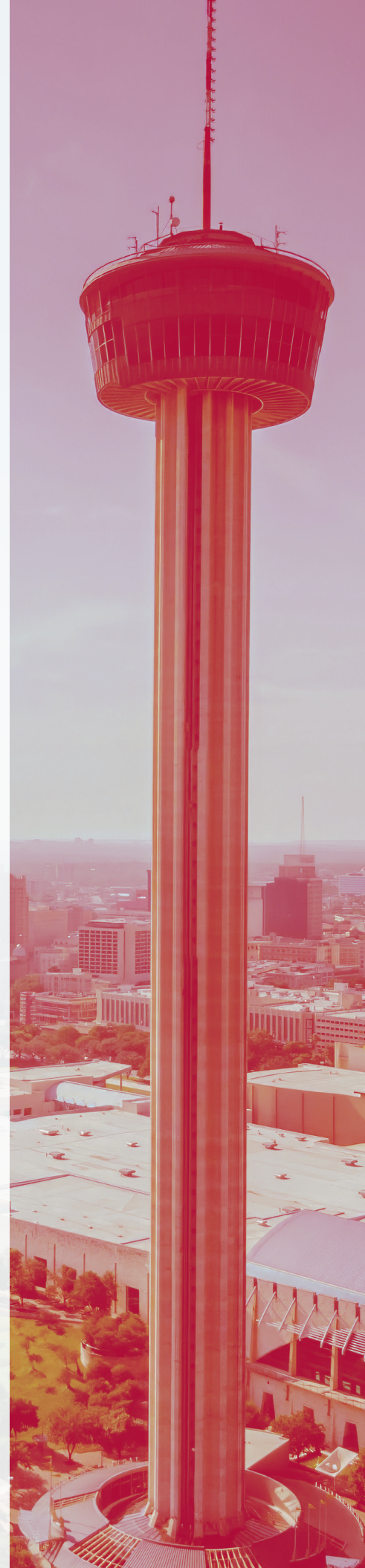
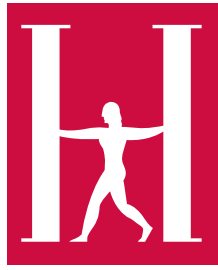


HACU

H I S P A N I C
A S S O C I A T I O N
O F C O L L E G E S &
U N I V E R S I T I E S

Alumni Network Guidelines





H A C U

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U N I V E R S I T I E S

Mission

In partnership with the Hispanic Association of Colleges and Universities (HACU), the HACU Alumni Network (HAN) supports alumni by fostering their personal and professional advancement.

HAN fulfills its mission by:

- Developing opportunities for networking and mentorship among alumni.
- Creating and executing programs and events that benefit the professional growth and advancement of alumni.
- Creating methods and opportunities for fundraising to support HAN's goals and activities.

Vision

HAN's vision is that all HACU alumni gain the knowledge, preparation, resources and opportunities to thrive and inspire the next generation of leaders.

HACU Alumni Network Guidelines

ARTICLE I

NAME OF ORGANIZATION AND MISSION

Section 1. Name of the organization: The organization of former participants of the Hispanic Association of Colleges and Universities (HACU) internship (HNIP), scholarship, and other student or professional program activities shall be known as the HACU Alumni Network (HAN).

Section 2. The mission of the HACU Alumni Network is to serve as a professional network to provide support for current and former HACU program participants and to advance the mission and goals of HACU.

Section 3. The mission of the HACU Alumni Network Task Force is to establish the new HACU Alumni Network regarding its operations, functions, and goals and to be a decision-maker for the HACU Alumni Network regarding its programming in the beginning stages of the Network until it is self-sustaining.

ARTICLE II

MEMBERSHIP

Section 1. Individuals who have completed at least one HACU-sponsored student or professional program or any student or professional program administered by HACU will be eligible to become members of the HACU Alumni Network. As appropriate, HACU will establish membership dues for the HACU Alumni Network, and members must maintain their membership dues.

