

**THE
NATIONAL COUNCIL OF
HISPANIC EMPLOYMENT PROGRAM
MANAGERS
WASHINGTON, D.C.**

CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I

The name of this organization shall be the National Council of Hispanic Employment Program Managers (NCHEPM).

ARTICLE II

PURPOSE

This Council is established for the following purposes:

- 1) To provide an open educational forum to ensure that Federal Government's Departments, Agencies, and Hispanic Employment Program Managers successfully implement programs and personnel management policies aimed to improve the recruitment, employment, education, career advancement, and retention of Hispanic Americans in the Federal Government.
- 2) To develop partnerships with organizations in the public, private, and non-profit sectors on issues relating to the elimination of barriers to equal access and opportunity, to identify opportunities for innovation, and to find common ground, which can be pursued together for the benefit of the Hispanic community.
- 3) To network and share information and resources to increase collaborative efforts of agency HEPMs among one another and within their own agencies.
- 4) To promote public service as a professional career.

ARTICLE III

OBJECTIVES

The objectives of the Council shall be:

Section 1. To assist the United States Government in promoting and establishing an effective, full, and equitable representation of Hispanic Americans in its work force.

Section 2. To promote a better understanding of, and to seek solutions for the particular problems of Hispanic Americans in the Federal work force.

Section 3. To assist the United States Government in better serving the national community of Hispanic Americans.

Section 4. To promote the career development and advancement of Hispanic Americans working in the Federal sector.

Section 5. To promote a better understanding of Hispanic Americans' history, culture, and heritage.

ARTICLE IV

DUTIES AND RESPONSIBILITIES

The Council will engage in the following duties and responsibilities in an effort to carry out the Purpose listed in Articles II and III.

Section 1. To participate in studies in an effort to identify issues and barriers that limit the full participation of Hispanic Americans in the Federal Government, and to develop reports, proposals, resolutions, and/or recommendations for resolving such concerns consistent with the objectives of the Council.

Section 2. To work with other organizations dealing with issues unique to the Hispanic community. The Council may designate representatives to attend meetings of other organizations and to provide interchange of communications with such groups.

Section 3. To develop and maintain contact with Departments and Agencies that play a key role in the recruitment, employment, education, career advancement, and retention of Hispanic Americans in the Federal sector.

Section 4. To promote career development information, education, and/or facilitate training opportunities that support and embrace diversity, including developing the business case for Hispanic employment.

Section 5. To engage in outreach activities within the Hispanic community.

ARTICLE V

ORGANIZATIONAL POLICIES

Section 1. The National Council of Hispanic Employment Program Managers shall be a non-political, non-profit, and non-commercial organization.

Section 2. The National Council of Hispanic Employment Program Managers shall not discriminate against any person on the grounds of age, race, gender, sexual orientation, color, disabilities, national origin, or religion.

Section 3. National Council members, whether elected or appointed, including former members and/or former board members shall not represent the National Council without the approval of the Executive Board.

ARTICLE VI

MEMBERSHIP

All Hispanic Employment Program Managers, whether full-time or collateral-duty, designated by their respective Federal Department or Agency in the Washington metropolitan area shall be members of the National Council.

ARTICLE VII

OFFICERS

The Officers of the National Council shall be: The National Chairperson, the First Vice Chairperson, the Second Vice Chairperson, the Secretary, the Assistant Secretary and the Treasurer.

ARTICLE VIII

EXECUTIVE BOARD

The Executive Board shall consist of the elected officers, the Chairpersons of the Standing Committees, and advisors. The Chairperson of the National Council shall preside over the Board.

ARTICLE IX

STANDING COMMITTEES

There shall be nine standing committees of the National Council: Employment; Student Intern/Youth; Training; Education; Women's Action; Public Relations; Constitution and Bylaws; Institutional Advancement; and Hispanic Heritage Month.

ARTICLE X

ELECTION OF OFFICERS

Officers shall be elected every two years at the regular monthly meeting of the National Council held in August. In the case of a vacant office, the Executive Board shall have the power to fill the vacancy until the next election.

ARTICLE XI

AMENDMENTS

Amendments to the constitution or the bylaws of this National Council shall be made only at regular meetings by a two-thirds (2/3) vote of the members present. No proposition to amend shall be acted upon unless written notice has been given to the members at least thirty (30) days prior to the meeting. A copy of such a proposition shall be incorporated in the agenda for the next meeting and a copy sent to every member of the National Council at least ten (10) days prior to the next regularly scheduled meeting at which the amendment will be voted on.

