



PUERTO RICAN STUDENT ASSOCIATION CONSTITUTION

Article I. Statement of Compliance

- A. The Puerto Rican Student Association abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
- B. Puerto Rican Student Association agrees to annually complete President's and Treasurer's Training.

Article II. Name

The official name of this student organization is Puerto Rican Student Association, herein referred to as PRSA.

Article III. Purpose and Goal

Article III.I. Purpose

Promote and introduce the Puerto Rican culture to the students and community of Iowa State University by hosting diverse events throughout the academic year that engage the community, build camaraderie among its members, and create a familial environment.

Article III. II. Goal

Create a community where the Puerto Rican Students at Iowa State University, and those interested in learning more about our culture and heritage, have a space where they feel like they belong, are represented, and can develop to become better individuals and professionals.

Article IV. Membership/Non-Discrimination Statement

The membership of the PRSA shall be open to all students attending Iowa State University. Iowa State University and the Puerto Rican Student Association do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

If deemed necessary, the Cabinet can establish reasonable dues that must be paid by all members. The amount for the dues will be determined at the beginning of the academic year by the

Cabinet and presented to the general membership. Dues may not exceed \$10.00 per semester or \$20.00 per academic year. In addition, non-members that are not interested in paying either \$20 for the entire year or \$10 for the semester, but still want to participate, have the option of paying \$5 for each individual event they attend.

Dues, with the exception of the \$5 per individual event, must be paid by the 5th week of the semester. The Treasurer shall maintain all financial records and shall cosign with the Adviser for all of the Association's transactions.

Article V. Organization Officers

The PRSA Cabinet includes the following officers: President, Vice-President, Secretary, Treasurer, Event Coordinator, Social Media Coordinator, Vocal, and Adviser.

The requirements for these officers are that they must have completed at least one semester in Iowa State University, have a minimum 2.50 GPA, attend all PRSA meetings, and their work must align to that of achieving the organization's purpose and goal. The Advisers must be part of the Iowa State University staff.

If for any reason a current officer no longer meets these requirements, they will be ineligible to hold office and a new officer must be chosen to replace them.

Article VI. Officers/Adviser duties

• President

1. Take ALL President training in order to be officially admitted into the position. (Elected President will have a maximum of two weeks to complete President training).
2. Represent the PRSA in a positive, ethically, and professional manner.
3. Open the meetings at the designated time by calling it to order.
4. Make the necessary announcements in order and share the floor with other officers.
5. Recognize and place in vote any questions or motions stated in the meeting.
6. Contact other organizations or Iowa State University staff, if needed, in a professional manner.
7. Attend all PRSA meetings and activities.
8. Enforce the requirements and rules according to the particular circumstance within the meeting.
9. Respond to any questions of any member regarding the matter of discussion of the meeting.
10. Authorize PRSA's events and provide their signature when needed along with the Vice-President.
11. Declare the meeting adjourned when the end time comes or when the members of the Association have no further business.
12. Approve all reports given in the meeting by the other officers.
13. Prepare before each meeting an agenda to be followed with the Vice-President.
14. Search for additional funding from the Government of the Student Body (GSB) and other organizations if needed.

15. Arrange multiple sponsorship opportunities with the Event Coordinator for the organization
16. Delegate and distribute tasks among Cabinet officers equally and accordingly.
17. Represent PRSA in any other student organizations' meetings as necessary.
18. Keep an accurate record of reports in the positions' binder.
19. Work with the rest of the Cabinet to achieve PRSA's purpose and goals.

• **Vice-President**

1. Keep record of the minutes for the meetings provided by the Secretary. 2. Authorize the Association's events and provide their signature when needed along with the President.
3. Prepare before each meeting an agenda to be followed with the President.
4. Attend all PRSA meetings and activities.
5. Manage and organize the committees.
6. Give support and assistance to all other officers.
7. Take the place of the President in the case they are absent.
8. Represent PRSA in any other student organizations' meetings as necessary.
9. Keep an accurate record of reports in the position's binder.
10. Serve as a risk management officer and comply with the following duties:
 - help minimize potential risks for club activities,
 - recommend risk management policies or procedures,
 - to submit documentation to ISU's Risk Management Office and
 - to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
11. Work with the rest of the Cabinet to achieve PRSA's purpose and goals.

• **Secretary**

1. Attend all PRSA meetings and activities.
2. Send email reminders of the following meetings to all members.
3. Take minutes of meetings to send to all members.
4. Include in the meeting minutes any reports the other officers have provided. 5. Take attendance at each meeting and keep track of members' participation. 6. Serve as the direct contact for questions or concerns members have for the cabinet regarding PRSA events, meetings, and furthermore.
7. Book room reservations for a given event or meeting of the PRSA.
8. Assist the President in the management of the PRSA.
9. Maintain membership directory accurate and update list serve.
10. Keep an accurate record of reports in the position's binder; including all minutes and attendance of members.
11. Keep track of the intramural activities, Mailing list (prsa2019@iastate.edu), and merchandise for the organization.
12. Work with the rest of the Cabinet to achieve PRSA's purpose and goals.

• **Treasurer**

1. Take ALL Treasurer training on Canvas in order to officially be admitted into the position. (Elected treasurer will have a maximum of two weeks to complete the Treasurer training and obtain the P-card).
2. Collect the Adviser's signature and sign the proper documentation in order to obtain

the P-card.

3. Attend all PRSA meetings and activities.
4. Manage and present the PRSA's income/expenses reports to members at the beginning and end of each academic semester.