Section 2. HACU will, in collaboration with and with advice from the HAN Executive Committee, offer regular webinars, programming, and events exclusively for HAN members to further their professional development. The programming and events will be designed with feedback and direction from the HAN and the Executive Committee.

Section 3. HACU staff will be responsible for verifying that individuals meet the eligibility criteria and membership requirements outlined in Article II, Section 1, prior to their acceptance and continuance in the HACU Alumni Network (HAN).

Section 4. Alumni may apply for membership in the HACU Alumni Network (HAN) through the HACU Development Office by submitting an online application or through other approved methods. Once verified, members will be added to the membership database. Individuals listed in the database will be recognized as official members and will receive regular updates, communications, and invitations to HAN and other HACU programs and events.

ARTICLE III

PROGRAMMING AND EVENTS

Section 1. General membership meetings will be held at least twice a year in the spring and fall, virtually and in person.

Section 2. The Chairperson will call for a general membership meeting giving at least 30 days prior notice to the meeting date. The Chairperson is responsible for developing the agenda. General membership may submit proposed agenda items. Proposed agenda items must be submitted seven (7) days prior to the meeting date.

Section 3. The Executive Committee of the HACU Alumni Network shall meet a minimum of three (3) times per year.

Section 4. The Executive Committee shall follow Roberts's Rules of Orderⁱ at all meetings unless indicated otherwise within these Guidelines.

ARTICLE IV

HAN EXECUTIVE COMMITTEE

Section 1. The HAN Executive Committee shall consist of no more than ten (10) alumni who represent the various student and professional programs at HACU. The HAN Executive Committee Chair will sit as a voting member of the HACU Governing Board.

Section 2. The HACU Alumni Network Executive Committee will be made up of the following officers:

1. Chairperson
2. Vice-Chairperson
3. Treasurer
4. Secretary
5. Student Ambassador
6. Professional Leadership Ambassador
7. HACU Staff Member

Section 3. Responsibilities of the HAN Executive Committee:

- A. Propose programming to the HACU Development team
- B. Act as HACU Ambassadors by promoting its mission, membership opportunities, and programming
- C. Work collaboratively with the HACU Development team to support fundraising efforts for La HACHE de HACU
- D. Execute decisions approved by the general membership
- E. Manage and oversee operations of HAN, including the development and implementation of policies, appointment of special committees, advancement of HAN's mission, and ensuring compliance with the established Guidelines.
- F. Via the Chairperson, will participate in HACU's Governing Board meetings

Section 4. The Chairperson of the Executive Committee shall have the following duties:

- A. Act as the official representative of the HACU Alumni Network
- B. Ensure all provisions set forth in the Guidelines are faithfully executed and adhered to
- C. Act as chief coordinator of all Executive Committee members and activities involved with the HACU Alumni Network
- D. Communicate HACU Alumni Network recommendations to HACU leadership
- E. Call special emergency meetings as necessary
- F. Create any ad hoc committee approved by the Governing Board or HACU leadership
- G. Serve as a member of the HACU Governing Board with a vote (pending an amendment in HACU's Guidelines to this effect)
- H. Finalize or set the agenda for general membership meetings
- I. Provide an update of current HAN activities at general membership meetings and a copy of the report to HACU
- J. The Chairperson will serve for 2 years

Section 5. The Vice-Chairperson shall have the following duties:

- A. Preside over general membership meetings and Executive Committee' functions in the absence of the Chairperson
- B. Serve as a liaison to the HACU Office of Development
- C. Provide necessary updates at general membership meetings and a copy of the minutes from the Secretary
- D. Coordinate activities involving HAN, current and/or prospective interns, and participants in other HACU student programs, in collaboration with the Student Ambassador
- E. Coordinate activities involving HAN, current and/or prospective leadership program participants in other HACU programs, in collaboration with the Professional Leadership Ambassador
- F. Serve as chief coordinator of professional and social events including trending topic workshops

Section 6. The Treasurer shall have the following duties:

- A. Coordinate the collection, management, and disbursement of funds of the HACU Alumni Network in conjunction with HACU finance office, within the boundaries of HACU's financial policy and those policies approved by the HACU Alumni Network and HACU
- B. Maintain all financial records of HAN
- C. Provide an updated financial report at general membership meetings and a copy of the report to the Secretary

Section 7. The Secretary shall have the following duties:

- A. Record minutes at all meetings of the HACU Alumni Network and the Executive Committee and distribute within two weeks of the meeting
- B. Execute correspondence, publicity, and other communications between the HACU Alumni Network and HACU and maintain records of all such communications
- C. Maintain all official records and documents of HAN
- D. Assist each Vice-Chair as necessary (what specific tasks needs to be delineated)
- E. Serve as a liaison to other organizations to facilitate networking and community service activities
- F. Update and maintain job postings and professional resources for distribution to alumni
- G. Provide an update on past and future activities at general membership meetings

Section 8. The Student Ambassador shall be a currently enrolled undergraduate or graduate student who has participated in any HACU student program. The length of the term of this office shall be limited to one (1) year. The number of terms an intern can serve is limited to one year or three (3) internship sessions.

The Student Ambassador shall have the following duties:

- A. Serve as liaison to all current participants in the student programs
- B. Represent and communicate the ideas, feedback, concerns and recommendations of all current student program participants
- C. Reach out to the past program participants to increase engagement in HAN
- D. Support the duties of other executive committee members when necessary

Section 9. The Professional Leadership Ambassador shall be a past participant in any of HACU's professional leadership programs.

- A. Serve as liaison to all current participants in HACU's professional leadership programs
- B. Represent and communicate the ideas, concerns and recommendations of all current professional leadership program participants
- C. Increase engagement of Leadership program participants into HAN
- D. Coordinate activities to involve HAN and current and/or prospective leadership program participants in HACU programs

Section 10. The HACU Staff member designated by HACU President and CEO will have the following responsibilities:

- A. Serve as an ex officio member to the HAN Executive Committee with no vote
- B. Provide advice and guidance to the Executive Committee, including an overview and access to resources available
- C. Serve as a liaison between the HACU Alumni Network and HACU's internal departments
- D. Appoint an Elections Committee and an Elections Leader from within HAN to oversee the elections process
- E. Provide guidance in developing the membership of HAN within protocols and expectations of HACU

(The below Executive Committee positions, Sections 11-13, will be added as needed and duties assigned accordingly)

Section 11. The Vice-Chairperson for HAN Program Affairs shall be assigned duties:

Section 12. The Vice-Chairperson for HAN Community Relations shall be assigned duties:

Section 13. Two At-Large HAN Executive Committee Members will be appointed by the HACU President and CEO based on recommendations given by HACU staff. These individuals will be alumni of a HACU student or professional program. These two individuals shall have the duty of serving as members of the Executive Committee with a vote.

Section 14. An Executive Committee member may resign from office by submitting their decision to do so in writing to the Executive Committee. A vacancy in any elected office, because of death, resignation, removal, disqualification, or otherwise, may be filled by a majority vote of the Executive Committee for the unexpired portion of the term. Vacancies in the position of the At-Large Members or of the HACU Staff member will be filled by new appointments by the HACU President and CEO.

Section 15. Any officer, excluding the HACU Staff Member, that misses two meetings during one year (starting from their election) without good cause will be subject for removal from the HAN Executive Committee. An officer elected or appointed by the HACU President and CEO, with exception of the HACU Staff Member, may be removed by two-thirds (2/3) vote of the Executive Committee if it is in the best interest of the HAN.

Section 16. No actions taken by the Executive Committee or the HACU Alumni Network shall conflict with the mission and goals of HACU.

ARTICLE V

OPERATIONAL STRUCTURE

Section 1. The principal office of the Network shall be HACU's main office at 4801 NW Loop 410, Suite 701, San Antonio, TX 78229.

Section 2. HACU will provide reasonable operational support to the HACU Alumni Network until such time as the organization becomes self-sustaining as determined by the HACU Alumni Network.