BYLAWS

ARTICLE I

MEMBERSHIP

All active members of the National Council who are present at regular meetings shall have the right to vote upon any proposition or in any election, except in meetings of the Executive Board. The only exception to this rule is in the case of the National Hispanic Heritage Month Theme Contest. Government employees with the designation of HEPM will be allowed to nominate themes for the annual contest. Final theme voting will be limited to active members attending meetings in Washington, D.C. Active members are HEPMs who have attended at least fifty percent of the Council meetings upon their appointment as an HEPM by their respective government agency.

ARTICLE II

OFFICERS

Section 1. National Chairperson. The duties of the National Chairperson shall be to:

- a. Provide leadership, oversight and guidance for all functions of the Council.
- b. Preside at all meetings of the membership and of the Executive Board.
- c. Be the official spokesperson for the National Council, and in emergencies and time-pressing matters of unusual concern, make decisions for the organization upon concurrence of two other Executive Board members.
- d. Appoint all committees, their chairpersons and vice-chairpersons, and act as ex-officio member of each committee.
- e. Appoint all advisors to the Executive Board.
- f. Sign and execute Council correspondence, agreements and obligations, as needed.
- g. Promote and encourage HEPM participation at Council meetings and events by soliciting senior management support from Departments and Agencies.

Section 2. First Vice Chairperson. The duties of the First Vice Chairperson shall be to:

- a. Function as the Acting National Chairperson of the Council at the request and in the absence of the National Chairperson.
- b. Assume the responsibilities of the Office of the National Chairperson until the next general election in case of resignation or removal of the National Chairperson.
- c. Advise and assist the National Chairperson in his/her responsibilities.
- d. Provide leadership and guidance to standing committees.
- e. Keep the organization updated regarding major issues and activities involving Hispanic Americans.

Section 3. Second Vice Chairperson. The duties of the Second Vice Chairperson shall be:

- a. Function as the Acting First Vice Chairperson of the Council at the request and in the absence of the First Vice Chairperson.
- b. Assume the responsibilities of the Office of the First Vice Chairperson until the next general election in case of resignation or removal of the First Vice Chairperson.
- c. Support the First Vice Chairperson in providing leadership and guidance to standing committees.
- d. Partner with other Councils of Hispanic Employment Program Managers nationwide.
- e. Ensure that the NCHEPM website is maintained.
- f. Execute other Council related work at the request of the National Chairperson and/or the Executive Board.

Section 4. Secretary. The duties of the Secretary shall be to:

- a. Record and disseminate the proceedings of all general membership and Executive Board meetings.
- b. Maintain all official correspondence and documents of the Council.
- c. Issue all notices of meetings.
- d. Monitor and track membership records of attendance.
- e. Prepare reports and correspondence as may be assigned by the National Chairperson and/or the Executive Board.
- f. Monitor and certify all proceedings of elections.

Section 5. Assistant Secretary. The duties of the Assistant Secretary shall be to assist and substitute for the Secretary in the performance of those duties described in Section 4 above.

Section 6. Treasurer. The duties of the Treasurer shall be to:

- a. Develop, formulate, and manage the Council's budget with the Executive Board's approval.

- b. Keep clear and accurate records on the financial operations of the Council.
- c. Report at each regular meeting of the Council, or when required by the Executive Board and/or the membership, the Council's financial status as appropriate.
- d. Execute other Council related work at the request of the National Chairperson and/or the Executive Board.

All monies payable to the Council shall be paid to the Treasurer of the Council. All money payable by the Council, as duly authorized by the membership, shall be paid by check, co-signed by the Treasurer and First Vice Chairperson. In the absence of either co-signer, the Second Vice Chairperson shall co-sign.

ARTICLE III

EXECUTIVE BOARD

Section 1. It shall be the duty of the Executive Board to take the initiative in determining the policies and objectives of the Council. It shall have the power and authority to take such actions as necessary to execute the work of the Council and to take other actions needed to protect or enhance the goals, objectives, and interest of the Council. Members of the Executive Board shall be required to attend all meetings of the Council.

Section 2. The Office of a member of the Executive Board may be vacated by his/her absence from three (03) consecutive meetings of the Council without good and sufficient reason satisfactory to the Executive Board.

Section 3. Any member of the Executive Board may be removed from office by a two-thirds (2/3) vote of the Council's active members (Defined in Article 1, Membership) present at a scheduled monthly meeting whenever in their judgment the best interest of the Council will be served by such action.

Section 4. With the exception of the National Chairperson and/or First Vice Chairperson, the Board shall fill vacancies in the Executive Board as appropriate.

ARTICLE IV

COMMITTEES

Section 1. Standing Committees. All committees shall act exclusively on the basis of specific authority delegated to them by the Council's membership whose consent shall always be obtained before any mission is undertaken. All committees shall receive full support from the membership of the Council through active participation.

