

Constitution of Latinx Student Initiatives at Iowa State University

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 (LSI) is an organization that focuses on the annual Latinx Leadership Retreat and the annual Latinx Graduation Ceremony along with several cultural events throughout both Fall and Spring semesters.. The purpose and goals of this organization are to:

1. Develop and experience a Latinx Community
2. Develop and promote Latinx student leadership
3. Empower Latinx 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, along with a membership due set to not exceed \$20.00 USD. 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, Advisor(s), Duties, Elections, and Removal

The officers of this organization shall be the President, Vice President, Treasurer, Event Coordinator, Marketing Coordinator, Fundraising Chair, Public Relations Chair and Planning Committee. The term of the President, Vice President, Treasurer, Event Coordinator, Marketing Coordinator, Fundraising Chair, Public Relations Chair and Planning Committee is one (1) 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. The President, Treasurer, and Advisor(s) agree to annually complete President's Training, Treasurer's Training and Advisor Training, respectively.

The following are the Organization's' Officer positions:

President (1)

- Presides over all meetings

- Completes required training as needed
- 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 Advisor(s)
- Takes general assembly attendance
- Organizes and keeps all written records
- Coordinates trip details including hotel reservations & transportation
- Helps take responsibility for all vacant positions and oversees all positions
- Meets with possible sponsors of events along with the organization Treasurer
- Accepts duty of Risk Management Officer (Refer to Article VI)
- Review any submitted documentation regarding the wrongdoing of an officer or advisor against an organization member

Vice President (1)

- Organizes and keeps all written records, including accurate meeting minutes
- Sends out weekly minutes
- Coordinates trip details including hotel reservations & transportation
- Assist the President in overseeing all organization positions
- Represents the organization in the absence of the President
- Helps take responsibility for all vacant positions
- Review any submitted documentation regarding the wrongdoing of an officer or advisor against an organization member

Treasurer (1)

- In charge of the organization's finances and budgeting strategies
- Sets budgets and collects dues (Dues to not exceed \$20.00 USD)
- Maintains accurate organization transactions
- Completes required training as needed
- Meets with possible sponsors of events along with the organization President
- Responsible of communicating budgets to the Programming Committee by each deadline
- Works with Fundraising Chair on where to allocate funds
- Updates the Executive Board on the financial standing at each Executive meeting
- Deposits checks and cash from funding and other social activities

Event Coordinator (1)

- Oversees planning for the Latinx Leadership Retreat each Fall Semester and the Latinx Graduation Ceremony each Spring semester
- Assist the Planning Committee with the planning and execution of events

- Create deadlines for planning events
- Fills out all authorization forms as required

Marketing Coordinator (1)

- Coordinate all promotional efforts
- Creates flyers and communication around campus regarding our events
- Makes logo designs to follow trademark approved regulations
- Keep a record of all designs

Fundraising Chair (1)

- Works with Fundraising Chair on where to allocate funds and how to generate income via fundraisers around campus and in the community
- Maintains communication with off-campus organizations
- Assist the Treasurer with finances
- Arranges fundraising opportunities for organization

Public Relations Chairs (1)

- Consistently maintains social media activity
- Photograph all events and keep accurate records of given events
- Communicates and update all the other positions
- Creates a positive image for the organization

Planning Committee

- Selected individuals who will be planning and executing events of the organization
- Consists of students who have attended the Leadership Retreat
- Open to students who have not attended the retreat but would still like to be involved
 - o Requirement will be to help plan events but will have to be attendees to retreat when the opportunity comes
- Participate in fundraisers and the continuous efforts of growing a Latinx community at Iowa State University

Advisor(s)

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.

- 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

Duties of Risk Management Officer

- Help minimize potential risks for club activities
- Recommend risk management policies or procedures
- To submit documentation to ISU's Risk Management Office
- To ensure that proper waivers and background checks are on file with Risk Management for 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)."*

Removal of Officers and/or Advisors begins with the violation of respective duties or a written formal wrongdoing against another member of the organization. Along with the violation of respective duties as outlined in Article IV, examples of wrongdoing against another member of the organization include bullying, harassment, theft, or any other actions deemed unacceptable by the current Student Code of Conduct. A written formal wrongdoing must be reviewed by the President and Vice President. Should the President and Vice President decide to continue with the removal process, an additional vote of $\frac{3}{4}$ of the remaining Executive Committee is needed to continue with the removal of Officers and/or Advisors. The Officers and/or Advisors are permitted to speak before the Executive Committee and the general members about the changes made concerning their performance. A secret ballot will then be held, and removal of Officers and/or Advisors will be finalized IF $\frac{3}{4}$ of due paying members vote for their removal. Should less than $\frac{3}{4}$ of due paying members vote against the removal of Officers and/or Advisors, the Executive Committee will discuss possible accommodations to have the respective Officers and/or Advisors better serve the organization.

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 during one (1) 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 advisor of 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 Latinx scholarship at Iowa State University.

Article VI. Amendments & Ratification

All constitutional amendments must be submitted to the Legislative Assembly in writing and electronically by any due paying member. Proposal should be presented to the general membership at least seven (7) days prior to desired voting date

This constitution shall be amended by 2/3 vote of active membership present. Amended or ratified constitution should be submitted within 10 days to the Student Activities Center for approval.