

## **Constitution and Bylaws of the Latino Student Alliance of Notre Dame**

### **Article 1: Official Name**

The name of this organization shall be the "Latino Student Alliance of Notre Dame" (LSA).

### **Article 2: Mission**

The mission of the Latino Student Alliance is to ensure the expression and development of the Latino community at the University of Notre Dame in representation and promotion of the diverse interests of our members. The distinctive goals of the Latino Student Alliance will intersect the cultural, intellectual, social, political, educational, and every other form of pursuit valued by the Latino community.

### **Article 3: Non-Discrimination Clause**

As a club dedicated to the Latino student community, we value the presence of diverse students at the University of Notre Dame with the capacity to enrich the setting where action pertinent to our mission can flourish. As such, we welcome membership and participation from all racial and ethnic backgrounds. The Latino Student Alliance will fulfill its mission in accordance with the mission statement of Our Lady's University Du Lac.

### **Article 4: Membership**

#### 4.01 Membership Eligibility

- a. The General Membership of this organization is open to any student at the University of Notre Dame, Saint Mary's College, or Holy Cross College.
- b. The Voting Membership of this organization shall consist of those who meet the eligibility requirements defined in section 4.01.a and have paid membership dues as defined in section 4.02.
- c. Dues-paying members shall be granted discounted prices to all events sponsored by the club.

#### 4.02 Membership Dues

- a. Membership dues will be \$5.00 per semester or \$10.00 per year.
- b. Dues will be collected and recorded by the Treasurer.

### **Article 5: The Executive Board**

#### 5.01 Duties of the Executive Board

- a. The Executive Board shall be the governing body of the organization.
- b. The Executive Board shall be composed of the following elected officers: the President, Vice-President, Secretary, Treasurer, and the Diversity Council Representative.
- c. The terms of all officers shall be from April 1st to March 31st of the following year.

#### 5.02 Duties of the President

- a. The President shall preside over all general and Executive Board meetings.
- b. The President shall act as the chief representative of the club.
- c. The President shall work directly with the Advisor to promote effective operation of the organization.
- d. The President shall work with the Treasurer to establish the budget for all club expenditures, including Committee budgets.
- e. The President shall establish an effective relationship with the Club Coordination Council, Student Activities Office, and other University administrative departments.

#### 5.03 Duties of the Vice-President

- a. The Vice-President shall assist the President with the fulfillment of their duties.
- b. The Vice-President shall preside over meetings in the absence of the President.

- c. The Vice-President shall work directly with the Advisor to promote effective operation of the organization.
- d. The Vice-President shall work with the Treasurer to establish the budget for all club expenditures, including Committee budgets.
- e. The Vice-President shall take on additional responsibilities as delegated by the President.

#### 5.04 Duties of the Secretary

- a. The Secretary shall record and distribute meeting minutes.
- b. The Secretary is responsible for maintaining club records and paperwork, including the current term's documentation in order to build the recorded history of the organization.
- c. The Secretary is responsible for coordinating the press relations of the club.
- d. The Secretary shall take on additional responsibilities as delegated by the President.

#### 5.05 Duties of the Treasurer

- a. The Treasurer shall maintain records of finances.
- b. The Treasurer shall prepare any and all financial budget requests and appeals.
- c. The Treasurer shall periodically report finances to the Executive Board.
- d. The Treasurer shall be responsible for creating and overseeing a budget made up of all available funds.
- e. The Treasurer shall collect membership fees and maintain detailed membership records.

#### 5.06 Duties of the Diversity Council Representative

- a. The Diversity Council Representative shall act as a liaison between the club and the office of Multicultural Student Programs and Services (MSPS).
- b. The Diversity Council Representative shall attend all Diversity Council meetings.
- c. The Diversity Council Representative shall find a replacement and inform the Diversity Council Chair accordingly if they cannot attend a meeting.
- d. The Diversity Council Representative is responsible for scheduling and attending MSPS allocation meetings and for completing and submitting all MSPS forms, including post-event report forms.

