

## **Article I**

### **ORGANIZATION**

The name of this organization is the Network of Hispanic Communicators (NHC). See paragraph three below for additional information about the name. This Dallas-Fort Worth area organization is a nonprofit, non-partisan organization serving as a professional support and advocacy association for professional communicators.

- On May 28, 2008, the DFW Network of Hispanic Communicators officially became a chapter of the National Association of Hispanic Journalists upon receiving a letter addressed to then-president Stella Chavez designating the organization as an NAHJ chapter.
- In August 2010, the planning committee recommended changing the name of the group to Hispanic Communicators DFW. This name change will pertain to our website, ~~Facebook~~, [Social media platforms](#), emails and common references, but will not change our status with our bank account, our nonprofit 501(c) (3) status or with the state of Texas.

## **Article II**

### **PURPOSE**

The purpose of the Hispanic Communicators is to:

- Bring together Hispanics in journalism, [mass communications and multimedia](#) ~~and to~~ advance Hispanics in communications careers;
- Promote fair treatment and accurate portrayal of Hispanics in the media;
- Provide community services to enhance outreach efforts; and
- Encourage Hispanics to consider and pursue the communications profession.

## **Article III**

## **CONDUCT OF MEETINGS**

Meetings are generally conducted in English, but will allow for bilingual communication (in Spanish).

### **Article IV**

## **MEMBERSHIP**

### **A. General Membership**

— Open to all current and former professionals in electronic, broadcast and print media; other new media; journalism educators; professionals in advertising and public relations; and freelancers in the above categories. All general members are eligible to vote. Annual dues are \$35.

### **B. Associate membership**

— Open to people who do not work in the media but who support the goals of the Network. They can vote but not hold office. Annual dues are \$35.

### **C. Student Membership**

— Open to high school and college students involved in the study of communications. Student members are eligible to vote or hold office in the position of student representative. Annual dues are \$15.

**D. Corporate and honorary membership** — Open to people or companies that contribute services or funds, and/or donate to the Hispanic Communicators' events, scholarships. Dues are accepted, but not required.

**E. Current NAHJ members in the North Texas area** are automatically members of the Hispanic Communicators.

### **Article V**

## **MEMBERSHIP REQUIREMENTS**

**A. Annual dues** must be renewed by each member's anniversary date.

**B. Membership** is non-transferable.

C. Dues must be up to date for a member to vote on Hispanic Communicators' issues or elections.

D. The membership fees may be modified by a two-thirds vote of eligible members present at a meeting.

## Article VI

### ORGANIZATIONAL STRUCTURE

All officers ~~may serve no more than two consecutive terms.~~ will serve a period of two years. Officers may serve on any of the Hispanic Communicators committees.

#### A. President —

The president must be a working or former broadcast or print journalist, other new media, or PR professional who has worked as a broadcast, print or electronic journalist, if a working journalist is not available to serve. He or she presides over meetings and develops the working agenda. He/she serves as official spokesperson of the organization. The president appoints committee chairs and members to assist with committee assignments.

Upon the expiration of his/her term, the president will help the newly elected president in the transition period and will serve as an advisor.

President must be a current member of NAHJ.

#### B. Vice Presidents (2 positions, Journalism and General)

- The vice president Journalism must be a working or former broadcast or print journalists, or PR professional who has worked as a broadcast, print or electronic journalist if a working journalist is not available to serve.

~~There will be a vice president for Print and a vice president for Broadcast. The vice presidents will be in charge of Hispanic Communicators events, membership and outreach to Spanish language media.~~ Will help oversee Journalism Workshop Committee. Must be current member of NAHJ.

- The vice president General - must be a professional in mass communications, public relations, marketing, multi-media field and educators in those fields. Must be current member of NAHJ. Will help oversee Journalism Workshop Committee. Any member can serve in this position.

