurer. These dues shall entitle each Member to all the rights and privileges of Membership as defined in ARTICLE VI, above.

ARTICLE X

MEETINGS/CONDUCT

10.1 The rules contained in the current edition of ROBERT'S RULES OF ORDERS REVISED shall govern HAD meetings in all cases to which they are applicable and in which they are not inconsistent with these BY-LAWS and any special rules or order HAD may adopt.

10.2 Executive Board Meetings:

The Executive Board shall meet at least twice (2) a year.

10.2.1 The meeting time and place shall be established by the Chair with concurrence of the Executive Board.

10.2.2 Notice of each meeting shall be made known to the Executive Board at least one (1) month prior thereto.

10.3 HAD National Convention:

The HAD National Convention shall be scheduled at least every

other year.

10.3.1 The Call to the HAD National Convention shall be issued to the general membership at least sixty (60) calendar days prior to each said Convention.

10.4 Special Meetings:

Special Meetings of the Executive Board may be called by the Chair or by one-third (1/3) of the members of the Executive Board.

ARTICLE XI

QUORUM/RATIFICATIONS

11.1 A majority of the Executive Board Members, present either in person or by proxy, shall constitute a quorum to transact the business of an Executive Board Meeting.

11.2 A majority vote of those voting in person or by proxy is required to ratify any issue before the Executive Board assembled.

ARTICLE XII

RECALL REFERENDUMS

12.1 Elected officers may be removed from office by a 2/3 vote of the Executive Board.

12.2 Executive Board members shall be automatically removed from office if they consecutively miss three (3) regularly called Executive Board, or Standing Committee Meetings, as applicable, unless said Member can show just cause to the Executive Board. The Secretary shall have earlier mailed a letter to such officer at his/her last known address advising of HAD intent to remove him/

her from Membership, advising said action to be taken at the next Executive Board Meeting, and inviting said Member to attend to show cause why he/she should not be removed.

## ARTICLE XIII

### AMENDMENTS

#### 13.1 By-laws:

- 13.1.1 Before any proposed amendment of these By-Laws is voted upon, three (3) copies of such proposed amendment shall be filed with the Secretary. The entire ARTICLE sought to be amended shall be presented, showing such ARTICLE as it will read if the proposed amendment is adopted.
- 13.1.2 The Secretary shall present the proposed amendment at the regular meeting of the Executive Board called for that purpose. No proposed amendment shall be submitted to the Membership unless it shall have received a majority vote of the Members of the Executive Board. If so, notice of the proposed amendment shall be given by the Secretary to the Members of the organization at least thirty (30) days before the meeting at which the amendment is to be voted upon.
- 13.1.3 The affirmative vote of a majority of the Members present at any General or Special Meeting held for that purpose, at which a quorum is present, shall be necessary for the adoption of an amendment. Unless otherwise provided, an amendment shall become effective at the adjournment of the meeting at which the same is adopted.
- 13.1.4 An amendment may also be sought by a petition signed by



forty (40) of the certified delegates at the HAD National Convention.

#### ARTICLE XIV

##### MISCELLANEOUS

##### 14.1 Endorsements:

14.1.1 The HAD National Convention may endorse candidates for President and Vice-President of the United States only by a majority vote of the delegates to said convention.

#### ARTICLE XV

##### EFFECTIVITY

15.1 The By-Laws of HAD shall become effective upon ratification by a majority vote of the delegates present and voting at a HAD National Convention.

##### ENACTING CLAUSE

These By-Laws were approved and adopted by the regular HAD National Convention Meeting of HAD held on December 9, 1979 and are in force and in effect from that date.



August 1980

BY-LAWS

OF

HISPANIC AMERICAN DEMOCRATS (HAD)

ARTICLE I

NAME

- 1.1 The name of this organization shall be and this organization shall be known as HISPANIC AMERICAN DEMOCRATS, hereinafter referred to as HAD.