Section 3. The HACU Alumni Relations Manager will serve as a liaison to the HACU President and CEO and the Executive Committee's Chairperson on all activities relating to the HACU Alumni Network.

Section 4. Any public statement by the HACU Alumni Network that might be interpreted as a public policy statement must be cleared in advance, in writing, by the HACU Alumni Network Chairperson and the HACU President and CEO, or his/her designee. Any fundraising effort by the HACU Alumni Network must be cleared in advance and in writing with the HACU Office of Development. The HACU Alumni Network and HACU will collaborate on efforts to secure funding for the operational purpose of the organization.

Section 5. The HACU Alumni Network will operate under regulations and guidelines of the HACU corporate charter and 501 (c) (3) status.

Section 6. Under no circumstances will the HAN participate in any activities contrary to the Guidelines and/or tax status of HACU.

ARTICLE VI

ELECTIONS/APPOINTMENTS

Section 1. Terms of office

- A. Positions on the HAN Executive Committee shall be for two (2) year terms of office beginning the first Monday in October after the HAN biennial elections.
- B. HAN Elected Executive Committee Members and At-Large Executive Committee Members may serve a maximum of two consecutive two-year terms with elections taking place before the expiration of each term in accordance with these Guidelines.
- C. Officers may run again for another position on the Executive Committee following the conclusion of their previous term limit.
- D. The Student Ambassador can serve a maximum of one year or three (3) internship sessions.
- E. Any member of the Executive Committee elected or appointed may be removed by two-thirds (2/3) vote of the Executive Committee whenever, in its judgment, the best interest of the HACU Alumni Network would be served thereby.
- F. The HACU Staff Member serves on the Executive Committee at the discretion of the President and CEO of HACU. The HACU Staff Member can only be removed by the President and CEO of HACU.
- G. Inaugural officers will serve for a two (2) year term of office.
- H. HACU maintains the ability to increase or decrease the number of Executive Committee members.

Section 2. Elections Committee and Leader

- A. At least 60 days prior to the first election day, the HACU Staff Member will appoint an Elections Committee made up of three (3) individuals, one of whom will be designated as the Elections Leader.
- B. The Elections Leader will be responsible for coordinating necessary meetings of the Elections Committee and reporting information intended for membership to HACU staff in a timely manner.
- C. The Elections Committee is responsible for implementing the nominations and election processes and counting votes.
- D. Members of the Elections Committee must be HAN members and are ineligible for positions on the Executive Committee while serving on the Elections Committee.
- E. The Elections Committee may not vote in elections and must keep all matters related to the election confidential.

Section 3. Nominations

- A. The nomination period for the Executive Committee will be announced at least 45 days prior to the opening day of voting. The nomination period will begin on the date announced for the nomination period and will be open for fourteen (14) days and will close at 12:00am on election day.
- B. A Member may nominate him/herself for a position on the Executive Committee by submitting written notification to the Elections Leader. The letter of intent should include the title of the position sought and the nominee's qualifications for serving in that position.
- C. Members may also nominate a candidate for a position in writing to the Elections Leader. The nominated individual must confirm his/her acceptance or decline of the nomination. To accept the nomination, the nominee must state his/her qualifications for the position.
- D. If there are no individuals running for a position, the position may be filled by a majority vote by the Executive Committee.
- E. Each position will require 2 nominations for elections. The Elections Committee will also identify a third candidate in the event of a nominee relinquishment or dismissal.
- F. The Elections Committee will be responsible for vetting nominations to make certain they are of quality character and upstanding citizens which includes at least 3 reference checks.
- G. A nominee reserves the right to relinquish their nomination at any point of the nomination and/or election process.

