

*Licenciados Latinos del Pacifico/Latino Alumni Pacific Club*

**GOVERNANCE AND PROCEDURES**

The Latino Alumni Pacific Club (LAPC) was formally established as a club of the Pacific Alumni Association in January 2008. LAPC operates in accordance with the Pacific Club Charter.

**Steering Committee**

The LAPC shall be led by a Steering Committee composed of officers and general members. The Steering Committee plans events, publicity, and other programs sponsored by the club.

**Officers**

The Steering Committee of LAPC currently consists of the following officers. Officers shall serve for two years.

Co-Chairs

- Plan and conduct meetings of the steering committee
- Serve as primary contact with the Pacific Alumni Association
- Delegate duties to members of the steering committee
- Participate in Clubs Committee conference calls or meetings consisting of all club chairs/representatives as scheduled by the Association

Secretary

- Keeps minutes and records of proceedings at meetings
- Sends minutes to the Association and club officers one week after the meeting/event
- Maintains a list of attendees to an event
- Distributes meeting agenda two weeks before a meeting

Treasurer – as needed

- Handles all financial transactions with the Association
- Informs members of current financial status as needed

Webpage Coordinator

- Helps to maintain the club webpage
- Ensures that website contains updated and accurate information and images

Pacific Alumni Weekend Coordinator

- Coordinates sub-committee to plan and execute the Latino Alumni Reception at Pacific Alumni Weekend
- Updates members on activities for Pacific Alumni Weekend

Latino Heritage Month Coordinator

- Works with the University and student organizations to plan activities for Latino Heritage Month.
- Maintains communication with club on activities and recommendations for the Latino Heritage Month.

Publicity Coordinator

- Acts as Publicity Director, oversees announcements and mailings
- Coordinates publicity sub-committee

By-Law Committee Coordinator

- Reviews and presents to the Club By-Laws for approval
- Proposes amendments to the By-Laws as needed

Past Co-Chair Emeritus

- Acts as advisor to the Club Executive Board, composed of all club officers

***ELECTIONS***

Elections shall take place in January. The Steering Committee shall determine the process for soliciting nominations and for confirming the slate of officers. Officers should be Pacific alumni. The Steering Committee may consider setting limits for the number of terms and positions that can be held by individual members.

## ***BYLAWS***

The name of the club shall be the Latino Alumni Pacific Club (Latinos Licenciados del Pacifico).

- Purpose:** To bring together the organized efforts of Pacific alumni for the mutual benefit of both the club members and the University. Also, to support each other and assist the university with recruitment and retention efforts of Latino students.
- Officers:** The governing board of officers shall include at minimum of three positions: Two Co-Chairs and Secretary who together will constitute the executive board.
- Meetings:** In addition to scheduled steering committee meetings, the executive board and sub-committees may meet as necessary.
- Elections:** Election of officers shall take place in January, but not later than one month prior to the Association's Volunteer Summit or Club Leadership Conference. The nominating committee shall consist of no fewer than three members of the steering committee.
- Membership:** Total membership must have a direct affiliation with the University either as an alumnus, partner of an alumnus, or parent of a Pacific student.
- Amendments:** These bylaws may be amended at any meeting by a 2/3 vote of those present.

## ***CLUB GUIDELINES***

- The club's Steering Committee will meet as often as is necessary to carry on an active program of alumni activities. We will seek to hold two functions per year to meet interests of the club.

- In programming, the club shall combine, whenever possible, all ages, sex, ethnicity, and interests to obtain a wide range of ideas for programs.
- The club shall explore ways to broaden the education of alumni in regards to their knowledge of the University goals and objectives
- Encourage alumni to volunteer to support university initiatives and programs
- Communicate with the Association about roster of club officers and steering committee members and planned meetings and events by May 15.

### ***SERVICES OFFERED BY THE ASSOCIATION***

Chartered Pacific Alumni Clubs receive the following forms of support from the Association:

- Staff support
- Volunteer Training
- Event management support and event marketing
- Direct mail (bulk rate only)
- Limited financial support
- Access to University administration, faculty and current students
- A webpage on the Association's website
- Access to relevant alumni data, email and home addresses and phone numbers as permitted by University policies and in keeping with its policies of confidentiality and protection of privacy