Section 2. The nine standing committees of the Council provide assistance and contribute towards the Council's established goals and objectives. All committees are required to submit reports to the First Vice Chairperson. Each committee shall serve a specific purpose:

- a. The goal of the Employment Committee is to implement activities that promote the employment of Hispanics.
- b. The goal of the Student Intern/Youth Committee is to increase employment opportunities for Hispanics students and encourage Federal agencies to use the available hiring authorities, including other Federal student entry-level programs and internships.
- c. The goal of the Women's Action Committee is to keep the Council informed of any proposed laws, regulations, and programs, which directly impact on the opportunities in Federal employment for Hispanic women.
- d. The goal of the Public Relations Committee is to keep the Council informed on proposed legislation and programs affecting the development and/or implementation of its goals and objectives.
- e. The goal of the Constitution and Bylaws Committee is to develop recommendations to the Council regarding appropriate amendments to its constitution and bylaws. It shall also ensure that the official documents accurately incorporate the changes duly authorized by the membership.
- f. The goal of the Training Committee is to develop and implement training opportunities aimed at enhancing the professional expertise of the Hispanic Employment Program Managers.
- g. The goal of the Education Committee is to develop educational opportunities aimed at enhancing the professional expertise of the Hispanic Employment Program Managers.
- h. The goal of the Institutional Advancement Committee is to develop relationships and collaborative activities with employee-based organizations that promote the advancement of Hispanic Americans.
- i. The goal of the Hispanic Heritage Month Committee is to develop and implement an annual program and provide technical assistance for the commemoration and celebration of National Hispanic Heritage Month for presentation under the sponsorship of the Council. The committee will publish a calendar of events and program activities.

Section 3. Temporary Committees. Ad Hoc committees, as required to promote and advance the goals and objectives of the Council, may be created and appointed by either the Chairperson and/or the Executive Board.

ARTICLE V

NOMINATION AND ELECTION OF OFFICERS

Section 1. The nomination and election of the officers of the Council shall take place every two years in the regular meeting scheduled for August.

Section 2. All officers shall be elected for a term of two consecutive years each.

Section 3. A Nomination Committee consisting of a chairperson and two members shall be appointed by the National Chairperson at the regular monthly meeting of the Council in June. At the regular July monthly meeting, the Committee shall present to the membership a slate of candidates. Additional nominations may be made from the floor.

Section 4. All members in good standing, according to Article I of the bylaws, shall have the right to nominate and be nominated for office. Only nominees who have consented personally or in writing shall be declared valid candidates.

Section 5. Elections shall be by secret ballot. The Nomination Committee shall receive the ballots for each office and tally the votes. Once the votes have been tabulated and verified, the results will be given to the National Chairperson. The National Chairperson shall thereupon announce the member receiving the majority of the votes cast as the newly elected official to the respective office. The votes shall be taken sequentially: National Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.

Section 6. Absentee Ballots. Active members (Defined in Article 1, Membership) who are absent because of official travel, training, bonafide sick or annual leave shall have the right to receive absentee ballots from the Secretary no earlier than two weeks before elections are held. These ballots must be submitted to the Secretary, via e-mail or in a sealed envelope, in time so that the vote can be cast at the time of the elections.

Section 7. New NCHEPM Officers will assume their responsibilities beginning on October 15th, following their election into office.

ARTICLE VI

MEETINGS OF THE COUNCIL

Section 1. Regular Meetings. The regular monthly meetings of the Council shall be held at 1:30 p.m. at a place designated by the National Chairperson on the fourth Wednesday of each month, except when that Wednesday falls on a holiday, or is changed by the Executive Board and/or the membership. In such an event, the meeting shall take place as re-scheduled.

Section 2. Special Meetings. Special meetings may be called at anytime with the approval of the Executive Board of the Council.

Section 3. Executive Board Meetings. There shall be regular monthly meetings of the Executive Board to take place in advance of the regular meeting of the Council. The meetings shall take place at a time and place designated by the chairperson.

Section 4. Attendance. All members are required to attend all meetings. Attendance will be monitored by the secretary.

Section 5. Committee Meetings. All committees shall be subject to the call of their respective chairperson.

Section 6. Quorum. A majority vote of the membership present shall constitute a quorum authorized to transact any business duly presented at any meeting of the Council. Four officers shall constitute a quorum of the Executive Board, and a majority of any and all committees shall constitute a quorum of such committees.

ARTICLE VII

FISCAL YEAR

The Council shall conduct its operation on fiscal year basis (October 1 through September 30).

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules of parliamentary procedures, as laid down in “Robert’s Rules of Order”, shall govern all meetings of the Council.