

**FEMINISTAS UNIDAS, INC.**  
**By-Laws**  
**Adopted October 3<sup>rd</sup>, 2012**

**Article 1 - NAME OF THE ASSOCIATION**

The name of this association shall be: FEMINISTAS UNIDAS INC. The association is a non-profit coalition of feminist scholars in Spanish, Spanish-American, Luso-Brazilian, Afro-Latin American, and U.S. Hispanic Studies.

**Article 2 – OBJECTIVES**

The objectives of the coalition are to create and sustain a network of feminist scholars in the fields of Spanish, Spanish-American, Luso-Brazilian, Afro-Latin American, and U.S. Hispanic Studies. The coalition will work to strengthen the intellectual environment in these fields through:

- exchange of ideas and information;
- cooperative research projects;
- organization of conferences and symposia;
- preparation and presentation of papers and panels;
- gathering and dissemination of bibliographical data;
- interchange of classroom materials and methodologies;
- assistance with publication;
- career counseling and mentoring;
- contacts with feminist scholars in Spain, Portugal, Latin America, and the United States;
- other appropriate joint intellectual endeavors.

**Article 3 - MEMBERSHIP AND DUES**

1) Membership. The membership of this coalition is open to all those with a professional interest in its objectives, employed or unemployed in an academic institution, of all academic ranks, including graduate students, creative writers, and those who are otherwise engaged in the fields related to Spanish, Spanish-American, Luso-Brazilian, Afro-Latin American, and U.S. Hispanic literatures, languages, and cultures.

2) Dues. The annual membership fee shall be assessed according to rank and paid by calendar year January 1-December 31. Members who have not paid dues within six months of the start of the calendar year shall be put on inactive status. Current dues fees will be listed on the website. The monies from the collection of dues shall be used to carry out the goals of the coalition, including the publication of a Newsletter, the arrangements for the annual meetings, and other projects voted on by the executive committee.

**Article 4 - STRUCTURE AND ORGANIZATION OF THE COALITION**

FEMINISTAS UNIDAS, INC. shall be organized by means of an Executive Committee consisting of the President, Vice President, Treasurer, Secretary, Newsletter Editor, Book Review Editor, *Ámbitos Feministas* Editor, and Web Manager. The Executive Committee shall be responsible for initiating action to be carried out by the membership as well as for implementing decisions made by the membership.

**Article 5 - ELECTION OF THE EXECUTIVE COMMITTEE**

The Vice-president, Treasurer, Secretary, Newsletter editor, Book Review Editor, and Web Manager shall be elected for two-year terms by the general membership. The Vice President, Secretary, Newsletter Editor, and Book Review Editor terms of office will begin on January 1<sup>st</sup> of even years and end on December 31<sup>st</sup> of odd years. The Treasurer, News Moderator and Web Manager terms of office will begin on January 1<sup>st</sup> of odd years and end on December 31<sup>st</sup> of even years. See timeline below for more information.

The Vice President will automatically assume the office of President at the end of her or his two-year term as Vice President. The President will hold office for two years. The out-going President may become a candidate for an office other than president immediately following her or his term.

If an office is unfilled at any time, special elections may be held following a schedule determined by the Executive Committee.

The nomination and voting procedure will be as follows:

- September 15: Deadline for nominations, including self-nominations, for expiring terms to be submitted to the President.
- October 1-31: Electronic voting open to membership. A simple majority of votes shall determine the winner. In case of a tie vote, or if no one receives a simple majority, voting shall remain open for one more week.
- November 15: Announcement to membership regarding voting results
- January 1: New officers of executive committee begin terms of office and, if attending, will meet at the annual convention of the Modern Language Association.

#### **Article 6 GENERAL DUTIES OF THE EXECUTIVE COMMITTEE**

- 1) Carry out projects decided on by membership.
- 2) Initiate action related to all activities dealing with the objectives of the coalition.
- 3) Recruit new members
- 4) Publicize activities of the coalition
- 5) Seek out and maintain means of cooperating with other feminist organizations, including the Women's Caucus for the Modern Languages, the Commission of the Status of Women in the Profession of MLA, National Women's Studies Association, etc.
- 6) Seek out and maintain formal associated status with professional organizations such as the MLA, MMLA, NEMLA, SAMLA, etc.
- 7) Seek grants and other funding for the projects of the coalition.
- 8) Seek input and feedback from the membership regarding projects, procedures and ideas.

