



THE CONSTITUTION OF THE LATINO STUDENT ASSOCIATION

PREAMBLE

The primary goal of the Latino Student Association is to unify the diverse Latino students at IUPUI in the desire to promote academic excellence in our community and the pride that accompanies the knowledge of self. In this, we embrace all those who are interested in promoting the diversity in our cultures and languages. We are founded in the hopes that by the provision of both social and education opportunities for the IUPUI community, we shall foster understanding of Latino Heritage.

Article I: NAME AND SYMBOL

Section I: The name of this organization shall be the Latino Student Association (LSA)

Section II: The symbol of the organization shall be (see top)

Article II: MEMBERSHIP

Section I: Qualifications of Membership

Membership shall be open to all university students, faculty, staff, men and women of any ethnicity, sexual orientation, religion, ability, class or age regardless of major in accordance with university policy.

Section II: Membership Requirements

- Attend 50% of meetings
- Have paid current membership dues
- Participation in two LSA events
- Volunteer at one community service event per semester

Section III: Membership Fees

Dues and deadlines are to be established by current executive board

Article III: THE EXECUTIVE BOARD

Section I: The Executive Board will be made up of the five following officers that will serve a term of, but not limited to, one academic year: President, Vice President, Treasurer, Secretary, Public Relations Officer, and USG Representative. They will be appointed by election of the general membership.

Article IV: MEETINGS

Section I: Meetings will be held monthly for general members and bi-weekly for Executive Board Members

Section II: Executive Board members are responsible for attending all meeting unless emergency or prior arrangements have been made. The Executive Member needs to communicate to the President as long as their duties are being fulfilled.

Article V: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Section I: Amendments require previous notification and a three-fourths affirmative vote of those present and voting for its adoption.

BY-LAWS OF THE LATINO STUDENT ASSOCIATION

Article I: VOTING PRIVILEGES

Section I: General membership has voting power. Executive Board can override a general membership decision by a unanimous vote. An executive veto can be overridden by a $\frac{3}{4}$ vote of the general membership.

Article II: ELECTIONS OF EXECUTIVE BOARD

Section I: Paragraph I. All officers shall serve a term of twelve months from date of their election, except when elected to fill an unexpired or partial term.

Paragraph II: Elections will be held first week of November. Nominations will be accepted from the floor at the meeting immediately prior to the election. Elections process will be determined by current executive board.

Paragraph III: A President, Vice-President, Secretary, Treasurer, Public Relations Officer and USG Representative shall be elected at the election of officers. These officers comprise the Executive Committee.

Article III: DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD

Section I: Executive board members that fail to perform to following duties will be subject to the three strikes rule.

- Written warning signed by President, Advisor, and Executive Board member
- A monetary fine of \$5
- Removal of office

Section II: Responsibilities of President

The President of the Latino Student Association is charged with:

- A. Calling general, cabinet, judiciary, and emergency meetings
- B. Leading all meetings
- C. Creating the agendas for general and cabinet meetings
- D. Reading and responding to e-mails
- E. Public relations
- F. Recruitment
- G. Maintaining an acceptable level of involvement from members

Section III: Responsibilities of Vice President

The Vice-President of the Latino Student Association is charged with:

- A. Assisting the President with all responsibilities
- B. Taking over the President's responsibilities in the absence of the President
- C. The Vice-President will be an ex-officio member of all committees and will be the executive board contact for all committees.

- D. Shall create database [excel spreadsheet] to track our members for: attendance at meetings, socials, events and keeping track of active paid members who are up to date with their dues.
- E. Scheduling prospective members for a Membership Orientation.

Section IV: Responsibilities of Secretary

The Secretary of the Latino Student Association is charged with:

- A. Taking the minutes at both executive and general meetings and storing them for LSA records
- B. Storing LSA records
- C. Documenting history including yearly calendars that record social, activist, philanthropy, and educational programs and events.
- D. Creating and stocking LSA headers and stationary
- E. Finding meeting spaces for general and cabinet meetings
- F. Scheduling of fundraising events and other events to help raise funds for the operating budget of LSA.

The Secretary will prepare meeting agendas and will keep minutes of the Latino Student Association meetings to distribute at the following meeting.

Section V: Responsibilities of Treasurer

The Treasurer of the Latino Student Association is charged with:

- A. Collecting membership dues
- B. Maintaining and creating new funding sources
- C. Maintaining LSA budget
- D. Submission of proposals to USG

The Treasurer will handle all financial matters relating to the Latino Student Association. All income and expenditures will be recorded in a timely manner and reported to the Executive Committee and the other members of the LSA. The Treasurer will work in conjunction with the Advisor

Section VI: Responsibilities of Public Relations Officer

The Public Relations Officer of the Latino Student Association is charged with:

- A. Creating and executing social programs such as gathering, parties, and reception for both members of LSA and non-members
- B. Creating committees made up of LSA members, when necessary for the completion of a program
- C. Meeting and recruiting freshman and sophomores to help publicize LSA events via email

Section VII: Responsibilities of USG Representative

The USG Representative of the Latino Student Association is charged with:

- A. Attend IUPUI Undergraduate Student Government: council meetings bi-weekly on Fridays
- B. Obtain relevant information at these meetings pertaining to LSA's funding and voting eligibility shall be reported at Executive Board meetings.
- C. Assist the Treasurer in creating funding proposals

