



## Minutes

19 December 2007

TRANSITIONAL MEETING

Executive Board

**President:** Hilda Rojas

**Vice President:** Noe Barragan

**Secretary:** Gabriela Mendoza

**Treasurer:** Keyla Guevara

**Public Relations Officer:** Silvia Salas

**USG Representative:** Peter Tram

Guest in Attendance:

\_\_Amanda Bonilla\_\_(Former President)\_

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**Minutes Written by: Keyla Guevara, Hilda Rojas(Typed)**

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### Call to Order

President

### Meeting Begins @ 6:57pm

1. Constitution is Read and discussed. Executive board votes on each specific section to decide if there's any part of the LSA constitution that needs change or modification.

Preamble=Keep it w/o change

Article I=Keep it w/o change

Article II/ Section I=Keep it w/o change  
Section II=Membership dues are stated and established \$15/year, \$10/semester.

Article III=

- Keyla motions that Gabriela Mendoza (secretary for LSA) receives her first warning as a result of her absence to this transitional meeting. Motion is second and voted on. It passes. Gabriela Mendoza receives her first warning today 12-19-07.
- It is established that *Executive Board Duties* go into effect today (12-19-07) = Action voted on by majority, it passes.
- Silvia motions that Pete (USG representative for LSA) also receives his first warning as a result of his absence to this transitional meeting. Motion is second and voted on. It passes. Peter Tram receives his first warning today 12-19-07.

Article IV=

- Section I: Member Meeting times are establishes and set for the Spring Semester of 2008. Member meetings will take place once a month as stated by the constitution.

Dates for Member Meetings will be= 1-15-08, 1-16-08, 2-5-08, 2-6-08, 3-4-08, 3-5-08, 4-1-08, 4-2-08. Meetings times will be Tuesday's: 12-1pm, Wednesday's: 2-3pm.

- Section II: Executive Meeting times are established and set for the Spring Semester of 2008. Executive Meetings will take place bi-weekly as stated by the constitution.

Dates for Executive Meetings will be = 1-9-08, 1-23-08, 2-6-08, 2-27-08, 3-3-08, 3-19-08, 4-2-08, 4-16-08, 4-23-08. Executive Meetings will start promptly @ 8:30pm at the above stated dates.

-Hilda motions that executive board notifies the president of any absence (only applies in case of an emergency) to any executive meeting no later than 24hrs. prior to any absence. Motion is second. It passes. "Let it be stated that today, 12-19-07 any Absence by an executive board member to any executive meeting without timely notification of at least 24hrs to the president of the organization, or anyone else representing the president will result in a warning to that executive board member."

-Hilda motions that Wendy + Dr. Aponte be our advisors. Motion is second. It passes.

Article V= keep it w/o change

By-Laws of the Latino Student Association

Article I= Keep it w/o change

Article II= Keep it w/o change

Article III=

Section II:

- Keyla motions change in Section II/ letter D. Responsibilities and duties of the President will also include reading and forwarding emails from the "latinosa" account to corresponding party. Motion is second, it passes.
- Noe motions to remove Section II/letter E from duties and responsibilities of President. Motion is second, it passes.

Section III:

- Letter D( stating that Vice President is now also responsible for reading and responding to emails forwarded to him or her by the President from the "latinosa" account regarding membership information and or community service issues.) will be added to duties and responsibilities of the Vice President. Motion is second, it passes.
- Letter E is removed from duties and responsibilities of the Vice President.

#### Section IV:

- Hilda motions to remove letter F from duties and responsibilities of Secretary. Motion is second, it passes.
- Hilda motions that secretary should email minutes of all meetings via email to all executive board members, general members and advisors after meetings.
- Hilda motions to add letter F(stating that Secretary is now also responsible for reading and responding to emails forwarded to him or her by the president from the “latinosa” account) to duties and responsibilities of the Secretary. Motion is second, it passes.