### C. Treasurer/Secretary

— The treasurer/secretary will serve as the Hispanic Communicators' chief main fundraiser and keeper of minutes. The treasurer ~~has two main duties: the will procurement~~ procure of funds, which includes letter writing and maintaining a list of potential contributors, and working with the Hispanic Communicators' chief financial officer to coordinate check, credit cards, bills and financial transactions. The treasurer will also be responsible for monthly treasurer's report provided to the board at the beginning of each month. As secretary, he/she keeps minutes of all meetings and posts meeting notices and coordinates telephone/email notification to the membership. He/she shall assist officers and committees in coordinating and recording all official communications. The secretary shall be responsible for ensuring the membership receives meeting notices by mail, e-mail or telephone. Will also oversee scholarship/banquet committee. Any member can serve in this position.

### D. Secretary —

~~The secretary keeps minutes of all meetings and posts meeting notices and coordinates telephone notification to the membership. He/she shall assist officers and committees in coordinating and recording all official communications. The secretary shall be responsible for ensuring the membership receives meeting notices by mail, e-mail or telephone. Any member can serve in this position.~~

E. Social Media Manager - will oversee all of the organization's social media platforms, including the website. Will be responsible for coordinating duties performed by volunteers. Will implement and execute a strategy plan. Will be the administrator of all social media platforms. Will work with the president to ensure information being disseminated on behalf of the group is proper, accurate and appropriate. Will also help oversee the E-Newsletter Committee. Any member can serve in this position.

F. Spanish Language At Large - Will concentrate on recruiting and maintaining relationships with Spanish language media. Will assist the social media manager in providing spanish language content to members. Will also help oversee Journalism Workshop Committee. Any member can serve in this position.

## G. Chief Financial Officer

— The Hispanic Communicators’ chief financial officer will be appointed by the president, pending approval of the Hispanic Communicators officers. The CFO will serve as the Hispanic Communicators business manager and be responsible for documenting all incoming revenues, gift scholarship donations, and membership dues. The CFO will provide regular financial statements to the membership at its monthly meetings and be responsible for maintaining current and accurate financial books for review by the officers and the Hispanic Communicators’ prospective benefactors.

## • Committees

— The Hispanic Communicators has several standing committees. All committee chairs and members must be current members. **Each committee will be overseen by a board member(s) who have the option of assigning a committee chair.**

- ~~Compañeros/mentoring~~
- Journalism workshop (VP of Journalism, VP General, Spanish Lang at Large)
- ~~High school writing contest~~
- ~~Newsletter~~ E-newsletter (Social media manager)
- ~~Publicity~~
- Scholarship/Banquet (Treasurer/Secretary)
- Speakers bureau (President)
- ~~Website membership~~
  
- Membership ( who is heading this?)

## Article VII

### MEETINGS AND ELECTIONS

A. Hispanic Communicators’ meetings shall be held a minimum of six times a year. Additional meetings may be called at the discretion of the president and/or a majority of the officers.

B. ~~Annual~~ **Biannual** election of officers shall take place in September. Nominations will be received at the August meeting. Should an officer resign a post, the other officers will appoint a replacement.

C. A quorum of at least three-fifths of the elected officers is required to conduct official Hispanic Communicators' business.

## **Article VIII**

### **REMOVAL OR RESIGNATION OF OFFICERS**

A. Any elected officer may resign his/her post by providing a letter of resignation to the president and officers.

B. Any elected officer may be removed by a majority or two-fifth vote of members present at the regular monthly meeting. Committee chairs may be removed by the president without any vote. Officers may be subject to removal for missing three meetings per year.

C. Resignations of duties of Committee chairs must be reported in writing to the President.

## **Article IX**

### **AMENDMENTS TO THE BYLAWS**

A. The Hispanic Communicators' bylaws may be amended at a regular monthly meeting. A special bylaws vote can be called at other times by the board.

~~Amendments will be voted on once a year during the officer elections.~~

A. Proposed changes must be presented in writing to the general membership through the secretary at a regular monthly meeting, and then voted on at the following meeting.

C. Amendments may be approved by a two-thirds vote of the general membership present at the meeting.