Section 4. Elections

- A. The Elections Committee will notify general membership of an upcoming election at least 30 days prior to the opening day of voting.
- B. All general elections shall begin on the last Monday in September of each year, apart from the Student Alumni Ambassador, who is elected by the HAN Executive Committee after the Committee is formed.
- C. The Elections Committee will have at least one week to count and verify all votes cast. A majority of votes (50% +1) cast in an election are necessary to win, regardless of turnout. If no candidate receives a majority of votes, a runoff election will be held. The runoff election shall take place within two weeks of the initial election. Only the two candidates with the greatest number of votes will participate in the runoff election.
- D. Newly elected officers of the Executive Committee will be announced on the first business day after the voting counting period has ended.
- E. In the event there are no opposing candidates running for a position, the individual in consideration will be appointed with a majority vote of the current Executive Committee. Should that individual not receive a majority vote from the Executive Committee, the position may be filled by a Board nomination and majority vote of the Executive Committee.
- F. The final election for the Executive Committee will be the Student Alumni Ambassador. Candidates for this position will be nominated by the HACU Student Services and HNIP team. Candidates will submit an application to HACU staff which will be given to the Committee after it's been formed. The HAN will vote on the Student Ambassador and the Secretary will notify the student of their appointment.

Section 5. Inaugural Elections

- A. An election to elect the Inaugural Executive Committee shall occur at a time, date and location determined by HACU's President and CEO.
- B. During the inaugural elections, the Assistant Vice President of Advancement and Marketing will appoint an Elections Committee and an Elections Leader from eligible members who volunteer to serve on this committee.
- C. HACU staff will notify the general membership of the inaugural election at least 60 days prior to the opening voting day.
- D. The inaugural Executive Committee shall serve terms of two (2) years.

ARTICLE VII

VOTING

Section 1. Each Member in good standing shall have one (1) vote on select items of business presented by the HAN Executive Committee. A member in good standing must meet the HAN membership eligibility criteria as defined in Article II Section 1 and be verified as eligible by the designated HACU staff member as required in Article II, Section 2.

Section 2. All formal votes will take place only by the use of a digital, online voting platform.

Section 3. Voting in Elections

- A. The voting period for election of the HAN Executive Committee shall last for fourteen (14) days with any extensions granted at the discretion of the HACU Office of Development or under advisement of the Election Committee. Votes may only be cast electronically via a digital, online voting platform.
- B. No individual will be allowed to vote by proxy.

Section 4. Voting on Membership Issues

- A. Those matters deemed important by the HAN Executive Committee that impact the goals and objectives of the HAN, and that carry the endorsement of two-thirds of the Executive Committee will be taken before the general membership for approval.
- B. These items will be brought to the attention of the general membership as deemed appropriate by the Executive Committee.
- C. No formal action will be enforceable unless the item voted upon receives a majority of the votes cast, which will consist of fifty percent of members (50%) who voted plus one (1).
- D. Members will have a time period of seven (7) days to cast their votes on voting items identified by the HAN Executive Committee.
- E. No individual will be allowed to vote by proxy.

Section 5. Any HACU Alumni Network action not in compliance with the articles of these Guidelines shall be invalid.

ARTICLE VIII FUNDRAISING

Section 1. The HACU Alumni Network may engage in fundraising activities that promote the mission and purpose of the Network and HACU. HAN, in coordination with HACU staff, may organize fundraising activities amongst the general membership. However, any fundraising efforts that reach beyond HAN membership (i.e. corporations, foundations, individual donors) must be approved in advance (at least 10 business days from the date of the event) and in writing with the HACU Office of Development.

The HACU Alumni Network must abide by laws governing 501 (c) (3) fundraising and will coordinate all such activities with the HACU Office of Development. No case of fundraising will endanger the 501 (c) (3) status of HACU under which the HAN will be operating.

ARTICLE IX AMENDMENTS & RATIFICATION

Section 1. Any member in good standing may propose amendments to the HACU Alumni Network's Guidelines. Proposed amendments will be published to the general membership and voted on at the next regularly scheduled general meeting, or earlier, if deemed necessary by a majority of the Executive Committee. A two-thirds (2/3) majority of the total votes cast will be required to amend the Guidelines.