#### Section V:

- Keyla motions to remove letter D from duties and responsibilities of treasures. Motion is second, it passes.
- Hilda motions for Letter D(stating that the Treasures is now in charge of scheduling fundraising events and other events to help raise funds for the operating budget of LSA) to be added to duties and responsibilities of the Treasure. Motion is second, it passes.
- Hilda motions to add Letter E(stating that treasures is now also responsible for reading and responding to emails forwarded to him or her by the president from the “latinosa” account regarding fundraising, dues, or any monetary issue regarding LSA.) to duties and responsibilities of the Treasurer. Motion is second, it passes.
- Keyla motions to add Wendy Wheeler(LSA’s advisor) and Noe Barragan(Vice President) to the LSA bank account. Motion is second, it passes.

#### Section VI:

- Hilda motions to add Letter D(stating that Public Relations Officer is now responsible for reading and responding to emails forwarded to him or her by the president from the “latinosa” account regarding any public relations or event issue or questions regarding LSA.) to duties and responsibilities of the Public Relations Officer. Motion is second, it passes.

#### Section VII:

- Hilda motions to add Letter D(stating that the USG Representative is now responsible for reading and responding to emails forwarded to him or her by the president from the “latinosa” account regarding any USG

business, issue or questions regarding LSA.) to duties and responsibilities of the USG representative. Motion is second, it passes.

- Hilda motions that Letter E(stating that any submission of proposal or business regarding USG will be taken care of and submitted by the corresponding medium by the USG representative.) be added to duties and responsibilities of the USG representative. Motion is second, it passes.

Let it be stated that the LSA constitution was read, discussed and changed (by the  $\frac{3}{4}$  majority vote rule) by the Executive board members and new changes are accepted and adopted as of 12-19-08 @ 8:27pm

2. Office Hours : are discussed by the board.
  - Hilda motions to keep track of office hours done by executive board by keeping a sign in sheet. Motion is voted on, it does not pass on a 3/1 ratio.
  - Keyla motions to have all executive board members send her their schedules for her to be able to create a spreadsheet with all the available times for office hours. Schedules should be sent to Keyla by 1-4-08. Motion is second, it passes.
3. Facebook: A reminder is made to all executive board members to keep the official LSA Facebook group updated as another form of outreach for all members.
4. Additional duties are assigned:
  - a. Silvia Salas(Public Relations Officer) will be held responsible in the position of official “Photographer” for LSA.
  - b. Hilda Rojas(President) and Silvia Salas(Public Relations Officer) will both be help responsible for keeping the official LSA website updated.
5. Mandatory Events are established for Executive Board Members to attend:  
(Let it be stated that absence to any of these events from any board member will result in a warning)
  - MLK Dinner: 1-20-08
  - MLK Day of Service: 1-21-08
6. Buying LSA Hoodies for Executive Board Members:  
Hilda motions that LSA pays for  $\frac{1}{2}$  the price for hoodies for the executive board members. Motion is second, it passes.
7. Event is established by the Board Member:  
Amanda Bonilla presents event idea for month of January.  
Event: “Latino Faculty /Staff + Student Welcome Back dinner”  
Tentative Date: 1-31-08  
  
Motion is second, it passes.
8. Events for January 2008 are discussed, revised and modified. They are approved
9. Events for February 2008 are discussed, revised and modified. They are approved.  
Events Discussed:

-USHLI= 5 spots available/  
Not a mandatory Event  
LSA will pay 50% of expenses regarding travel + food for those 5 people

-Salsa Lesson= possible few for each lesson  
-Dance Marathon  
-B and B Get Down

10. Events for March 2008 are discussed, revised and modified. They are approved.

Events Discussed:

Latino Leadership Conference @ Perdue= 3-1-08

Cesar Chavez Day of Service= 3-21-08

Cesar Chaves Dinner by LSA= Sunday 3-20-08

11. Amanda Bonilla will attend Executive Board Meetings:

Hilda motions that Amanda Bonilla attends Executive Board meetings to updated board on progress being made on Cesar Chavez Dinner. Motion is second, it passes.

12. Events for April 2008 are discussed, revised and modified. They are approved.

13. Unfinished business is discussed in an open table format.

***Meeting Ends @ 9:55p.***

**LSA**  
latino student association