



# **BYLAWS 2024-25**

## Article I. NAME

### Section I-Name

The name of the organization shall be the York County Hispanic Coalition, Inc. (YCHC)

## Article II. MISSION STATEMENT

### Section I-Mission

The York County Hispanic Coalition is committed to honoring and preserving Hispanic and Latino traditions while raising funds to support high school students and adults in higher education. It promotes educational success, develops leadership skills, and enhances the community.

### Section II-Goals

The following goals are defined to accomplish the coalition's purpose:

- I. To identify the educational needs and community resources for the Hispanic population in the York County area.
- II. **To coordinate a scholarship program that financially assists Hispanic/Latino students and adults pursuing higher education.**
- III. **Disclaimer:** Trade certificates applicants must be 18+ and college degree applicants must be 25+.
- IV. To advocate for services that will meet the needs of the Hispanic population through the delivery of bilingual and bicultural services and events.
- V. To promote the positive image of Hispanic life within York County to improve community relationships with organizations that strive for multicultural understanding.
- VI. To promote successful leaders who can impact the overall growth of our Hispanic community.

## Article III. MEMBERS

### Section I. Membership

Membership is open to individuals and organizations interested in advancing the goals of the Coalition. A membership application must be presented to the coalition. Members are required to sign the membership agreement letter. The Coalition will not discriminate against any member or applicant for membership because of race, color, religion, gender, national origin, disability, sexual orientation, veteran status, socioeconomic status, or aging.

### Section II. Types of Memberships and Dues

- I. **Organization/Company Membership:** An organization wishing to become represented. The Coalition may designate up to three representatives. Each organization gets one vote. **(\$45)**
- II. **Individual Membership:** Individuals shall have one vote. **(\$35)**
- III. **Community membership Levels:** This membership financially supports the coalition's mission. This type of member is considered a non-voting member. This

type of membership offers multiple benefits depending on the level of sponsorship. Dues for the membership are separate from the sponsor of an event donation.

- a) **Bronze:** The Organization's logo on our media sources, printing materials, and volunteering. Also, a booth or table at our community events. **(\$250)**
- b) **Silver:** Organization's logo on our media sources, printing materials, and volunteering. Also, a booth or table at our community events, plus two tickets to any of our events per year. **(\$500)**
- c) **Gold:** Organization's banner at events, logo on our media sources, printing materials, and volunteering. Also, a booth or table at our community events, plus four tickets to our yearly events. **(\$1000)**
- d) **Platinum:** Organization's banner at events, logo on our media sources, printed materials, and volunteering opportunities for employees. The coalition will share your company's information with school counselors in the York County area, specific to your company. This includes a booth or table at our community events and six tickets to our annual events. **(\$2500)**

**All members are required to pay dues.** Membership dues must be paid every year in January (**not prorated**). If your membership dues are late (more than 60 days), you are no longer considered a member in good standing. Therefore, you are not allowed to vote or hold an executive position.

**Noted:** 90% of donations will go to the Scholarship Fund, while 10% will support cultural events.

## **Article IV. RECRUITMENT AND SELECTION OF MEMBERS**

### **Section I. Recruitment and Selection of Members**

**All members shall:**

- I. **Promote membership.**
- II. **Provide feedback on membership applications**
- III. **Assure that membership is representative of the community and is adequate and appropriate to advance the goals of the Coalition.**

## **Article V. OFFICERS**

### **Section I- Officers**

The officers of the Coalition shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer.

- I. An Ad Hoc Election Committee of three people selected by the membership will prepare and present a Slate of Officers for a vote by the members annually.
- II. Candidates for officers must be active members in good standing.
- III. Newly elected officers shall take office as of July 1<sup>st</sup>.
- IV. Officers shall be elected to serve for two years. Their term of office shall begin at the close of the regular meeting in which they are elected.
- V. Officers may serve additional terms as approved by the coalition members.

- VI. If an officer steps down or cannot serve two full years, the vacant position must be filled immediately. Members have 30 days to decide on the acting or newly elected officer. An Ad Hoc Election Committee selected by the membership will prepare and present a list of potential candidates for the vacant position. The elected officers shall take office after the closing of the meeting. (All steps following the stipulations already set in the by-laws)
- VII. Officers shall serve on the standing Executive Committee and are responsible for the customary duties of their office.