Section 2. Changes to the Guidelines proposed and approved by a majority of the HAN Executive Committee will be voted upon by the general membership. Voting Members in good standing will have a time period of seven (7) days to cast their votes on changes to the Guidelines identified by the HAN Executive Committee. A two-thirds (2/3) majority of the total votes cast will be required to amend the Guidelines.

Section 3. No individual will be allowed to vote by proxy.

Section 4. As an extension of HACU, the HAN is subject to oversight and eminent domain by the HACU Governing Board. The HACU President & CEO, at his/her sole discretion, shall be authorized to submit any amendment to the HAN Guidelines to the Governing Board for final ratification.

ARTICLE X DISSOLUTION

Section 1. Dissolution of the HACU Alumni Network can only occur with a 2/3 vote of the HAN Executive Committee followed by a 2/3 vote of the HAN general membership and 2/3 vote of the HACU Governing Board. Any left-over funds held by the HACU Alumni Network will be allocated to existing HACU student scholarships funds or student-centered initiatives at the sole discretion of the HACU Governing Board.

¹ Roberts Rules of Order are a widely accepted set of rules for conducting meetings that allow everyone to be heard and to make decisions without confusion. A copy of the rules can be obtained at the HNIP office.

DEFINITIONS

The following definitions are for internal use only. They are intended to help alumni network officers and HACU stakeholders understand the original intent of the terms used in these guidelines. HACU, in collaboration with the Alumni Network officers, reserves the right to update, edit, and modify these definitions, at any time, to reflect the most current meaning and use of terminology.

1. **Amendments:** A formal, written change or addition that modifies or supplements the original document.
2. **Disqualification:** The act of rendering an individual, entity, or action ineligible or unsuitable for a specific role, right, or benefit, based on a failure to meet predefined criteria or a violation of established guidelines.
3. **Elections Nomination Period:** Number of calendar days between open elections until the end of elections. The nomination period is 14 days.
4. **Good Cause:** A legitimate, sufficient, and substantial reason for a particular action or inaction. Actions reflecting HACU’s code of conduct.
5. **HACU-sponsored student or professional program or any student or professional program administered by HACU:** A student, program, and/or activity whose academic expenses (such as tuition, fees, and sometimes living costs) are paid directly to their educational institution by HACU acting as the third-party organization.
6. **Member in Good Standing:** An individual or organization that has fulfilled all the specific obligations and requirements for membership within a group, association, or organization. A member in good standing has paid all their dues, fees, and any assessments on time and in full.
7. **Pre-Nomination Announcement of the Period:** Announcement of announcement period (45 days) before the official start of the election period.
8. **Removal:** The formal and final action of revoking a member’s status and privileges. This action is distinct from a member simply becoming inactive or choosing to leave. Upon revocation of a member’s status and privileges, HACU reserves the right to permanently ban the previous member from any and all HACU activities, events, and/or functions.
9. **Resignation:** The formal act of voluntarily relinquishing or giving up one’s position, office, or job. It is a deliberate and personal decision to end an association with an employer, organization, or role.

HAN Membership Due Structure

Membership Tier	Annual Fee	Benefits
Early-Career Alumni Member (within 5 years of graduation)	\$25	Digital newsletter, career resources, event discounts
Standard Member	\$50	All the above, + alumni directory, + entry to networking events
Premium Member	\$100	All the above, + priority registration, + exclusive reception and/or other events
Lifetime Member	\$500	All the above, + lifetime recognition, no renewals
Entry-Level Member	\$10	Digital newsletter and inclusive engagement
Golden Member (retired alumni)	\$50	Digital newsletter, event discounts, alumni directory, entry to networking events

* Revenue from HAN’s membership dues will go towards both HACU and HAN. An adaptable, tapered approach will be utilized to divide the funds between HACU and HAN. For the first year, 40% of the funds will go to HACU and 60% will go to HAN. In time, the ratio will taper to 50:50 and then to 60:40 depending on the financial growth of HAN.

HACU Alumni Network Organizational Chart