ARTICLE II

OFFICE

- 2.1 The principal office of the organization shall be located in Washington, D.C. The organization may have such other offices as the Executive Board may determine or as the affairs of the organization may require from time to time.

ARTICLE III

PURPOSES

- 3.1 The specific objectives of HAD is to provide a politically unified and directed voice for the Hispanic communities within the United States that is attentive to the needs and well-being of the Hispanic people.

ARTICLE IV

EXECUTIVE BOARD

- 4.1 The Executive Board is the governing body of HAD and shall have all authority necessary to transact all business in the intervals between General Membership meetings.
- 4.1.1 The Executive Board shall be comprised of the following: twenty-five (25) members shall be elected at the HAD Nat Convention.

These twenty-five (25) members shall be divided proportionately according to the following formula:

|              |                          |
|--------------|--------------------------|
| Fifteen (15) | - Mexican American (60%) |
| Six (6)      | - Puerto Rican (23%)     |
| Three (3)    | - Cuban (12%)            |
| One (1)      | - Other (5%)             |

4.1.2 The Chair shall then appoint five (5) members at large for purposes of balancing the Executive Board. In making these appointments the Chair shall consider to the extent possible, sexual, ethnic and regional balances in order to maintain the appropriate representation of the total Hispanic population in the United States.

4.1.3 Chairs of all State Steering Committees shall automatically become members of the Executive Board with full voting rights and privileges.

4.1.4 Members of the United States Congress, who are members of HAD, will be members of the Executive Board with full voting rights and privileges.

4.2 The Executive Board shall designate the work, duties and responsibilities of the Standing Committees.

4.2.1 The Executive Board shall approve all Standing Committee Chairpersons.

4.2.2 The Executive Board shall form Special (Ad Hoc) Standing Committees, to serve specific transient requirements as they may arise.

4.3 The nation-wide elected officers of the HAD Executive Board shall be:

Chair, three (3) Vice Chairs from the Western, Central, Eastern

Regions of the United States, Secretary and Treasurer. The Vice Chairs shall be elected on a rotating male/female basis. There will also be one vice-chair elected at-large.

4.3.1 The respective offices shall be elected at the HAD National Convention.

4.3.2 Qualifications for Office - Any member, may qualify for nomination for election to office if that person is a Member in good standing. The Chair and Vice Chair shall be rotated on a male/female basis.

4.3.3 Terms of Office - The term of office for elected Executive Board Officers shall be two (2) years, or until successors are elected and installed. Terms of office shall begin upon the election and confirmation of officers at the close of National HAD Convention. A Member shall be ineligible for the same elective office after two (2) terms.

4.4 Elective Officers, Powers and Duties:

4.4.1 The Chair shall:

- A. Be Chief Executive of HAD.
- B. Preside at all Executive Board and General Membership Meetings.
- C. Be responsible for preparing the agenda for all Executive Board and General Membership Meetings.
- D. Aggressively represent the interests of HAD.
- E. Be responsible, with the assistance of the Vice-Chair, for the preparation of the annual budget to be submitted to the Executive Board at the first Executive Board meeting of each calendar year.

- F. Appoint, with approval of the Executive Board, their Standing and Special Ad Hoc Committee Chairpersons.

4.4.2 The Vice-Chair shall:

- A. Preside at all meetings in absence of the Chair.
- B. Assist the Chair, and shall assume the duties of the Chair when the Chair is unable to carry out his/her duties.
- C. By majority vote of the Executive Board, be eligible to succeed to the Chair in the event that office becomes vacant.
- D. Be ex-officio members of all Standing and Special Standing Committees.
- E. Assist the Chair in the preparation of the agenda for all Executive Board and General Membership Meetings.
- F. With the Chair and Treasurer, prepare the annual organizational budget.

4.4.3 The Secretary shall:

- A. Keep an accurate record of all General Membership and Executive Board meetings.
- B. Be master custodian of all HAD records, files, books and correspondence, and shall turn over such records, files, books and correspondence to the chair upon leaving office.
- C. Conduct correspondence as directed by the Chair.
- D. Maintain a current list of all officers, committee chairpersons and committee members, with duties indicated, and of the membership at large.

