

Constitution of Al Éxito Collegiate

Article I - Name:

The name of the organization shall be Al Éxito Collegiate at Iowa State University.

Article II - Purpose:

Section A: The purpose of Al Éxito Collegiate is to unite and empower Al Éxito participants and allies statewide by fostering fellowship, academic success, and personal growth. Open to all who seek to join, the program builds a vibrant and inclusive campus community that uplifts Latinx youth while welcoming diverse perspectives, enhancing career readiness, and celebrating Latino culture through engaging social and cultural events. We strive to create a supportive environment where every member can thrive and contribute to ongoing growth and success.

Section B: The goals of this organization are as follows:

1. To create a gathering place for Al Éxito Alumni and Latino students that provides support, guidance, and a sense of community.
2. To offer professional development opportunities by collaborating with local leaders and businesses.
3. To establish and plan social and community events that strengthen fellowship and cultural awareness.
4. To partner with Al Éxito Staff in supporting high school and middle school students through collegiate involvement.

Section C: To achieve these goals, Al Éxito Collegiate shall:

1. Recruit and retain members, encouraging participation from Al Éxito alumni and new students.
2. Host team-building, social, cultural, and community events that foster fellowship and inclusivity.
3. Collaborate with Al Éxito Staff to coordinate college visits, outreach programs, and mentorship opportunities.
4. Develop professional and leadership opportunities through partnerships, training, and organizational roles.
5. Conduct community engagement projects and document yearly outcomes to guide future leaders.

Article III - Statement of Compliance:

Al Éxito Collegiate abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Al Éxito Collegiate agrees to annually complete President's and Treasurer's Training.

Article IV - Non-Discrimination Statement:

Iowa State University and Al Éxito Collegiate 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, or status as a U.S Veteran.

Article V - Membership:

Section A: Membership Eligibility:

Membership shall be open to all registered students in good standing at Iowa State University. Membership is preferred for students who have participated in Al Éxito before attending Iowa State University, but membership will not be denied for anyone interested. Al Éxito gladly accepts anyone from any background. As a member, one is required to attend organization meetings regularly, actively support organization projects, and abide by the purpose of Al Éxito Collegiate.

Section B: Legislative Body:

Each member of the organization will be considered a part of the Legislative Body. All members of the Legislative Body are eligible to vote in each election and must be present at the organization's official election for the members' vote to count.

Section C: Removal:

a. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).

b. The removal process may be initiated by any member of the organization. A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting. Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by a show of hands.

c. Membership may be revoked by a majority vote of club membership present at the voting meeting.

d. Voting will be conducted by secret ballot at a general meeting. The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).

e. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.

f. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.

g. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commence. The member in question will be informed of the results and be allowed access to the ballots if requested.

h. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

i. Member in question may request reinstatement 365 days after removal. Member must submit a written request for reinstatement to officers. Officers must reach a unanimous vote through a show of hands to reinstate member.

Article VI - Executive Board of Officers:

Section A: Positions

The Executive Board of Officers will consist of President, Vice-President, and Treasurer at minimum. The addition of any positions are not required, but may be implemented by the President, Vice-President or by vote by the majority of the Legislative Body. All positions created are subject to the eligibility requirements, the election process, and removal procedures listed below. All members of the organization are electors for each annual election.

Section B: Executive Board Duties

1. The Executive Board will be composed of all Officers.
2. The Executive Board will discuss and complete any of the Organization's business.
3. The Executive Board will structure and produce any programs needed for the organization. All programs will fulfill the needs and purpose of the Organization.
4. The Executive Board members represent the Organization in any official Campus situation that relates to the Organization.
5. The Executive Board must fulfill any tasks assigned or designated to its members on time.
6. The Executive Board is expected to attend all of the Organization's meetings with few exceptions.

Section C: Election of Officers & Voting Procedures

Elections will be held during the last meeting in April. Official elections will be conducted by the President. Only registered Iowa State students are able to vote during elections. Elections will be conducted by anonymous ballots. The candidate who receives the majority vote will win the position. If a candidate runs unopposed, they will automatically receive the position.

Section D: Duties

President

Responsibilities include but are not limited to:

- Schedules the Executive Board meetings and Organization's meetings
- Facilitates Executive Board meetings and Organization's meetings
- Maintains Organization's constitution and by-laws
- Acting as a liaison with university student government, departments, or other student groups which support the club or work toward similar goals.
- Plans and executes an organization and Executive Board Retreat
- Responsible for knowing all university policies and procedures for Organization functions.
- Complete Presidents Training and all trainings as required by Iowa State University policy.
- Maintain contact with the Advisor regarding organization activities and concerns

Vice President

Responsibilities include but are not limited to:

- Facilitates Executive Board meetings and Organization's meetings in case of absence of the President
- In case of removal/absence of President, Vice-President assumes their responsibilities for the remainder of the term
- Participates in Executive Board meetings
- Announces Organization's news and activities during meetings
- Completing any Risk-Management paperwork for travelling or events
- Oversees the organization's compliance with university risk management policies.
- Responsible for risk management and list all of the following duties:
 - Help minimize potential risks for club activities
 - Recommend risk management policies or procedures
 - Submit documentation to ISU's Risk Management Office
 - Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Treasurer

Responsibilities include but are not limited to:

- Responsible for planning fundraising opportunities and creating a budget with the raised money. Budget will be approved by the Executive Board.
- Maintain financial records for the Organization
- Hold the club's purchasing card (p-card) and assigns additional p-card(s) to other designated club members.
- Collect all payments.
- Work with Advisor to approve each expenditure before payment
- Pays all Organization bills (after approved by President and Vice President)
- Collects statements from the Campus Organizations Accounting Office
- Attends any training required by the Campus.

