



**NASA LaRC
Hispanic Employee Advisory Committee (HEAC)
Employee Resource Group (ERG) Charter Bylaws**

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NASA HEAC based at the
National Aeronautics and Space Administration LaRC Research
Center (LaRC)
Hampton, Virginia

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NASA LaRC HEAC ERG Charter

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NASA LaRC HEAC ERG Charter By-Laws

ARTICLE I. ORGANIZATION

Section 1. Vision

A workforce that promotes opportunities and supports a culture that fosters successful Hispanics.

To foster the professional and career development of all employees at NASA LaRC.

Provide outreach opportunities to connect LaRC employees with educational organizations involved with Hispanic community in support of Presidential Executive Order 12900 (1994)¹, and the NASA Policy Directive (NPR) 1388.1 (2012)².

To emphasize on Recruitment and Retention, Membership, Community Involvement, Events and Networking, and Professional Development of Hispanics in the NASA workforce.

To enhance the image of the Hispanic culture with employees, customers, and community through our traditions and customs.

¹ Executive Order 12900 of February 22, 1994 entitled *Educational Excellence for Hispanic Americans*

Source: <https://www.archives.gov/files/federal-register/executive-orders/pdf/12900.pdf>

Educational Excellence for Hispanic Americans. By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to advance the development of human potential, to strengthen the Nation's capacity to provide high-quality education, and to increase opportunities for Hispanic Americans to participate in and benefit from Federal education programs...

² NPR 1388.1 entitled "Employee Participation in NASA Education and Communications Activities."

Source: <http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPD&c=1388&s=1>

Section 2. Mission

- Promote a safe workplace environment that is fully inclusive and free of discrimination and harassment based on race/ethnicity
- Support of the goals and objectives of LaRC in promoting education and awareness of the NASA Diversity Policy.
- A diverse and inclusive group whose members influence dialog and promote awareness of the challenges Hispanics face in science, technology, engineering, and mathematics (STEM) environments, and facilitate educational opportunities.
- Provide a means of communication between the Office of Equal Opportunity (OEO), Hispanic Employment Program (HEP) Manager and NASA Langley Research Center (LaRC) Hispanic federal employees.
- Promote contact with and exposure to Hispanic organizations, professional societies, and provide awareness of relevant issues and events.
- Committed to fostering leadership through networking, professional/personal development and community involvement in concert with NASA Mission objectives.

Section 3. Objectives

- Positively impact the issues that affect Hispanics in the workplace
- Create awareness to decrease stereotypes and biases that negatively impact Hispanics in the workplace
- Play a vital role in LaRC's retention efforts by offering employees a sense of community and belonging
- Engage with the Center Leadership Council (CLC) to strategically evaluate workforce culture and influence center level policy
- Foster diverse work environment at NASA LaRC; promote positive performance and employee advancement
- Helped to promote and support NASA's Hispanic Educational Outreach programs and activities
- To promote networking and development of Hispanic employees while sharing the common interest of NASA Mission objectives and goals
- Be a significant workforce enhancer and developer, facilitate cross-sector and corporate-wide activities
- Maintain and support NASA LaRC Hispanic Employee Program (HEP) website to promote science and technology careers among minority students. Web pages include Latina Women of NASA, the NASA Hispanic Astronauts, and related Hispanic@NASA LaRC pages.

Section 4. Purpose

The purpose of the HEAC is to project an image of organization and professionalism, encourage harmonious communications with Center management and Human Resources, promote Hispanic accomplishments that contribute to the success of NASA missions, and jointly provide creative solutions to problems impeding numerical under representation of Hispanic at Langley Research Center.

Section 5. Benefits to NASA

- Provide outreach opportunities to connect LaRC employees with organizations involved with Hispanic community.
- Initiate activities and programs to foster relationships and communication among all LaRC employees on Hispanic issues.
- Support and advocate for other Center's Hispanic groups and the Agency's ERG movement to ensure Agency-wide awareness of the Hispanic community.
- Provide recommendations on initiatives and changes to policy and procedure that create barriers to advancement or opportunities.

ARTICLE II. MEMBERSHIP

Section 1. Types of Memberships

No person shall be denied membership in the NASA LaRC HEAC due to race, color, sex, disability, nationality, religious affiliation, sexual orientation, or professional standing.

Membership is voluntary and extended to all NASA Langley Research Center Civil Servants, retirees, and LaRC (on- or off-site) contractors, students (either from pathway, summer/fall, fellowships, internships, etc.) and/or National Institute of Aerospace (NIA) employees with an interest in supporting the matters of this organization.