4.4.4 The Treasurer shall:

- A. Receive and deposit all HAD monies in the organization bank account.
- B. Make a financial accounting at each General Membership meeting.
- C. Disburse, by check only, all funds of the organization in accordance with the approved budget as established by the Executive Board, or in such other manner as the Executive Board may authorize.
- D. Obtain bank signature authorization cards.  
Signature of the Chair and Treasurer shall be required on all checks written.
- E. With the Chair and Vice Chairs, prepare the annual budget.
- F. Submit to the organization all financial accounting records for audit in the third-quarter of each calendar year, and at such other times as the Executive Board may direct.
- G. Prior to relinquishing the office of Treasurer, audit the books and prepare a final report to be presented to the Executive Board, and to the membership at large, at the first meeting commencing the new term of office.
- H. Assist the incoming Treasurer in a receiving audit of the organization books and other financial accounting records.
- I. Upon completion of the receiving audit, the outgoing Treasurer shall turn over all records of the office to the incoming Treasurer.



- J. In the event of premature termination of office, the Treasurer shall prepare and present a final report to the Executive Board and turn over all records of the office to the Chair.
- K. Maintain detailed records of membership fees and principle donors and provide this information to the Secretary as requested.

## ARTICLE V

### EXECUTIVE STAFF

- 5.1 The National Level - the Executive Staff at the National Level shall be appointed by the Executive Board with a two-thirds vote approval of the Executive Board.

## ARTICLE VI

### MEMBERSHIP

- 6.1 The organization shall have one general class of members. The designation of such class and the qualifications and rights of the members of such class shall be set forth herein.
- 6.2 Membership Requirement.
  - 6.2.1 General members:
    - A. General members shall be comprised of all Democratic Hispanic elected officials;
    - all Hispanic Democratic Party officials;
    - all Hispanic delegates to Democratic Party conventions and/or conferences;
    - all Democratic Hispanic individuals.
    - A.1 Each member in good standing shall be entitled

to one vote. A Member is deemed to be in good standing who supports the precepts, objectives and by-laws of HAD and who maintains his membership dues current.

## ARTICLE VII

### COMMITTEES

- 7.1 The Chair, with the approval of the Executive Board, may designate such standing and special committees as may be desirable to expedite the business of the organization and promote its purposes. Except as otherwise herein provided, the Chair shall appoint all standing or special committees, designate the number of members and the Chairman thereof, prescribe its duties and purposes, and, in the event of the death, disqualification or resignation of any member of any committee, appoint a successor to fill the unexpired term.
- 7.2 There shall be a Rules Committee. It shall consist of seven (7) members appointed by the Chair with approval of the Executive Board. It shall:
- A. Interpret all provisions of these by-laws.
  - B. Be the arbitrator of sensitive issues arising before the Executive Board or membership.

## ARTICLE VIII

### ELECTIONS AND NOMINATIONS

- 8.1 Time of Elections:
- The election of Executive Board and its Officers shall take place at the HAD National Convention.

8.2 Nomination and Election Committee:

- A. The Executive Board shall act as Nomination and Election Committee. In making the nominations, the Committee shall take into consideration sexual, ethnic and regional balances.
- B. The Nomination and Election Committee Chairperson shall be appointed by the Executive Board. He shall convene the first meeting of the Committee immediately following his appointment.
- C. The conduct of the election shall be the business of the Chairperson of the Nomination and Election Committee at the HAD National Convention in adherence to the call of the Convention.

8.3 Floor Nominations:

- A. Additional nominations shall be accepted from the floor at the HAD National Convention.
- B. No member shall be eligible for candidacy unless he has been a member in good standing.
- C. If nominated from the floor, a nominee must be present to confirm his acceptance of nomination.

