Latino Student Organization Constitution

Article I. Mission Statement

The Latino Student Organization (LSO) strives to create a sense of community within Kalamazoo College and the greater Kalamazoo area. In order to encourage the success and well being of each of its members, we aspire to provide opportunities for academic achievement, professional advancement, and leadership development. This community will provide a space for others to learn and celebrate Latino values, beliefs, and traditions by offering a positive and welcoming environment similar to that of a family.

Article II. Executive Board

Section 1. The Co-Presidents

The executive powers of LSO shall be vested in the co-presidents. There shall be an underclassman (freshman or sophomore) co-president and an upperclassman (junior or senior) co-president as outlined by the qualifications in Article IV, Section 1 and elected according to the procedures outlined in Article V, Section 1. The co-presidents of the LSO shall be responsible for the maintenance of interclub relations. It is the job of the co-presidents to maintain open dialogue with all entities outside of LSO including, but not limited to, the Office of Student Involvement (OSI), other student organizations, organizations outside the Kalamazoo College community, and the Student Commission. This includes attendance of all required meetings, including the leadership retreats put on by OSI every quarter. It is the job of the co-presidents to facilitate any LSO meetings. The co-presidents must conduct meetings as outlined by Article V, Section 6. Tasks not specifically delegated in this Constitution are to be delegated by the co-presidents. It is the job of the co-presidents to preserve and defend this Constitution of LSO and to enforce all the articles found within.

The co-presidents are responsible for any tasks necessary for the successful execution of planned events. They must fill out and submit all forms required of outside organizations not delegated to other executive board members by this Constitution. This includes, but is not limited to, event registration forms, co-sponsorship forms for OSI, and any similar forms required for putting on an event. The co-presidents are responsible for planning and executing the logistics of events put on by the LSO. The discussions and resolution of any issues or problems that arise within the organization are to be facilitated by the co-presidents. Maintenance of the executive board binder is to be done by the co-presidents. This includes general organization of the binder and updating outdated portions of the binder. The co-presidents are expected to attend all the LSO meetings, including board meetings.

If an urgent, last-minute decision must be made, the co-presidents must consult each other and come up with a decision or two options. They must then present the decision or options to the executive board and give them deadline to respond with their opinions. If the executive board does not respond or cannot come to a consensus before the decision deadline, the co-presidents have the power to make
the decision via an executive order. This executive order is expected to be made based on what is best for the organization.

Section 2. Treasurer
The treasurer shall be responsible for all financial matters of the organization including, but not limited to, creating budget request for events and creating yearly and/or quarterly budgets that detail the expenses of the organization for the quarter and a running total. The treasurer is also responsible for organizing fund raising activities or events, attending meetings with OSI or other organizations pertaining to events sponsored or co-sponsored by the LSO, and keeping records of funds raised, financial expenditure and account information. The treasurer must also maintain a relationship with the Student Commission Financial Officer/ Committee. The treasurer is expected to attend all the LSO meetings, including board meetings.

Section 3. Secretary
The secretary shall be responsible for taking minutes during every meeting, sending weekly emails detailing minutes for club and leadership meetings, and sending emails detailing urgent updates. It is the duty of the secretary to maintain the listserv, keep a master calendar detailing the club’s quarterly and yearly events, and keep track of all sign-in sheets detailing the attendance of active members.

It is the responsibility of the secretary to keep track of passwords and account information for emails, social media outlets, and the Kalamazoo College accounts, and to catalogue official documents including, but not limited to, budget requests and event requests. The secretary is expected to not only keep all these items organized and at hand, but is responsible for giving any requested documents to fellow executive members in a timely fashion. The secretary is expected to attend all the LSO meetings, including board meetings.

Section 4. Public Relations Commissioner
The Public Relations Commissioner’s (PRC) main goal will be to promote LSO to the K community. To do this he/she will be on the look-out of events in which the LSO can participate, sponsor, and/or help in, he/she will positively promote the LSO and any event that it is involved in, and he/she will be in charge of the LSO’s brand (the LSO brand must comply with K Brand). The PRC will make sure that the brand is used appropriately and will expand it. This includes but is not limited to: any kind of clothing, posters, announcements, and events. The PRC will represent the organization on campus events.

The PRC should be open to opinions and questions from the rest of the group and the board members. He/she will update and maintain the social networks the organization is using by posting updates and news. He/she will keep track of all media: pictures, videos, posters, logos, branding, etc. The PRC is
expected to attend all the LSO meetings, including board meetings.