#### **Section II- Active Officers 2023-2024**

- I. **Chair** - Madeline Torres Ocasio
- II. **Vice-Chair** - Gabriela Hart
- III. **Secretary** – Ashley Etzweiler
- IV. **Treasurer** – Gina Spangler

#### **Section II – Active Officers 2024-2025**

- I. **Chair** – Madeline Torres Ocasio
- II. **Vice-Chair** – Gabriela Hart
- III. **Secretary** – Mindy Christian
- IV. **Treasurer**- Gina Spangler

#### **Section II-Ad Hoc Committees:**

The Executive Committee can appoint ad-hoc committees to meet the short-term needs as appropriate.

#### **Section III-Limitation of Directors Liability**

To the fullest extent permitted by the Corporate Directors Liability Act as enacted by the Commonwealth of Pennsylvania [Act of November 28, 1989, P.L. 145], as the same exists or may hereafter be amended, a director of this corporation shall not be personally liable for monetary damages for any action taken or any failure to act.

### **Article VI. COMMITTEES**

#### **Section I-General**

- I. Committees will be appointed as deemed necessary by the Executive Board on an ad hoc basis. The coalition members will outline the committee's responsibilities and goals before the first committee meeting.
- II. Only members in good standing can participate in the committees.
- III. Each committee must have an assigned leader.
- IV. Minutes from each meeting shall be provided to the Executive Committee.

#### **Section II- Types of Committees**

##### **I. Fundraising:**

- Building and maintaining the mailing list for the annual solicitation mailing.
- Writing and establishing the procedure for soliciting

- Providing documentation to donors, thank you letters, and records for tax purposes

- Evaluation and suggestions for fundraising activities and executing plans according to feasibility and potential income of the activity

- Organize fundraising

## **II. Scholarship: High School and Adult Continuing Education**

- Maintaining an organized list of guidance counselors and school administrators

- Review and share scholarship applications yearly with schools and the community

- Select interviewers

- Review all documentation requirements before scheduling interviews

- Scheduling interviews

- Review and calculate scoresheets

- Communicate with scholarship applicants

- Report results to the coalition

## **III. Public Relations:**

- Press Release Announcements

- Creating and maintaining social media platforms

- Develop a calendar of events for the coalition

- Maintaining a list of agencies for sponsorships and events

- Develop brochures and distribute them to community agencies

- Participating in community events to promote outreach

## **Article VII. MEETINGS**

### **Section I-Regular Meetings**

The coalition's regular meeting will be on the second Wednesday of each month. The annual meeting will be in September.

### **Section II-Calendar**

There shall be a minimum of ten Coalition meetings per year. Members will attend at least eight meetings to be considered active members.

### **Section III-Quorum**

A quorum of the Coalition shall consist of at least six (6) members attending a meeting. A vote will require approval by a 2/3 vote of those members present.

Only active members are allowed to vote. Active members regularly attend meetings and volunteer for at least two community events.

### **Section IV-Rules**

The rules in the current edition of Robert's Rules of Order, Newly Revised, shall govern all Coalition meetings, except when these rules are inconsistent with these by-laws.

## **Article VIII. FISCAL YEAR**

### **Section I- Fiscal Year**

The corporation's fiscal year will be from July 1<sup>st</sup> to June 30<sup>th</sup>. The treasurer will present the annual fiscal review at the annual meeting in September.

## **Article IX-AMENDMENT OF BY-LAWS**

### **Section I-Amendments**

The bylaws can be amended by a 2/3 vote of those in attendance at any regular coalition meeting, providing that a quorum exists, and the amendment has been submitted to the Executive Committee and presented to the Coalition members at least ten days before the meeting.

### **Section II. Effective Date**

These are the complete Bylaws of the YCHC as amended by the vote on August 17th, 2022, and updated on April 12, 2023, updated on August 13, 2024, and on October 29, 2024. New update 3/11/2025.