8.4 Conduct of Elections:

- A. Electors shall be members in good standing and present at the HAD National Convention.
- B. Elections shall be by majority vote. In the event of no majority vote or of a tie, a run-off election shall be promptly conducted.
- C. All elections shall be by open ballot.

D. The Chairperson of the Nomination and Election Committee shall collect ballots, tally results and report results to the Membership.

8.5 Proxies:

A. There shall be no voting by proxy, except at Executive Board meetings. Said proxy vote(s) shall be evidenced prior to the vote by written communication thereof.

ARTICLE IX

DUES

9.1 National dues shall be \$5.00 per year, payable to the Treasurer. These dues shall entitle each Member to all the rights and privileges of Membership as defined in ARTICLE VI, above.

ARTICLE X

MEETINGS/CONDUCT

10.1 The rules contained in the current edition of ROBERT'S RULES OF ORDERS REVISED shall govern HAD meetings in all cases to which they are applicable and in which they are not inconsistent with these BY-LAWS and any special rules or order HAD may adopt.

10.2 Executive Board Meetings:

The Executive Board shall meet at least twice (2) a year.

10.2.1 The meeting time and place shall be established by the Chair with concurrence of the Executive Board.

10.2.2 Notice of each meeting shall be made known to the Executive Board at least one (1) month prior thereto.

10.3 HAD National Convention:

The HAD National Convention shall be scheduled at least every

other year.

10.3.1 The Call to the HAD National Convention shall be issued to the general membership at least sixty (60) calendar days prior to each said Convention.

10.4 Special Meetings:

Special Meetings of the Executive Board may be called by the Chair or by one-third (1/3) of the members of the Executive Board.

ARTICLE XI

QUORUM/RATIFICATIONS

11.1 A majority of the Executive Board Members, present either in person or by proxy, shall constitute a quorum to transact the business of an Executive Board Meeting.

11.2 A majority vote of those voting in person or by proxy is required to ratify any issue before the Executive Board assembled.

ARTICLE XII

RECALL REFERENDUMS

12.1 Elected officers may be removed from office by a 2/3 vote of the Executive Board.

12.2 Executive Board members shall be automatically removed from office if they consecutively miss three (3) regularly called Executive Board, or Standing Committee Meetings, as applicable, unless said Member can show just cause to the Executive Board. The Secretary shall have earlier mailed a letter to such officer at his/her last known address advising of HAD intent to remove him/



her from Membership, advising said action to be taken at the next Executive Board Meeting, and inviting said Member to attend to show cause why he/she should not be removed.

#### ARTICLE XIII

##### AMENDMENTS

##### 13.1 By-laws:

13.1.1 Before any proposed amendment of these By-Laws is voted upon, three (3) copies of such proposed amendment shall be filed with the Secretary. The entire ARTICLE sought to be amended shall be presented, showing such ARTICLE as it will read if the proposed amendment is adopted.

13.1.2 The Secretary shall present the proposed amendment at the regular meeting of the Executive Board called for that purpose. No proposed amendment shall be submitted to the Membership unless it shall have received a majority vote of the Members of the Executive Board. If so, notice of the proposed amendment shall be given by the Secretary to the Members of the organization at least thirty (30) days before the meeting at which the amendment is to be voted upon.

13.1.3 The affirmative vote of a majority of the Members present at any General or Special Meeting held for that purpose, at which a quorum is present, shall be necessary for the adoption of an amendment. Unless otherwise provided, an amendment shall become effective at the adjournment of the meeting at which the same is adopted.

13.1.4 An amendment may also be sought by a petition signed by

forty (40) of the certified delegates at the HAD  
National Convention.

#### ARTICLE XIV

##### MISCELLANEOUS

##### 14.1 Endorsements:

14.1.1 The HAD National Convention may endorse candidates  
for President and Vice-President of the United States  
only by a majority vote of the delegates to said  
convention.

#### ARTICLE XV

##### EFFECTIVITY

15.1 The By-Laws of HAD shall become effective upon ratification by  
a majority vote of the delegates present and voting at a HAD  
National Convention.

