

## **Constitution of ISU Latinx Student Initiatives**

### Article I. Name

The name of this organization shall be Latinx Student Initiatives at Iowa State University.

### Article II. Purpose & Goals

Section One:

Latinx Student Initiatives is an organization that focuses on the annual Latinx Leadership retreat and the annual Latinx Graduation Ceremony. The purpose and goals of this organization are:

1. Develop and experience a Latino/a Community
2. Develop and promote Latino student Leadership
3. Empower Latino/a students at Iowa State University

Section Two:

Latinx Student Initiatives abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations

### Article III. Membership

Membership is contingent upon the student attending the Latinx Leadership Retreat in the Fall Semester. Membership shall be open to all registered students in good standing at Iowa State University. Iowa State University and Latinx Students Initiatives do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran

### Article IV. Officer, Duties, and Elections

The officers of this organization shall be the co-presidents, treasurer and planning committee. The term of the president, treasurer, and planning committee is one full academic year including the summer. Elections will be held after the Latinx Leadership Retreat in order for the new executive members to have their training done. Election of officers will require a majority vote from the officers of the organization. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy. Our Latinx Students Initiatives agrees to annually complete President's Training, Treasurer's Training and Advisor Training.

The following are the Organization's' Officer positions:

#### **Co-President (2)**

- Presides over all meetings
- Represents organization on campus
- Ensures that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
- Maintains communication with organization adviser.

- Records accurate meeting minutes
- Sends out weekly minutes
- Takes general assembly attendance
- Organizes and keeps all written records
- Coordinates trip details including hotel reservations & transportation

### **Treasurer (1)**

- Sets budgets and collects dues (if required)
- Maintains accurate organization transactions
- Completes all required training
- Arranges fundraising opportunities for organization
- Meets with possible sponsors of events
- **Will be responsible to communicate budgets to programming director/ committee on time**

### **Programming Director (1)**

- Presides over programming committee meetings
- Oversees planning for main two events
- Sends out weekly minutes
- Communicates with Exec regarding PC1 meetings
- Create deadlines for planning events

### **Fundraising Chair (1)**

- Seeks out opportunities for fundraising
- Is in contact with those fundraising opportunities
- Maintains communication with off-campus organizations
- Assist the treasurer

### **Planning Committee**

- Comprised of all selected individuals who will be planning the events of the organization
- Consists of students who have attended the Leadership Retreat
- Also open to students who have not attended the retreat but would still like to be involved
  - Requirement will be to help plan events but will have to be attendees to retreat when the opportunity comes
- Participate in fundraisers

**The organization shall appoint an advisor at the beginning of fall semester.**

**The term of the advisor is one full academic year including summer. The advisor will be the advisor for fall semester and spring semester, as well as summer, of the academic year. The advisor will be voted by the officers. A majority vote is needed for an adviser to be selected.**

## Adviser

- Maintains communication and meets with officer(s) regularly
- Awareness and approval of financial expenditures
- Ensures that the organization is in good standing with Iowa State university and following all procedures.

The organization shall appoint an advisor at the beginning of fall semester. The term of the advisor is one full academic year including summer. The advisor will be the advisor for fall semester and spring semester, as well as summer, of the academic year. The advisor will be voted by the officers. A majority vote is needed for an advisor to be selected.

## Duties of Risk Management Officer

- A. The duties of risk management officer will fall upon one of the duties in the Organizations' officer positions. And is to be decided upon the beginning of each academic/ election year.
- B. To recommend risk management to policies to Latin@ Students Initiatives
- C. To submit Documentation to ISU's Risk Management Office.
- D. To ensure that Latinx Students Initiatives' Risk Management Policy is implemented at all events.

The officers of this organization must meet the following requirements:

- (a) Have a minimum cumulative grade point average (GPA) as stated below and meet 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 2.00. 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) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."*

Officers and Advisor may be removed from office by  $\frac{3}{4}$  of executive committee. The officer/advisor is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

In the event of an emergency, the officers will appoint a member to fill a vacant position in the Officer positions until an election is held. For these emergency elections, the nominations will be held one regularly scheduled meeting in advance of the meeting at which the elections are to take place. Reappointments of advisors will be done following the same procedure, but with a faculty member than a student, with majority vote by organization.

Article V. 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.

All funds located in the LSI account at the time of dissolution granted that all outstanding debts from and to the organization are reconciled, shall be donated to a Latino scholarship at Iowa State University.

Article VI. Amendments & Ratification

All constitutional amendments must be submitted to the Legislative Assembly in writing and electronically at least seven days prior to desired voting date.

This constitution shall be amended by 2/3 vote of active membership present.