# Article I: Latinos Unidos

The name of the organization, whose guidelines and responsibilities written below in this constitution, shall be known as “Latinos Unidos”.

# Article II: Purpose

The purpose of Latinos Unidos is to be a safe and inclusive organization for all students who wish to join a group that shares a common interest of Hispanic/Latino culture and heritage and advocating for Hispanic Culture. Latinos Unidos will not discriminate against anyone for being a part of any and all types of cultural groups or backgrounds including race, ethnicity, religion, sexual orientation, gender expression or identity or disability.

# Article III: Membership

Members of Latinos Unidos shall consist of individuals from campus who share a common interest in Hispanic/Latino history, culture, and perspectives. An individual does not have to belong to the Hispanic/Latino culture to join this organization. An individual does not have to speak or understand Spanish to be a member of this organization.

Responsibilities of Full-time Members:

1. Members must register and pay an annual membership fee of $10.
2. Members must attend regularly to meetings.
3. Members must participate in events (this includes helping with the planning process or volunteering time to help set up, take down, or run an event).

Members that fulfill all three requirements above will be allowed to vote during Executive Board elections, as well as any group decisions that will be determined throughout the year. Members will not be allowed to vote if they do not fulfill these requirements and will be considered as a part-time member to the organization.

# Article IV: Meetings

Behavior during Meetings:

Members will come to meetings with an open mind and must be respectful to others including, no side conversations, no interrupting, and being attentive to discussions during the meeting.

Meeting Times:

1. The entire group will determine weekly meeting dates based on the schedules of all full- time members.
2. The entire executive board must be able to attend during the specified meeting time
3. The majority of all members must be able to meet during the specified meeting time.

Emergency Meetings:

The Executive Board will be able to call a special meeting if agreed upon. Special meetings can be called for completing projects for various events, or to reschedule a meeting day that was moved because of a holiday or because of cancelled classes.

# Article V: Attendance

Attendance Policy

1. Regular attendance not mandatory but encouraged for acceptance to LU outings
2. The secretary will keep record of attendance for each general meeting

# Article VI: Executive Board

The Executive Board of Latinos Unidos and their responsibilities are listed as follows:

# 1. President:

The President shall:

1. Run meetings.
2. Supervise primary functions of the organization and committees.
3. Supervise the whole E-Board
4. Be an official representative of Latinos Unidos.
5. Make final decisions when impasses arise unless two-thirds of Latinos Unidos members present vote by majority to override the President’s decision.
6. Have an overall approval of expenditures or purchases.
7. Meet along with Executive board at the specified executive meeting times/dates.
8. With assistance from the Advisors and the whole E-board develop a budget request proposal.

# 2. Vice President:

The Vice President shall:

1. Run meeting when the President is not in attendance.
2. Carry out the duties and responsibilities assigned by the President.
3. Will serve as interim President in case of vacancy.
4. Meet along with the Executive Board at the specified executive meeting times/dates.

# 3. Secretary:

The Secretary shall:

1. Take roll at meetings.
2. Inform organization members by mail/email of upcoming events.
3. Make and distribute copies of meeting minutes to Latinos Unidos organization members after meetings.
4. Keep files in neat and orderly fashion in the Organization Binder.
5. Type and prepare the agenda for the meetings based on what the executive board decided.
6. Meet along with Executive Board at the specified executive meeting times/dates.
7. Check Latinos Unidos email every day, and respond when needed.

# 4. Treasurer:

The Treasurer shall:

1. Maintain accurate and up-to-date financial records, including a financial activity report on each activity conducted and an account of all receipts and expenditures of Latinos Unidos files.
2. Verify all financial transactions of Latinos Unidos.
3. Present a formal written report of the organizations financial status by request of the President.
4. Assist President in the development of budget requests.
5. Meet along with the Executive Board at the specified executive meeting times/dates.
6. Attend all budget reallocation meetings
7. Create photo-copies of all bank statements and general receipts and keep information of who it is from, what it was for, date received, what event, and where it was from in a separate Treasury Binder.