##### ENACTING CLAUSE

These By-Laws were approved and adopted by the regular HAD National  
Convention Meeting of HAD held on December 9, 1979 and are in force  
and in effect from that date.

BY-LAWS  
OF  
HISPANIC AMERICAN DEMOCRATS (H.A.D.)

ARTICLE I

NAME

- 1.1 The name of this organization shall be and this organization shall be known as HISPANIC AMERICAN DEMOCRATS, hereinafter referred to as H.A.D.

ARTICLE II

OFFICE

- 2.1 The principal office of the organization shall be located in Washington, D.C. The organization may have such other offices as the Executive Board may determine or as the affairs of the organization may require from time to time.

ARTICLE III

PURPOSES

- 3.1 The specific objectives of H.A.D. is to provide

a politically unified and directed voice for the Hispanic communities within the United States that is attentive to the needs and well-being of the Hispanic people.

#### ARTICLE IV

##### EXECUTIVE BOARD

4.1 The Executive Board is the governing body of H.A.D. and shall have all authority necessary to transact all business in the intervals between General Membership meetings.

4.1.1 The Executive Board shall be comprised of thirty (30) members; twenty-five (25) members shall be elected at the H.A.D. national convention. These twenty-five (25) members shall be divided proportionately according to the following formula:

|              |   |                        |
|--------------|---|------------------------|
| Fifteen (15) | - | Mexican American (60%) |
| Six (6)      | - | Puerto Rican (23%)     |
| Three (3)    | - | Cuban (12%)            |
| One (1)      | - | Other (5%)             |

The Chair shall then appoint five (5) members at large for purposes of balancing the Executive Board. In making these appointments the Chair

at the first Executive Board meeting of each calendar year.

- F. Appoint, with approval of the Executive Board, their Standing and Special Ad Hoc Committee Chairpersons.

4.4.2 The Vice-Chair shall:

- A. Preside at all meetings in absence of the Chair.
- B. Assist the Chair, and shall assume the duties of the Chair when the Chair is unable to carry out his duties.
- C. By majority vote of the Executive Board, be eligible to succeed to the Chair in the event that office becomes vacant.
- D. Be ex-officio members of all Standing and Special Standing Committees.
- E. Assist the Chair in the preparation of the agenda for all Executive Board and General Membership Meetings.
- F. With the Chair and Treasurer, prepare the annual organizational budget.



4.4.3 The Secretary shall:

- A. Keep an accurate record of all General Membership and Executive Board meetings.
- B. Be master custodian of all H.A.D. records, files, books and correspondence, and shall turn over such records, files, books and correspondence to the Chair upon leaving office.
- C. Conduct correspondence as directed by the Chair.
- D. Maintain a current list of all officers, committee chairpersons and committee members, with duties indicated, and of the membership at large.

4.4.4 The Treasurer shall:

- A. Receive and deposit all H.A.D. monies in the organization bank account.
- B. Make a financial accounting at each General Membership meeting.
- C. Disburse, by check only, all funds of the organization in accordance with the approved budget as established by the Executive Board, or in such other manner as the Executive Board may authorize.
- D. Obtain bank signature authorization cards.

Signature of the Chair and Treasurer shall be required on all check written.

- E. With the Chair and Vice Chairs, prepare the annual budget.
- F. Submit to the organization all financial accounting records for audit in the third-quarter of each calendar year, and at such other times as the Executive Board may direct.
- G. Prior to relinquishing the office of Treasurer, audit the books and prepare a final report to be presented to the Executive Board, and to the membership at large, at the first meeting commencing the new term of office.
- H. Assist the incoming Treasurer in a receiving audit of the organization books and other financial accounting records.
- I. Upon completion of the receiving audit, the outgoing Treasurer shall turn over all records of the office to the incoming Treasurer.
- J. In the event of premature termination of office, the Treasurer shall prepare and present a final report to the Executive Board and turn over all records of the office of the Chair.