**Article III. Expectations**

**Section 1. Members**
All Members of the LSO are expected:
To abide by this Constitution.
To adhere to the Kalamazoo College Student Code of Conduct.
To show respect toward other members, active members and Executive Board members.
To be responsible for their actions and words.
To maintain a space that promotes constructive dialogue and no fear of judgment or rejection from fellow members, active members and Executive Board members. This space will be known as “safe space”.
To be punctual and prompt to any meetings that are held, including Executive Board meetings.
To communicate effectively and in an appropriate manner with other members, active members, and Executive Board members.
To be committed to upholding the mission statement as stated in Article I of this constitution as well as being actively engaged in all discussions and meetings held.
To demonstrate initiative and ambition toward consistently improving the organization as well as maintain its longevity and good reputation.
To understand that academic well-being should be held as a priority over participation in the organization. If a member, active member, or Executive Board member feel that their academic standing is in jeopardy then all members, active members and Executive Board members will be understanding and allow the member to take as much time as necessary away from the organization without any repercussions.
To create an atmosphere where family values and interactions are encouraged and valued.

**Section 2. Executive Board**
Members of the Executive Board are defined as those who hold the positions of: Co-President, Treasurer, Secretary, and PRC.
The Executive Board cannot deny entry to any member or oppose the nominations for any member of LSO on the basis of gender, race, sexual orientation, religious affiliation, political views, as well as any other opinions that may be used to discriminate people.
It is imperative that the Executive Board upholds and implements the mission statement as stated in Article I of this constitution.
Board members are expected to attend all meetings held by LSO, including board meetings, during the academic year. If one cannot make a meeting then one of the co-presidents must be notified prior to the date and time of the meeting that will not be attended.
The members of the Executive Board must be good role models to members of the LSO as well as the greater Kalamazoo College community.
As Executive Board members it is important to inspire other members of the LSO.
The Executive Board is expected to act in the best interests of the organization and abide by the
decisions made by the organization.

Section 3. Active Members
An active member of LSO has attended at least seventy percent of meetings held during the quarter.
Active members contribute time to the organization by attending events held and co-sponsored by LSO.
An active member will attend at least one event per academic quarter.
The active members of LSO have the right to vote in all Executive Board position elections and bring
concerns regarding impeachment to the Executive Board.

Section 4. Members
Members of LSO have attended less than seventy percent of meetings held during the quarter.
A member has not attended any events held by or co-sponsored by LSO in a quarter. A member does
not have the right to vote in any Executive Board position elections.

Article IV. Qualifications
Section 1. Co-President
There shall be two co-presidents in the organization, an upperclassman and an underclassman. They are
to be elected by the procedures outlined in Article V, Section 1 of this Constitution.
Nominees for the upperclassman co-president position must have some prior experience on the
executive board of LSO. If no one accepts these nominations or meets this requirement, LSO members
may nominate an active LSO member. All nominations are to be made by someone besides the
nominee.
Nominees for the co-president positions must have demonstrated exceptional commitment to LSO and
its mission. They must have attended eighty percent of LSO meetings since joining LSO, been a
member for at least one quarter and have attended at least one event, preferably more.
While not required, it is important for nominees to consider GPA, other extracurricular activities, jobs,
and other commitments when accepting a nomination. All executive board members need to be willing
and able to make LSO a high priority.

Section 2. Cabinet
The cabinet consists of the treasurer, secretary and the PRC. All nominees for cabinet positions may be
nominated by anyone in LSO, including themselves. However all nominees for cabinet positions must
have demonstrated great commitment to LSO. They must have attended seventy percent of LSO
meetings since joining LSO and been a member for at least one quarter and attended at least one event.
While not required, it is important for nominees to consider GPA, other extracurricular activities, jobs,
and other commitments when accepting a nomination. All executive board members need to be willing
and able to make LSO a high priority.
Section 3. Active Members
Organization membership is open to everyone regardless of gender, race, religious affiliation, sexual orientation, political views, etc. There are to be two classes of membership, active members and members. Active members are defined as follows below.
Active members are members that have attended seventy percent of the meetings since they joined LSO. LSO membership begins from the first meeting attended. Active members must have shown some time commitment beyond meetings through event participation. All active members will have voting rights when it comes to elections for the executive board positions.

Section 4. Members
Organization membership is open to everyone regardless of gender, race, religious affiliation, sexual orientation, political views, etc. There are to be two classes of membership, active members and members. Regular members are those committed to the values in the mission statement as outlined in Article I, but have not yet met the requirements for active membership as outlined in Article IV Section 3.

