

Higher Education Officers  
**HEO**  
Organization Bylaws

**Hostos Community College**  
of the City University of New York

# **The History of the Higher Education Officer Organization of Hostos Community College**

In the fall of 1986, a small group of Higher Education Officer (HEO's) from Hostos Community College met and decided to form an organization within the College to advance HEO causes. The group was keenly aware of the political ramifications of such an organization both on and off campus, inasmuch as the College's PSC chapter served primarily as an advocacy group for teaching faculty while HEO's are represented University-wide by the Cross Campus Chapter of the Professional Staff Congress of the City University of New York.

The first co-chairpersons of the organization were Ms. Nelida Crespo and Ms. Anne Jackson who served a two-year term. During their tenure, they helped the organization establish its identity and reinforced the important role that HEO's played in administering the institutional needs of the College.

The next chairperson of the organization was Carlos L. Hargraves who served a one-year term and who with the assistance of other HEO's in the college developed the by-laws of the Organization. Mr. Hargraves was then elected another two terms as chair. During this period, through his efforts and those of the newly formed Executive Committee as well as a new management team at the College (which believed in the empowerment of groups), HEO's realized greater acceptance within the various governance structures of the College. Consequently, HEO's received membership into many important committees such as the Administrative Review Committee, Pluralism Committee, Graduation Committee, Executive Committee of Senate, etc.

The current Chairperson is Ms. Yvette Hernandez Luyando who is carrying on with the important mission of the organization and the College by promoting collegiality, diversity and professional development.

Under her leadership, Ms. Luyando has been successful in holding an annual retreat, which is devoted to the professional development of Higher Education Officers. In addition, she has organized many social events, which has provided an opportunity for networking with other CUNY colleagues as well as an opportunity to develop and cultivate friendships. Ms. Luyando has been elected as chairperson for three consecutive terms and has served as an ARC member for over eight years.

The current Chairperson is Mr. Joseph Alicea who has taken over after Ms. Luyando resigned from the Chair position during the Fall 99 semester. Major accomplishments under his leadership have included: the development of a mission statement for the organization; the reclassification of several HEO's and the development and implementation of amendments to the HEO constitution. On June 1,2001, Mr. Alicea will conclude ten years of service on the HEO executive committee.

### Mission Statement

**"Built upon the core values of higher education and community service, the HEO Organization at Hostos Community College is a diverse professional association that educates, empowers, and supports its members through networking and professional development.**

**In furtherance of the College's mission, its members are active participants in the formulation of college and university-wide policy."**

6/2000

## **ARTICLE I: Name and Purpose**

### **Section 1 - Name:**

The name of this organization shall be:

### **THE HOSTOS H.E.O. ORGANIZATION**

### **Section 2 - Purpose:**

The purpose of this organization shall be:

- a) To provide a forum for non-teaching faculty through which they can discuss matters of concern to individuals employed by Hostos Community College under the Higher Education Officer title series.
- b) To provide for the interchange of ideas, concern, and information in order to assist in formulating and implementing more effective approaches to matters pertaining to educational administration and the mission of the college.
- c) To encourage and promote collegiality among the members of the organization.
- d) To provide a mechanism through which HEO concerns are transmitted to both the officials of the college and the Hostos PSC Chapter, and the CUNY- wide Cross Campus Unit.
- e) To provide representation from persons in the HEO title to the Administrative Review Committee and College Senate, and other committees.

## **ARTICLE II: Membership and Meetings**

### **Section 1- Membership:**

Membership exists by virtue of having a Higher Education Officer title and submission of application. Membership shall be limited to individuals employed by Hostos Community College under the HEO title series, and the former Business Manager series, who are currently working in an administrative, non-excluded title, and not on leaves of absence.

### **Section 2- Application for Membership:**

Membership in organization becomes automatic upon submission of an application to the Secretary.

**Section 3- Meetings of Members:**

Meetings of the general membership shall be held at least once per semester. Other meetings shall be called by the chairperson at the request in writing of a majority of the members, or of a majority of the Executive Board.

