

Al Éxito Collegiate Constitution

Article I - Name:

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

Article II - Purpose:

Section A: It is the purpose of the association to connect incoming Al Éxito Alumni to create an atmosphere of fellowship among the members as well as to help improve the scholarly, social, cultural awareness, and personal development of members.

Section B: Strengthen bonds between the students with the community and faculty of Iowa State University

Section C: Abide by Al Exito's mission and vision statement

Vision: Al Exito advances Iowa's prosperity through Latinx excellence.

Mission: Al Exito accelerates Latinx youth's academic achievement and leadership capacity through transformative opportunities for youth, and their families, to fully participate and thrive in Iowa's communities.

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, gender identity, or status as a U.S Veteran.

Article V - Membership:

Section A: Membership Eligibility

Membership shall be open to all registered students 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 member's vote to count.

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 it's 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 first or last meeting of the School year, the first meeting in the Fall or the last meeting in the Spring. Official elections will be held during a meeting time, conducted by the President. 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.

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

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
- Collect all payments.
- 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 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

Risk Management

Responsibilities include but are not limited to:

- Completing any Risk-Management paperwork for travelling or events

- Contacts the Office of Risk Management
- 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 - term lasts 2 school years.
- (b) Executive Board of Officers (excluding President, Vice President, Treasurer) - term lasts 1 school year.

Section G: Impeachment/ Removal and Replacement of Officers

- (a) Any elected Executive Board member may be impeached
- (b) Impeachment proceedings are conducted through majority vote.
- (c) An election is held after the impeachment of any Officers, the election follows normal election procedure.

Section H: Voting

Voting for any of the Officer positions are completed during an official election (either the beginning of the fall semester or the last meeting of the spring semester). 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.

Article VII - Adviser:

Section A:Duties

Responsibilities may include but are not limited to:

- Maintain communication with Executive Board regularly
- Certify that the Organization is operating in conformity with the standards set by Iowa State University and the Student Activities Center

Section B:Election & Term of Service

The Adviser is chosen by the Executive Board with approval by the President. The Adviser's term is at his/her/their leisure.

Section_:Resignation/Impeachment/Removal of Advisers & Replacement of Advisers

Advisers may be removed/impeached through majority vote by the Executive Board (procedures will follow regular voting procedures but just with the Executive Board). If an Adviser wishes to resign they must provide a two week notice to allow for time to find a replacement.

Article VIII - Finances:

Section A: Dues

There will be no membership due, but in the case of any planned functions the Organization may collect social dues. Social dues are not mandatory. Social dues will be collected by the Treasurer and determined by the President, Vice PResident and Treasurer. No refunds will be paid by the Organization. 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.

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 will not require any membership dues but 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 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 Activities Center for approval. Once the Student Activities Center approves the ratified constitution the updated constitution will be put into effect.