Article V. Procedures
Section 1. Elections Process
Elections for the co-presidents will be held during spring quarter. Nominations will take place during third week and elections will occur during fourth week. The nominations for the rest of the Executive Board will take place during fifth week and elections will occur during sixth week. This can be changed by the Executive Board but the elections of the co-presidents must happen by the end of fifth week and the elections of the rest of the Executive Board must occur before the end of the spring quarter. Speeches must be given by the candidates during the week of elections so the fourth and sixth week. Members can be nominated for more than one position but can only run for one at a time. The actual voting will occur within twenty-four hours from when the speeches are given. It will take place in Hicks with secret ballots. The members will be notified by email and the sign-in sheets will be used to determine the active member status. The senior members of the Executive Board will run the elections and will be led by the co-president who is a senior. If the upperclassman co-presidents is not a senior, the elections will be run by the senior-most member of the Executive Board. Terms are one year long and people are allowed to run for re-election.

Section 2. Impeachment and Removal Process
Grounds for impeachment include if an Executive Board member misses more than twenty percent of the quarter’s meetings (including Executive Board meetings), if the service of an Executive Board member is deemed unsatisfactory, and/or if an Executive Board member goes on academic or social probation.
If any Executive Board member is accused of any of the above by the Executive Board, they will have a
tribunal in front of the Executive Board. This tribunal will be open to LSO members. The members are allowed to bring up concerns about impeachment to the Executive Board but the official accusation must be made by the Executive Board. There will be a reading of the accusations and the accused Executive Board member will be given an opportunity to defend themselves. There will then be a secret ballot vote to determine whether the accused Executive Board member will be impeached. The accused Executive Board member has the option to step down. If the results of the vote are that the person is being impeached, the removal process will begin. If the results are that the person is not impeached, then the Executive Board will give the accused Executive Board member a warning. However, if the impeachment process is started again against the same person, this person will automatically be removed.

The removal process will consist of a secret ballot vote by the Executive Board in which they will vote whether they want to remove this person or not.

Section 3. Emergency Election Process
Co-presidents will assume the duties of the removed Executive Board member until the emergency election, which needs to occur within one week of the removal. The emergency election will follow the elections process outlined in Article V, Section 1.

Section 4. Amendment Process
Amendments should only occur when the needs of the organization change. The Executive Board will propose an amendment which will need to be passed by sixty-seven percent of the Executive Board. Amendment proposals can be brought up to the attention of any Board member by active members. Afterwards, the active members and Executive Board will vote. An amendment needs seventy-five percent vote to be ratified.

Section 5. Executive Board Meetings
During Executive Board meetings, the members must sign-in. Each Board member will then report updates and new information to the rest of the Board. If need be, there will be some delegation of tasks and responsibilities by the co-presidents. The Board must create an agenda for the weekly LSO member meeting.

Section 6. LSO Meetings
At LSO meetings, there will be sign-in sheets for the members and the Executive Board. There will be updates from each Executive Board meeting, unless there are no updates, in which case, this part can be skipped. The co-presidents will read the agenda at the beginning of the meeting and they will let the members know the logistics of anything that is occurring. The floor will then be opened for discussions. Meetings are to be held on a weekly basis on a day determined at the beginning of each quarter.

Article VI. Ratification
The Ratification of the Executive Board members and a majority of all members of the Latino Student Organization shall be adequate for the establishment of this Constitution.

Ratified May 30, 2013
Samantha Luna
Victoria Osorio
Marcela Zaragoza
Reynaldo Hernandez
Michelle Hernandez
Brenda Guzman
Jose Luis Avalos
Lizbeth Mendoza Pineda

Article VII. Amendments

Section 1. Amendment 1
For the Executive Board to reach an official decision, four of the five Executive Board members must agree on the proposition. The decision will not be official until all five members have voiced their opinion. If the Executive Board cannot make a decision by 4:30PM of that day, the co-presidents can make a decision on their own.

Section 2. Amendment 2
The Executive Board must have an evaluation of itself at least once a quarter.

Section 3. Amendment 3
The qualifications for active members in Article IV, Section 3 will be amended as follows: LSO membership will be decided on a quarterly basis. Extenuating circumstances affecting regular attendance will be taken into account by the Executive Board.

Section 4. Amendment 4
The secretary will not be in charge of maintaining the LSO binder. That responsibility will fall to the co-presidents.