**Section 4- Meetings of the Executive Board:**

Meetings of the Executive Board are to be held at least once a month, or more often if deemed needed by the Chair, or at the request in writing of majority (51%) of the Executive Board.

**Section 5- Notice of Meeting:**

Notice of meetings of the general membership or the Executive Board shall be distributed/mailed to all appropriate parties not less than five (5) business days before the meeting for non-emergency issues. A minimum of twenty-four (24) hour notice is required for emergency meetings.

**Section 6- Waivers:**

An emergency meeting of the general membership or the Executive Board may be held at any time of notice and lapse of time are waived by simple majority of the Executive Board. As the first order of business for any emergency meeting, the Secretary will poll members to verify two-thirds (2/3) agreement for meetings to be held.

**Section 7- Voting:**

Each member shall be entitled to one vote within the specified time period for elections, or on other specified issues.

**Section 8 Quorum:**

Shall be defined as per Robert's Rules of Order (page 257).

**ARTICLE III: Officers**

**Section 1- Composition of the Executive Board:**

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**Section 8 Quorum:**

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**ARTICLE III: Officers**

**Section 1- Composition of the Executive Board:**

The Officers of the Organization shall consist of a Chairperson, Vice Chairperson, Secretary, Liaison to the Cross Campus Unit of the PSC, Administrative Review Representatives, Senators and the immediate past President who shall serve as ex-officio without vote.

Other such officers may be elected from time to time as the needs of the organization may require, as specified in Section 7.

This body shall constitute the Executive Board. The property, affairs and management of the organization shall be vested in and controlled by the Executive Board.

All HEOs on the non-excluded titles are eligible to run for office provided they are on a HEO line at Hostos in a multiple year appointment or 13.3b and meet any additional criteria as set forth in this document.

See  
Amendment  
in back.  
Section 2-

**Duties for Board Members/Officers:**

a) Chairperson: The duties of the Chair shall be to:

- *Preside over Organization General and Executive Board meetings.*
- *Ensure adherence to all By-Laws, Guidelines, etc.*
- *Enforce policy as mandated by the vote of the membership.*
- *Represent HEO's at meetings with the College Administration/CEO.*
- *Serve as ex-officio voting member of the Administrative Review Committee (Representative #1).*
- *Serve as the HEO representative to all Hostos PSC Chapter meetings.*
- *Attend a minimum of two-thirds (2/3) of all HEO meetings and all meetings of the Administrative Review Committee and Hostos PSC Chapter Meetings except in extraordinary circumstances.*

b) Vice Chairperson: The duties of the Vice Chairperson shall be to:

- *Preside over Hostos HEO Organization, General membership and Executive Committee meetings in the absence of the Chair.*
- *Substitute for the Chair in his/her absence, where appropriate.*
- *Maintain an updated list of the membership and disseminate each semester to all members.*
- *Maintain appointment status of all HEO's.*
- *Attend a minimum of two thirds (2/3) of all HEO meetings.*

- *Attend a minimum of one-half (1/2) of all Hostos HEO meetings and all Cross-Campus meetings except in extraordinary circumstances.*
- f) COLLEGE SENATORS: There shall be four (4) HEO who shall serve as voting members of the college Senate, and shall adhere to all senate rules and policies.
- *Senators are to report to the Executive Board and General Membership on all Senate actions, positions, etc. that effect general operations with the college.*
  - *Senators must attend a minimum of two- third (2/3) of all HEO meetings and all Senate meetings, except in extraordinary circumstances.*
- g) Additional Responsibilities of all Elected Officers:
- *All votes, positions, platforms, agendas and HEO initiated meetings are to have the approval by majority vote of the Executive Board prior to presentation to the various organizations/committees (e.g., Senate, PSC, HCC Administration, etc.).*

## ARTICLE IV: ELECTIONS

### Section 1- **Nomination and Election Officers**

Nominations of officers shall take place before the end of the Spring semester. For this purpose the Executive Board shall solicit names and establish an Election Committee to accept nominations and conduct the election of officers. The Election Committee shall consist of three (3) members of the organization who are not members of the Executive Board and will not be nominated for office, and one member shall be named Coordinator. In the event that more than three people volunteer for the Election Committee, a lottery will be conducted by Executive Board.