- K. Maintain detailed records of membership fees and principle donors and provide this information to the Secretary as requested.

## ARTICLE V

### EXECUTIVE STAFF

- 5.1 The National Level - the Executive Staff at the National Level shall be appointed by the Executive Board with a two-thirds vote approval thereof.

## ARTICLE VI

### MEMBERSHIP

- 6.1 The organization shall have one general class of members. The designation of such class and the qualifications and rights of the members of such class shall be set forth herein.

- 6.2 Membership Requirement.

6.2.1 General members:

- A. General members shall be comprised of all Democratic Hispanic elected officials; all Hispanic Democratic Party officials; all Hispanic delegates to Democratic Party conventions and/or conferences; all Democratic Hispanic individuals.

- A.1 Each member in good standing shall be entitled to one vote. A Member is deemed to be in good standing who supports the precepts, objectives and by-laws of H.A.D. and who maintains his membership dues current.

## ARTICLE VII

### COMMITTEES

- 7.1 The Chair, with the approval of the Executive Board, may designate such standing and special committees as may be desirable to expedite the business of the organization and promote its purposes. Except as otherwise herein provided, the Chair shall appoint all standing or special committees, designate the number of members and the Chairman thereof, prescribe its duties and purposes, and, in the event of the death, disqualification or resignation of any member of any committee, appoint a successor to fill the unexpired term.
- 7.2 There shall be a Rules Committee. It shall consist of seven (7) members appointed by the Chair with approval of the Executive Board. It shall:
- A. Interpret all provisions of these by-laws.
  - B. Be the arbitrator of sensitive issues arising before the Executive Board or membership.

## ARTICLE VIII

### ELECTIONS AND NOMINATIONS

- 8.1 Time of Elections:
- The election of Executive Board and its Officers shall take place at the H.A.D. National Convention.
- 8.2 Nomination and Election Committee:



- A. The Executive Board shall act as Nomination and Election Committee. In making the nominations, the Committee shall take into consideration sexual, ethnic and regional balances.
- B. The Nomination and Election Committee Chairperson shall be appointed by the Executive Board. He shall convene the first meeting of the Committee immediately following his appointment.
- C. The conduct of the election shall be the business of the Chairperson of the Nomination and Election Committee at the H.A.D. National Convention in adherence to the call of the Convention.

8.3 Floor Nominations:

- A. Additional nominations shall be accepted from the floor at the H.A.D. National Convention.
- B. No member shall be eligible for candidacy unless he has been a member in good standing.
- C. If nominated from the floor, a nominee must be present to confirm his acceptance of nomination.

8.4 Conduct of Elections:

- A. Electors shall be members in good standing and present at the H.A.D. National Convention.

- B. Elections shall be by plurality vote of the members present and voting. In the event of a tie, a run-off election shall be promptly conducted.
- C. All elections shall be by open ballot.
- D. The Chairperson of the Nomination and Election Committee shall collect ballots, tally results and report results to the Membership.

8.5 Proxies:

- A. There shall be no voting by proxy, except at Executive Board Meetings. Said proxy vote(s) shall be evidenced prior to the vote by written communication thereof.

ARTICLE IX

DUES

- 9.1 National dues shall be \$5.00 per year, payable to the Treasurer. These dues shall entitle each Member to all the rights and privileges of Membership as defined in ARTICLE VI, above.

ARTICLE X

MEETINGS/CONDUCT

- 10.1 The rules contained in the current edition of ROBERT'S RULES OF ORDERS REVISED shall govern H.A.D. meetings in all cases to which they are applicable and in which they are not inconsistent with these BY-LAWS and any special rules or order H.A.D. may adopt.



10.2 Executive Board Meetings:

The Executive Board shall meet at least twice (2) a year.

10.2.1 The meeting time and place shall be established by the Chair with concurrence of the Executive Board.

10.2.2 Notice of each meeting shall be made known to the Executive Board at least one (1) month prior thereto.

10.3 H.A.D. National Convention:

The H.A.D. National Convention shall be scheduled at least every other year.