Section 2. Time charging

No specific work charge code or Work Breakdown Structure (WBS) will be provided to members to participate in HEAC activities/events unless authorized by the NASA LaRC Office of Equal Opportunity (OEO) Director and/or any other appropriate LaRC Office (such as Education or Human Capital). Hence, all civil servant HEAC members must charge time to their existing projects' and/or organizations' WBS (with supervisor's and/or project manager's permission, respectively) whenever supporting any HEAC events and/or activities.

All other HEAC members (non-government employees) must obtain approval from their respective companies to participate in any HEAC events and/or activities.

Section 3. Members' Voting Rights

- All members have voting membership.
- Members have the right to vote on affairs that will impact the entire body
- The HEAC Officers shall have the authority to establish and define nonvoting categories of membership, as needed

Section 4. Meetings of Members

General membership meetings shall take place at least twice a year.

- Notice of meetings shall be sent to each member via by e-mail
- Special meetings and/or may be called by the HEAC Officers, as needed

Section 5. Special Meetings and/or Events

- Special meetings may be called at the request of the HEAC Chair and/or by any Officers.
- Examples of a special events may be to host invited speakers, outreach to the LaRC community or to the local education community, or discussion panels, etc.

Section 6. Quorum

- At least one Officer plus two or more members attendance constitutes a quorum for HEAC meetings to be conducted.
- At every HEAC meeting, all attendees will be reminded that they will adhere to the HEAC Code of Conduct as outlined in these bylaws.

Section 7. HEAC Code of Conduct

This section outlines the NASA LaRC HEAC Code of Conduct which all members agree to adhere by. All HEAC members understand that failure to adhere to the HEAC Code of Conduct may constitute automatic removal without notice. In addition, action against the HEAC or its missions or other behaviors deemed detrimental to HEAC may be grounds for removal.

Section 7.1 – General

- Support the objects and mission of HEAC, championing it, using any skills and/or knowledge to further that mission and seeking expert advice where appropriate
- Respect organizational, HEAC and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open

Section 7.2 – Managing Interests

- Not gain materially or financially from their involvement with HEAC unless specifically authorized to do so
- Unless authorized, a member will not put themselves in a position where their personal interests conflict with their duty to act in the interests of the HEAC
- Failure to declare a conflict of interest may be considered to be a breach of this code

Section 7.3 – Meetings

- Strive to attend all meetings, sending apologies to the chair for necessary absences
- Whenever possible arrive on time and stay to the end
- Prepare for the meeting by reading the agenda, papers and any e-mails before the meeting
- Listen to what others have to say and keep an open mind
- Participate fully in the meeting and contribute positively to the discussions
- Actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict
- Try to be concise and avoid soliloquies (disregardful of or oblivious to any hearers present)
- Help others concentrate on the meeting. Discourage side conversations.
- Have the best interests of the organization/beneficiaries in mind at all times
- Draw attention to any potential conflicts of interest that may arise in the meeting
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting
- Become familiar with and committed to the responsibilities of the committee on which one is serving, and adhere to the principles of fairness, honesty, and utmost good faith in all committee business and interactions
- Devote time to learning HEAC functions—its uniqueness, strengths, and needs - particularly with regard to the mandate of the committee on which one is serving
- Participate in collective decision making, accept a majority decision and do not act individually unless specifically authorized to do so

Section 7.4 – Relations with others

- Endeavor to work considerately and respectfully with all other HEAC member.
- Respect diversity, different roles and boundaries, and avoid giving offence.
- Seek to support and encourage all those a member comes into contact with at HEAC
- Do not make public comments about the HEAC unless authorized to do so by an Officer. Any public comments made about HEAC will at all times be considered and in line with organizational policy.
- Maintain the confidential nature of HEAC work and avoid acting as a spokesperson for the entire committee unless specifically authorized by the committee chair to do so.

- Make judgments always on the basis of what is best for NASA and for the advancement of higher education as a whole, vote according to one's individual convictions, and challenge the judgment of others when necessary; yet be willing to support the majority decision of the committee and work with fellow members in a spirit of cooperation.
- Refrain from actions that might compromise the NASA' and/or HEAC's reputation

ARTICLE V - OFFICERS

Section 1. Officers

The Board of Directors is composed by the Officers of the Organization which shall be a Chair, a Vice Chair, a Secretary, Outreach Coordinator Officer and such officers as deemed advisable from time to time by the Board of Directors.

HEAC reserves the right to increase the number of officer position as needed.

Section 2. Eligibility

- An Officer must be a member of the HEAC for at least one year. With exception with the founding HEAC members.
- Officers' majority vote selects which officer and/or member to represent at CLC if necessary

Section 3. Election, term and transition period

Beginning with elections in 2017, all Officers and Chairpersons (if any) shall serve one-year term. There is no limit as to how many terms an Officer may be re-elected to serve. The term of an Officer can also expire by her or his resignation or removal in accordance with these bylaws.