#### **Article 7 SPECIFIC DUTIES OF THE MEMBERS OF THE EXECUTIVE COMMITTEE**

- 1) The President shall:
  - preside at the Annual Meeting held at the annual convention of the Modern Language Association;
  - call meetings of the Executive Committee;
  - appoint ad hoc committees to carry out specific projects or resolve specific problems, as necessary;
  - delegate the work of the membership and the Executive Committee;
  - organize, promote, and chair the guaranteed FEMINISTAS UNIDAS, INC. panel at the annual convention of the Modern Language Association (please see Modern Language Association website for deadlines and procedures);
  - organize the Annual Meeting to be held at the annual convention of the Modern Language Association and informing the Secretary/News Moderator to disseminate the time and location to membership;
  - collect nominations for officer positions and oversee electronic voting process;
  - oversee the election process according to the provisions of these By-Laws;

- write President's note for publication in the Newsletter (due to Newsletter Editor by January 15 and September 1)
- help recruit members and publicize activities of the coalition.

2) The Vice President shall:

- act as president in the absence of the President;
- carry out directive tasks assigned by the President and/or Executive Committee;
- oversee the selection of the Graduate Student Essay prize winner in the fall of each year of her or his term (this includes writing an announcement for inclusion in the fall Newsletter and for dissemination by the Secretary/News Moderator, collecting essay submissions, recruiting essay evaluation committee; reporting results to the president, and writing congratulatory note for inclusion in the winter Newsletter and for dissemination by the Secretary/News Moderator);
- become the President in the year following the two- year term as Vice-president;
- help recruit members and publicize activities of the coalition;

3) The Secretary/Newsletter editor shall:

- keep the minutes of the Annual Meeting of the coalition and of any Executive Committee meetings; and disseminate them to the membership, and also to the Web Manager for posting on the website, and to the Newsletter Editor for inclusion in the Newsletter
- write the allied organization review for the Modern Language Association (every 7 years) with input from current and past executive committee members and archives from the website;
- collect news and information from the Executive Committee and membership pertinent to the membership (such as Calls for Papers, conference announcements; job announcements; grant and scholarship opportunities, etc.);
- disseminate news and information, in electronic format, pertinent to the membership bi-monthly on the 1<sup>st</sup> and 15<sup>th</sup> of every month, when necessary;
- help recruit members and publicize activities of the coalition.
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4) The Treasurer shall:

- collect the dues, pay the bills, files taxes (every year on July 1), keep the accounts, and maintain the membership roster
- write Treasurer's note for publication in the fall Newsletter that includes financial and membership update (due to Newsletter Editor by September 1);
- help recruit members and publicize activities of the coalition

5) The Newsletter Editor shall:

- publish an electronic semi-annual Newsletter (published on February 15 and October 1);
- help recruit members and publicize activities of the coalition.

6) The Book Review Editor shall:

- solicit books to review from the membership;
- solicit book reviews from membership to be published in the Newsletter (due from members on December 15 and August 1);
- edit book reviews and forward to Newsletter Editor (due to Newsletter Editor January 15 and September 1);
- help recruit members and publicize activities of the coalition.

7) The Web Manager shall:

- keep website up-to-date (including names and terms of the executive committee, winners of graduate student essay prize; calls for papers; conference announcements; job postings, etc.);
- post and archive Newsletters;
- post news and information announcements from News Moderator on website on the 1<sup>st</sup> and 15<sup>th</sup> of every month, when necessary;
- help recruit members and publicize activities of the coalition.

### **Article 8 – MEETINGS**

1) Annual Meeting. FEMINISTAS UNIDAS INC. shall meet once a year at the same time and in the same place as the annual meeting of the Modern Language Association. Meetings of the Executive Committee may be called at any time.

2) The coalition has the right to convene a Conference separate from the Annual Meeting, but not in lieu of the Annual Meeting.

### **Article 9 -VOTING PROCEDURES**

1) Voting on issues brought before the members at the Annual Meeting shall be by voice or show of hands. A simple majority is sufficient to carry.

2) Voting on issues brought before the Executive Committee shall be by voice or show of hands. A simple majority is sufficient to carry.

3) If a vote should be necessary other than at the time of the Annual Meeting, it shall be the responsibility of the SecretaryNewsletter editor to oversee the electronic voting process.

### **Article 10 - PROCEDURES FOR AMENDING THE BY-LAWS**

Motions to amend the by-laws must be sent to the Executive Committee two months before the Annual Meeting. The Executive Committee shall send copies of the proposed changes to the members at least one month before the Annual Meeting. The motions to amend the by-laws shall be discussed at the Annual Meeting. Any revisions resulting from discussion at the Annual Meeting will be forwarded to the membership and will be voted on electronically between February 15 and March 15. They will go into effect immediately upon adoption. A majority vote shall be required to adopt the proposed amendments.

### **Article 11 - PARLIAMENTARY AUTHORITY**

When necessary to expedite the business of the meeting of FEMINISTAS UNIDAS INC., the President shall invoke Robert's Rules of Order as the parliamentary procedure to be followed by members.