# Social Media:

# The social media person shall:

# 1. create all promotional content for the organization

# 2. Be in charge of updating all social media accounts

# 3. Design yearly T-shirt

# 

# Historian:

# The Historian shall:

# 1. take pictures for all the events and general meeting that the org puts together

# 2. In charge of creating an end of the year slideshow for the Organization

# Peer Advisor:

The Peer Advisor shall:

* + 1. Plan fun activities for group bonding (activities will not use money allocated from SSA funds)
    2. Take care of Room Reservations for bonding events
    3. Be available for students to support. (i.e. stress/family/emotional/school support)
    4. Meet along with the Executive Board at the specified executive meeting times/dates.
    5. Take on any other tasks appointed by Executive Board.

# Article VII: The Election Process

The elections process is as follows:

1. 2 weeks prior to elections (the week before spring break), individuals who wish to run for office may nominate themselves for an Executive Board Position. After all nominations have been made, the Secretary will create the ballots with all nominees listed for each position as well as a space for write-ins and other nominations.

\*Note: Nomination day will be the first meeting date before spring break.

\* Sample ballot below for one Executive Board Position: President

iii. Other Nomination:

|  |  |  |
| --- | --- | --- |
| I. | Sample Nominee | [] |
| ii. | Sample Nominee | [] |

1. On day of elections, those who have nominated themselves for a position will present to the organization 1) why do they feel they should be in that Executive Board position? and

2) what do they plan to do with/for the organization?

1. After all presentations have been made, all members will be handed ballots and may vote for whoever they feel should take office of each position.

\*Note: Members may choose to nominate another member if they feel that a self- nominee does not qualify for a position or they may nominate themselves for office. Either way, they must vote for one person for every Executive Board Position.

1. The ballots will be collected after voting and then counted by the Executive Board members during the next Executive Board meeting.
2. The winning candidate must have a majority vote.

\*Note: a majority vote implies that they have over 50 percent of the members voted for that candidate

1. After elections are complete, the new executive board members may attend Executive Board meetings to start adjusting to their new roles.

\*Note: The newly elected Executive Board Members do not officially take the position until the start of the next school year.

Election Tie-Breakers and Amendments

1. If there is not a clear majority winning candidate, the Executive Board may decide the outcome as a group.
2. If another person (a non-presented candidate) wins the majority vote, they will be asked if they agree to accept the nomination. If accepted, they will hold the position of office.
3. If a presenting candidate ties with 50 percent of the majority against a non-presented nomination from the ballots, the Executive Board must ask the non-presented nominee if they wish to accept the nomination. If the nominee accepts, a re-vote will be held the following week following presentations from both candidates again.

# Article VIII: Requirements to Run for an Executive Board Position

The requirements to run for an Executive Board position are as follows:

1. The member must have been a full-time member of Latinos Unidos for at least one year.
2. The member has participated and had been involved in more than 75% of the events through the academic year.
3. The member must not be on Academic Probation.
4. If there is only one nominee for a position, they automatically get it

# Article IX: Events

The yearly events of the organization may include the following:

1. Expand awareness and understanding on campus and in the community of the Hispanic/Latino culture in the U.S and abroad by:
   1. Hosting Hispanic/Latino cultural presentations (i.e. Latino musicians, artists, dancers, poets, guest speakers, etc.).
   2. Hosting Hispanic/Latino educational presentations (i.e. films, lectures, workshops on Hispanic/Latino topics and issues, study groups, etc.).
   3. Hosting social activities (i.e. dances, dinners, or other social events).
2. Be of service to the campus and community by:
   1. Providing a gathering point to learn and practice Spanish for individuals who speak Spanish or are learning it.
   2. Engaging with the community through service projects, or spreading awareness of Hispanic/Latino events and issues.
   3. Serve as a resource on Hispanic/Latino culture.
   4. Providing a support group for students of Hispanic/Latino heritage.

\*Note: The year’s events are listed as possibilities. Not every subject listed above will have to be provided on a yearly basis. It is the responsibility of the group to decide which events they wish to present and provide in upcoming years.

# Article X: Amendments/Constitutional Changes

Amendments or changes to the Latinos Unidos Constitution must be read to members and then sent out by email to all members one meeting time before voting. Amendments or changes must be approved by a two-thirds vote from Latinos Unidos members.

# \*\*\*\*Changes and Revisions were Voted on and Approved Unanimously on Saturday, the Twenty-ninth of September Two Thousand and Seventeen.