Candidates must submit their intentions (verbally or in writing) to be consider for a HEAC Officer's or committee's Chair position by October. Elections will be held within November timeframe. The Transition of Officers shall take place in the month of December of the ending period of each term. During this period the incumbent shall train the newly elected. The newly elected shall attend their perspective position's meeting with the incumbent.

Section 4. Nomination of Candidates

A member can self-nominate themselves or be nominated by another member to serve as a HEAC Officer.

Section 5. Election Voting Procedures

All nomination of candidates for Officers will be submitted to the Chair which then will be brought forth to the committee for a majority vote.

The nominees receiving the largest number of votes in each category of the ballot in the election shall be elected to those full term vacancies which exist.

Section 6. Vacancies

If the office of Chair becomes vacant, the Vice Chair will assume the duties of Chair for the unexpired term. If the office of Vice Chair becomes vacant, the reminding Board of Directors will elect one of its members for the unexpired term. If any other office becomes vacant, the Board of Directors shall elect an eligible member to fill the office for the unexpired term.

Section 7. Committee Chairs

All committee chairs are to be appointed by the Chair/Vice-Chair, whenever required. All appointments shall be approved by a majority vote of the Board of Directors.

Section 8. Officers' Voting Rights

- All Officers shall have the right to vote on affairs that will impact the entire body.
- The Officers have, and may exercise, any and all powers necessary to carry out the purposes of the HEAC by unanimous vote.
- Except as otherwise provided by these bylaws, all matters before the Board of Directors will be decided by a majority vote of the members of the Board present at a meeting at which a quorum is established.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. Duties of the Chair

The Chair shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-Chair, and Secretary. Specific duties of the Chair includes:

- Leading and managing all aspects of the HEAC
- Identifying, assessing, and reviewing policies, procedures, and practices that impact Hispanic employees at LaRC
- Cultivating internal and external partnerships
- Participating in HR outreach and recruitment activities
- Participate in or develop projects or activities to promote awareness for improvements in the work environment and enhancement of cultural knowledge (i.e., Hispanic Heritage Month, Diversity Day, etc.)
- Coordinating at least 1 annual meeting with Center advisory group chairs
- Assisting OEO with identifying barriers to the hiring and advancement of Hispanics
- Meeting once per year with the OEO Director
- Maintaining the membership roster
- Other roles and responsibilities as deemed appropriate

Section 2. Duties of the Vice Chair

The Vice-Chair will assist the Chair as requested and designated by the Board. In addition, the Vice Chair assumes the duties of the Chair when the Chair is unable to perform his or her duties or is absent from meeting at which the Chair would reside.

Section 3. Duties of the Secretary

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all meetings, sending out meeting announcements, and assuring that HEAC records are maintained. Other duties may include:

- Manage all administrative aspects of the HEAC
- Develop and disseminate HEAC meeting agenda under consultation with the chair
- Record and disseminate meeting minutes
- Assist with the coordination and notification of HEAC meetings during the fiscal year

- Solicit agenda items from HEAC membership prior to each meeting
- Maintain HEAC documentation (i.e. minutes, rosters, event info, contacts)
- Other roles and responsibilities as deemed appropriate

Section 4. Duties of the Education and Public Outreach Coordinator Officer

- Manage all public and communication tasks for HEAC
- Create and disseminate notifications for HEAC events or activities
- Research and provide information of interest to HEAC membership (i.e. training, cultural awareness, diversity, career advancement, recruitment)
- Consult with HEAC chair to maintain NASA HEP@LaRC webpages
- Act as lead for Officer Nominations committee
- Other roles and responsibilities as deemed appropriate

Section 5. General Officers' Duties

- The Officers will control, formulate policy for, and administer the affairs of the HEAC during the periods between annual and special meetings of the Members.

ARTICLE VII - AMENDMENTS

Section 1. Bylaws amendments

These Bylaws may be amended when necessary by a two-thirds (2/3) vote of regular HEAC members provided that notice of the proposed amendment or amendments are e-mailed to the membership at least fourteen (14) days before the meeting. Proposed amendments must be submitted to the Secretary to be sent out with regular HEAC announcements.

Appendix – Acronyms

CLC	Center Leadership Council
ERG	Employee Resource Group
HEAC	Hispanic Employee Advisory Committee
HEP	Hispanic Employment Program
LaRC	Langley Research Center
NIA	National Institute of Aerospace
NPR	NASA Policy Directive
OEO	Office of Equal Opportunity
WBS	Work Breakdown Structure