10.3.1 The call to the H.A.D. National Convention shall be issued to the general membership at least sixty (60) calendar days prior to each said Convention.

10.4 Special Meetings:

Special Meetings of the Executive Board may be called by the Chair or by one-third (1/3) of the members of the Executive Board.

ARTICLE XI

QUORUM/RATIFICATIONS

11.1 A majority of the Executive Board Members, present either in person or by proxy, shall constitute a quorum to transact the business of an Executive Board Meeting.

- 11.2 A majority vote of those voting in person or by proxy is required to ratify any issue before the Executive Board assembled.

## ARTICLE XII

### RECALL REFERENDUMS

- 12.1 Elected officers may be removed from office by a 2/3 vote of the Executive Board.
- 12.2 Executive Board Members shall be automatically removed from office if they consecutively miss three (3) regularly called Executive Board, or Standing Committee Meetings, as applicable, unless said Member can show just cause to the Executive Board. The Secretary shall have earlier mailed a letter to such officer at his last known address advising of H.A.D. intent to remove him from Membership, advising said action to be taken at the next Executive Board Meeting, and inviting said Member to attend to show cause why he should not be removed.

## ARTICLE XIII

### AMENDMENTS

- 13.1 By-Laws:
- 13.1.1 Before any proposed amendment of these By-Laws is voted upon, three (3) copies of such proposed amendment shall be filed with the Secretary. The entire ARTICLE sought to be amended shall be presented, showing such

ARTICLE as it will read if the proposed amendment is adopted.

- 13.1.2 The Secretary shall present the proposed amendment at the regular meeting of the Executive Board called for that purpose. No. proposed amendment shall be submitted to the Membership unless it shall have received a majority vote of the Members of the Executive Board. If so, notice of the proposed amendment shall be given by the Secretary to the Members of the organization at least thirty (30) days before the meeting at which the amendment is to be voted upon.
- 13.1.3 The affirmative vote of a majority of the Members present at any General or Special Meeting held for that purpose, at which a quorum is present, shall be necessary for the adoption of an amendment. Unless otherwise provided, an amendment shall become effective at the adjournment of the meeting at which the same is adopted.
- 13.1.4 An amendment may also be sought by a petition signed by forty (40) of the certified delegates at the H.A.D. National Convention.

ARTICLE XIV

MISCELLANEOUS

14.1 Endorsements:

14.1.1 The H.A.D. National Convention <sup>MAY</sup> ~~shall~~ endorse candidates for President and Vice-President of the United States only by a majority vote of the delegates to said Convention.

ARTICLE XV

EFFECTIVITY

15.1 The By-Laws of H.A.D. shall become effective upon ratification by a majority vote of the delegates present and voting at a H.A.D. National Convention.

ENACTING CLAUSE

These By-Laws were approved and adopted by the regular H.A.D. National Convention Meeting of H.A.D. held on July 2 , 1979, and are in force and in effect from that date.

Proposed amendment to the By-Laws  
(from the Maryland and Virginia delegations)

That Article IV be amended by including the following  
new subarticle:

"Each state shall be entitled to at least one member  
on the Executive Board. This requirement may not affect the  
proportional representation formula in Article 4.1.1."

-----

Purpose of amendment

- insure minimum representation in HAD's Executive Board for  
states with small Hispanic populations. ( Under HAD's con-  
vention delegate apportionment scheme, two states possess over  
100 delegates, and eight others have between 10 and 100 delegates.  
The remaining 43 states have less than 10 delegates, and most  
of these have only 1 delegate.  
If the above amendment is not approved, HAD will be managed  
exclusively by the "Big Ten" states.)
- provide an incentive for states with small Hispanic populations  
to organize a HAD state chapter.
- provide effective communication between HAD and its state  
chapters.

Note:

Under this amendment, only small states with organized HAD  
chapters would qualify for minimum representation in the Executive  
Board.