### Section 2- **Responsibilities for the Elections Committee**

An Election Committee shall be established by the Executive Board no later than April 15 of each year.



The Election Committee shall:

- *Mail/deliver nomination forms to all HEO members, allowing a two- week (2) response period.*
- *Contact all nominees to ensure their willingness to serve in a particular office within two (2) working days of the close after nominations and ensure eligibility to serve as per the By-Laws.*
- *Prepare and mail/deliver ballots to all active HEOs with the specific instructions as to when, where and how to vote.*
- *Ballots must be hand delivered by the voting individual, and a sign off sheet is to be completed as a record of who cast ballots.*
- *Ballots are to be collected at a central location and only by member(s) of the Election Committee.*
- *Any ballot not submitted in this manner and by the published deadline shall be declared invalid.*
- *The full Election Committee will count all valid ballots and notify the Executive Board and general membership of the election results and vote count in writing, within one (1) working day of the election.*
- *The counting of ballots shall be open to all active members.*
- *The Election Committee shall turn over collected ballots and signature sheets to the secretary.*

## **ARTICLE V: BY-LAWS**

These By-Laws may be amended, altered, or repealed in whole or part by the affirmative vote of a majority of the active members providing that:

- a) Each amendment shall be proposed in writing and submitted to the Secretary by a signed petition of any twenty-five (25%) of the Organization.
- b) Amendments shall be presented to the Executive Board for purposes of review, prior to general distribution. The Executive Board has twenty (20) working days to present the amendment to the general membership.
- c) The Secretary shall distribute, (with receipt acknowledged in writing) written copies of the proposed amendment to the general membership at least ten (10) working days before the scheduled hearing is called by the Executive Board. Ratification vote shall

take place within ten (10) working days of the completion of the hearings.

## **ARTICLE VI: Disciplinary Procedures**

### **Section 1 - Definition of Misconduct: Misconduct shall be defined as:**

Non-adherence or violation of the HEO By-Laws and behavior that has the potential to injure the good name of the organization, disturb its well-being or hamper it in its work.

### **Section 2 - Steps for Disciplinary action:**

Refer to Robert's Rule of Order (page 543).

**Proposed Amendment to the Constitution and By-Laws for the  
Hostos HEO Organization**

**Term of Office:** The term of office for the HEO Executive Board shall be consistent with the term of office of the Hostos Senate and shall be adjusted as appropriate.

Signatures of 25 members:

- |           |           |
|-----------|-----------|
| 1. -----  | 15. ----- |
| 2. -----  | 16. ----- |
| 3. -----  | 17. ----- |
| 4. -----  | 18. ----- |
| 5. -----  | 19. ----- |
| 6. -----  | 20. ----- |
| 7. -----  | 21. ----- |
| 8. -----  | 22. ----- |
| 9. -----  | 23. ----- |
| 10. ----- | 24. ----- |
| 11. ----- | 25. ----- |
| 12. ----- |           |
| 13. ----- |           |
| 14. ----- |           |

**From:** MORALES, SARA  
**Sent:** Wednesday, December 13, 2000 12:48 PM  
**To:** HIGHER EDUCATION OFFICERS LIST  
**Subject:** Amendment of HEO Organization By-Laws

There were 22 HEO's present in the meeting of Tuesday, November 12, 2000.

The following amendment was passed: 23 members voted for the amendment (2 by proxy), one member abstained.

### **Section 1 - Composition of the Executive Board**

*All members of the HEO organization are eligible to run for office provided they are on a HEO line at Hostos in a multiple year appointment or 13.3b and meet any additional criteria as set forth in this document.*

*In the event that there is an insufficient number of candidates to fill vacancies in the Executive Board during an election, that satisfy Paragraph 3 (above), HEO members in single-year appointments may be considered, as approved by the majority of the general membership.*