

CHARTER
OF THE
HISPANIC COALITION
OF THE
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
AFL-CIO

ARTICLE I
NAME

This organization shall be known as: The American Federation of Government Employee's Hispanic Coalition (HISCO).

ARTICLE II
OBJECT

The object of the AFGE Hispanic Coalition (HISCO) is to build power for Hispanic/Latinx AFGE members and their families through education and training, organizing and mobilizing, legislative and political action, and representation.

The AFGE HISCO will strive to ensure that the Hispanic/Latinx community is represented in AFGE decision-making, to improve working conditions for AFGE Hispanic/Latinx federal and D.C. workers, to celebrate Hispanic/Latinx history and culture, to work in collaboration with AFGE, AFL-CIO, and like-minded groups, educate allies and the broader AFGE community, and to use our collective power to address issues outside the workplace that impact Hispanic/Latinx families and communities more broadly.

ARTICLE III
MEMBERSHIP

Membership is open to any individual who is a current member in good standing of the American Federation of Government Employees and identifies as a member of the Hispanic or Latinx community, as well as current members in good standing who identify as an ally of those aforementioned.

ARTICLE IV
EXECUTIVE BOARD

Section 1. Executive Board Membership.

The Executive Board of AFGE HISCO shall consist of five (5) Members serving on the Constituency Group. The Constituency Group shall elect three (3) Executive Board Member positions consisting of a Chair, a Vice-Chair and a Secretary. The Constituency Group shall also include two (2) appointed positions on the Executive Board that consist of one (1) appointment from the National Human Rights Committee and one (1) appointment from the National

Y.O.U.N.G. Committee. These two appointed positions shall serve as advisors and voting members of the Executive Board.

Section 2. Constituency Group Chair, Vice-Chair and Secretary

Selection of the Constituency Group Chair, Vice-Chair and Secretary shall be made by election at annual meetings, by a majority vote of the members present.

Section 2.1 – Nomination and Election Process

- A. All nominations and elections will be completed by majority hand vote.
- B. At the commencement of the election meeting, the staff assigned to the constituency group will conduct the election meeting acting as the election constituency group Chair. Members may also nominate and elect an interim chair to run the election meeting from the body of members present, if a majority of members so choose. All votes will be counted before the constituency group as a whole. The acting chair will record and provide to the constituency group the results of the election.
- C. All Elected Positions of the Constituency group shall be elected to a term of two years. All Appointed Positions of the Constituency groups shall be appointed to a term of two years.

Section 3. Duties.

The duties of the Chair, Vice-Chair and Secretary are:

(a) Chair.

The Chair shall be the presiding officer over all Regular, Executive and Special meetings and assembly. The Chair shall be an Ex-Officio member of all sub-committees and shall have the responsibility of performing all general duties relevant to the business of the Constituency group. The Chair is also responsible to work with WFP to submit the Constituency group's annual report for the NEC's Fall meeting which includes Constituency group activity from the previous year and projected plan for the following year.

(b) Vice-Chair.

The Vice-Chair shall assume the duties and responsibilities of the Chair if the Chair is unavailable. They will also perform any functions delegated to them by the Chair.

(c) Secretary

It shall be the duty of the Secretary to keep a complete record of all the proceedings of the AFGE HISCO. The Secretary shall keep all past meeting minutes and those minutes shall be turned over to any succeeding Secretary. The Secretary shall work with WFP to complete the required annual report required for the NEC fall meeting for review and signature by the Chair.

ARTICLE V MEETINGS

Section 1. Annual Meeting

The annual meeting shall be held in conjunction with the AFGE's Human Rights Training and/or National Convention. The annual meeting is a regular meeting and shall be used for the purpose of selecting the Chair, Vice-Chair and Secretary on a biennial basis. The Secretary shall provide their written reports to be read and submitted for record. For the purposes of this charter, the definition of a meeting can be in-person or virtual.

Section 2. Regular Meetings

The dates and locations of regular meetings for any year shall be discussed before the adjournment of that year's annual meeting. The regular meeting will occur monthly and can be in-person or virtually.

Section 3. Executive Board Meetings

Executive board meetings may be called by the Chair or by any three members of the executive board. Executive board meetings shall be to conduct business or address matters of a sensitive nature. The Executive Board will determine which, if any, members may be present for an Executive Board meeting based on a majority vote of the Executive Board members present.

Section 4. Special Meetings

A special meeting may be called by the Chair or by any three members of the Executive Board. Special meetings shall be to conduct business that cannot wait until the next scheduled regular meeting or in the event that a regular meeting has been called but a quorum cannot be met. The date and location of any meetings shall be determined by the authority calling the meeting.

Section 5. Quorum

A simple majority of the properly appointed Executive Board members, one of which must be the Chair or Vice-Chair, will constitute a quorum to conduct business.

Section 6. Order of Business for Meetings

1. Meeting called to order.
2. AFGE Code of Conduct.
3. Sign in sheet to be passed to record Officers and members present.
4. Reading and approving of the minutes of the previous meeting.
5. Report of the Officers.
6. Report of standing committees.
7. Report of special committees.
8. Unfinished business.
9. New business.
10. Adjournment.

ARTICLE VI SUB-COMMITTEES

Section 1. Sub-Committees

The Chair shall appoint sub-committees to consider, investigate or take action on certain matters. The Chair may delegate the authority to appoint sub-committee members to the sub-committee Chair. The sub-committee's area of responsibility and scope of authority will be clearly defined by the Executive Board. Sub-committee Chairs are responsible to report back to the full Committee.

ARTICLE VII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern HISCO in all cases to which they are applicable and in which they are not inconsistent with these Articles & Procedures and any special rules of order that HISCO may adopt.

ARTICLE VIII AMENDMENT OF CHARTER

Section 1. Amendments

This Charter may be amended at any regular meeting of AFGE HISCO by a majority vote of the members present.