Secretary

Responsibilities include but are not limited to:

- Track meeting times
- Notifies Organization of meetings about a day before
- Keeps track of Executive meeting attendance
- Sends out Organization emails
- Keeps record of Executive Board Members
- Keeps records for any amendments or ratifications to Organization Constitution
- Keeps record of all Organization events and assignments
- Ensure the Organization follows CDC guidelines

Additional Positions

During the first meeting of the school year responsibilities will be decided by the Executive Board for each position is created.

Section E: Officer Eligibility

The officers of this organization must meet the following requirements:

(a) 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.

(b) 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 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Section F: Term Requirements

(a) President, Vice President, Treasurer and other Executive Board of Officers - term last 1 school year.

Section G: Impeachment/ Removal and Replacement of Officers

1. Initiation of Proceedings
 - a. Any general member or Executive Board member who believes an officer should be impeached may submit a formal request to the President or Vice President. The concern shall be discussed at the next Executive Board meeting.
2. Grounds for Impeachment
 - a. Examples of impeachable offenses include, but are not limited to:
 - i. Failure to fulfill assigned duties or responsibilities.
 - ii. Misuse of organizational funds or resources.
 - iii. Harassment, bullying, or use of derogatory language toward members.
3. Rights of the Accused
 - b. The officer in question shall be provided with a written summary of the charges at least one week prior to the vote. The officer shall be allowed to speak to the membership for up to five minutes before deliberation. The officer must leave the room during the final vote.
4. Voting Procedure

Impeachment requires a majority vote of the Executive Board to move forward, followed by a majority vote of the general membership present at the voting meeting. Voting shall be conducted by secret ballot.
5. Appeals

If the officer or the member who initiated proceedings believes the process was unfair, they may submit a written appeal to the Advisor. The Advisor must respond within ten days. No secondary appeals will be permitted.
6. Replacement of Officers

If an officer is removed, a special election shall be held at the next general meeting. The election shall follow the organization's normal election procedures.

Section H: Voting

Voting for any of the Officer positions is completed annually during an official election (Last Meeting of April). Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week prior to the

general membership vote. Votes will be conducted with all present members through ballot casting. The vote for each position's candidate will be won through a majority vote. Results will be given through email the following day.

Article VII - Advisor:

Section A: Duties

Responsibilities may include but are not limited to:

- Maintain communication with Executive Board regularly
- Provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section B: Election & Term of Service

a. Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.

b. A candidate may be elected through a majority vote of officers. Officers will vote through a show of hands. All officers must be present for a vote to occur.

c. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.

d. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

The Adviser's term is at his/her/their leisure.

Section C: Resignation/Impeachment/Removal of Advisers & Replacement of Advisers

1. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.

• Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.

2. The Advisor must be notified and given reason for removal at least one week prior to voting.

3. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.

4. The Advisor will be notified of the decision via email.

Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described

Article VIII - Finances:

Section A:

- a. 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 to this organization must approve and sign each expenditure before payment.
- b. Upon disbandment of Al Éxito Collegiate, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. Dues will be determined by a majority of officers at the beginning of each semester. Dues will not exceed \$15 per semester.

Section B: Budgets

- (a) Budgets will be created by at minimum, the Treasurer
- (b) Budgets will be evaluated by the Executive Board with final authorization by the President and Vice President.

Section C: Spending

- (a) All expenses must be permitted by the President, Vice President, and Treasurer

Section D: Dues

The Organization is able to ask for social dues. Social dues may be asked for any functions and will be determined by the Treasurer and President. Fundraisers may be held by the Organization to raise funds for any trips or functions.

Article IX - Amendments and Ratification:

Section A: Amendment Proposal

Any member may propose an amendment. The proposed amendment must be presented during an Executive Board meeting. The idea, if accepted, will be voted upon by the Executive Board by normal voting procedures. If the idea gains a majority vote, then the President will assign a committee to write the Amendment.

Section B: Ratification

The committee will then give the written Amendment to the President and Vice President for evaluation, any revisions necessary will be made. The Amendment will then be added to the original constitution and then submitted to the Student Engagement for approval. Once Student Engagement approves the ratified constitution, the updated constitution will be put into effect.

Article X - Constitutional Compliance

In the event that this constitution is rejected for not meeting Iowa State University policy and/or constitution requirements, changes necessary to bring the constitution into compliance may be made with the unanimous approval of the President, Treasurer, and Advisor. Notification of such changes shall be communicated to the membership at the next full organizational meeting.