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5. Ensure that record-keeping and accounts are up to date and organized.
6. Keep an accurate record of reports in the position's binder; including statements from the Campus Organizations Accounting Office, and deposits.
7. Set up appropriate systems for book-keeping, payments, lodgments & petty cash.
8. Ensure everyone handling money keeps proper records and documentation.
9. Arrange multiple fundraising events and opportunities like working on concessions stands at games, fast food restaurants fundraisers, selling goods, etc.
10. Responsible for communicating with the current director of Human Resources for Levy Restaurants to work the Concession Stands.
11. Present regular reports on the organization's financial position to Cabinet members.
12. Make sure the organization's account is in good standing and that there's leftover funds for the next academic semester/year.
13. Keep track of merchandise for the organization with the Secretary.
14. Work with the rest of the Cabinet to achieve PRSA's purpose and goals.

• **Event Coordinator**

1. Attend all PRSA meetings and activities.
2. Plan and coordinate the Puerto Rican Cultural Night.
3. Responsible for planning different events for the academic year.
4. Create a calendar that includes events for the organization.
5. Arrange sponsorship opportunities with the President for the organization.
6. Maintain constant communication with the Treasurer and President about PRSA's expenses.
7. Rent cameras, take pictures, and keep record of the pictures from all PRSA's events.
8. Work with the rest of the Cabinet to achieve PRSA's purpose and goals.

• **Social Media Coordinator**

1. Responsible for maintaining PRSA's social media platforms up to date.
2. Responsible for the PRSA's student organization website page.
3. Share the calendar of events on the PRSA's student organization page and keep it up to date.
4. Attend all PRSA meetings and activities.
5. Work with the rest of the Cabinet to achieve PRSA's purpose and goals.

• **Vocal**

1. Attend all of the Association's meetings and events.

2. Assist PRSA Cabinet with preparation and clean-up of after meetings and events.
3. Work with the rest of the PRSA Cabinet to achieve PRSA's purpose and goals.

• **Adviser**

1. Attend all of the PRSA's meetings.
2. Maintain contact with the Cabinet.

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3. Oversee and approve all financial matters of the PRSA.
4. Assist members of the Cabinet if any situations arise where help or guidance is needed.
5. Ensure that the PRSA is complying with all of the legalities of student organizations at Iowa State University.
6. Maintain record of the transactions of the PRSA.
7. Work with the rest of the Cabinet to achieve PRSA's purpose and goals.

All Officers (Cabinet) must:

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(c) Attend all PRSA meetings and their work must align with the organization's purpose and goal.

Article V. II. Removal of Officers/Adviser

Officers and/or Advisers may be removed if at least a fifty-one percent (51%) of the current Cabinet votes and by at least a seventy percent (70%) of the current members vote in favor of removal of said Officer/Adviser. Criteria for removal shall be inappropriate behavior, not fulfilling their respective duties, and/or not participating actively in the Association's meetings and events. The Officer/Adviser will be given the chance to speak in their own defense in front of the assembly before the voting is executed and must leave the room while voting occurs.

Article V.III. Replacement of Officers/Advisers

In the event of an Officer's or Adviser's removal, be it by their own will or removed by vote, an extraordinary meeting shall be called to appoint a new Officer/Adviser to the vacant position. The appointed replacement shall state how they will fulfill the duties of the position at hand in this meeting. In this meeting a vote shall be executed by ballots. The ballots will be counted by the Adviser and they shall announce the results by e-mail or at the following meeting.

Article VI. Election of Cabinet Members

Voting shall be a secret ballot. The votes are tallied up only, and only, by the current adviser. The Officers are elected after they receive a majority of the votes, that being +1 of the ½ of the members present at the election. Elections take place at the midway point of the Spring semester. Emergency elections can also take place throughout the school year if a cabinet member has to step down from their position and a replacement is needed.

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Elections are notified at least two weeks before the actual date, and shall be on a regularly appointed meeting date, depending on what is decided each semester. Only members that paid their dues can vote. Those members who paid their dues and are not present at the election will not be able to cast a vote. This also applies to those running for a position on the cabinet, if they are not present the day of the elections they won't be considered in the balloting. If elections don't fill up Cabinet positions, those later interested can apply to vacant positions.

With regards to the candidates, the only requirement for President and Treasurer is for the person to have at least one (1) year of seniority with the PRSA Cabinet.

For Vocals, Event Coordinators and Social Media Coordinators, there is a maximum of two (2) electable candidates for the position.

The Adviser of this organization shall be selected by a unanimous decision of the executive officers. The Adviser of this organization shall serve an indefinite term length at their leisure.

Article VII. Finances

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment

Article VI.I. Dispersal of funds

If in the event that this organization no longer exists, all funds will thereafter be returned to the Government of the Student Body (GSB).

Article VIII. Amendments and Ratification

Article VIII.I. Amendments

Any amendment to the Constitution must be approved by at least a fifty-one percent (51%) vote in favor by the members. Proposed amendments shall be submitted to the President and they shall present them to the members for approval. Once approved, the Constitution shall be updated no later than 2 weeks after the approval.

Article VIII. II. Ratification

This Constitution shall be effective upon the approval of a sixty percent (60%) of the members or the Cabinet. The President and Adviser must both approve and sign the

Constitution and the Constitution will be submitted to the Student Activities Center for final approval no later than 2 weeks from the day it was signed.

President: _____ Date: _____

Adviser: _____ Date: _____