#### 5.07 Additional Officer Positions

- a. Any officer positions that the club chooses to create will not be considered a part of the Executive Board.
- b. The creation of any new officer positions requires a unanimous vote by the Executive officers and the approval of the Advisor.
- c. Similarly, the removal of any secondary officer positions requires a unanimous vote by the Executive officers and the approval of the Advisor.

### **Article 6: Elections**

#### 6.01 Eligibility

- a. Only undergraduate members of the Voting Membership may run for a position on the Executive Board.
- b. The President and Vice-President elect must be University of Notre Dame students.
- c. The President must serve a year-long term. All other offices can be served on either a year-long or semester-long term.
- d. If a candidate seeks to run for one semester they must find a running mate and they will be designated as one joint ticket.

#### 6.02 Nomination Procedure

- a. An informational meeting regarding Executive Board positions must occur no later than two weeks prior to the election date. Individuals seeking office must be in attendance in order to run.

b. Eligible candidates must nominate themselves via email by the deadline set by the officers at the informational meeting. The deadline date shall be no later than one week before the elections.

c. Candidates may only run for one position.

#### 6.03 Election Procedure

a. Officer turnover must occur by April 1<sup>st</sup> with elections taking place by mid-February.

b. Nominees shall be allowed, but not required, to deliver a speech immediately before the election that should not exceed a pre-determined amount of time set by the Executive Board.

c. Only the Voting Membership is eligible to vote.

d. Voting must take place in person and officers shall be announced immediately, except in the case of a runoff election.

e. Officers must obtain, at a minimum, 50%+1 of the vote to win.

f. Individuals overseeing the election (accepting nominations, supervising speeches, counting ballots, etc.) must be officers or Committee Chairs who are not running for a position in the election. There must be a minimum of three people overseeing the election.

#### 6.04 Runoff Procedure

a. If no candidate obtains at least 50%+1 of the vote, a runoff election must occur between the candidates with the two highest numbers of votes.

b. Those overseeing the election must send out the runoff election ballot electronically within 24 hours and should structure the election such that only the people who voted in the first election can vote in the runoff.

c. Results of the election must be announced within 72 hours of the initial election.

d. In the case of a runoff election, the candidate with the highest number of votes wins.

#### 6.05 Transition

a. The period between the date of elections and April 1<sup>st</sup> shall serve as a transition period for the Boards, during which the exiting Executive Board shall train and update the incoming Executive Board and inform them of pending tasks.

b. The exiting Executive Board shall be allowed to continue oversight of events already in planning for the remainder of the school year only.

### **Article 7: Resignation and Impeachment**

#### 7.01 Resignation

a. An officer may choose to resign from their position if they feel they are unable to fulfill their duties as outlined in Article 5 but shall give, at a minimum, a two weeks' notice.

b. Following a notice of resignation, the remaining Executive Board is responsible for appointing a substitute officer to fill the vacant position with the approval of the club Advisor.

c. In the case that the President resigns, the Vice-President will assume the role of President, and a replacement for the Vice-President shall be elected.

#### 7.02 Impeachment

a. In the case that an officer is deemed deficient in their duties, upon the unanimous agreement of the rest of the Executive Board and the club Advisor, a two-thirds vote of the club's membership will remove the officer.

b. Following impeachment, the remaining Executive Board is responsible for appointing a substitute officer to fill the vacant position with the approval of the club Advisor.

c. In the case that the President is impeached, the Vice-President will assume the role of President, and a replacement for the Vice-President shall be elected.

### **Article 8: Club Advisor**

### 8.01 Selection of the Advisor

- a. The Advisor shall be selected from the faculty or administration of the University of Notre Dame.
- b. The selection of the Advisor shall be decided upon by a two-thirds vote by the Executive Board.
- c. There shall be an annual review of the Advisor to determine whether they shall continue in their role as Advisor. During this review, the prospective Advisor should be contacted to determine their willingness and availability to fulfill their role as Advisor.

### 8.02 Duties of the Advisor

- a. The Advisor shall serve as a University representative in the official business of the organization and shall serve as a guide to the Executive Board.
- b. The Advisor shall review all transactions, formal letters, contracts, and solicitations of funds.
- c. The Advisor shall serve as an ex-officio member of the club and shall not have voting rights in matters of the club.

## **Article 9: Committees**

### 9.01 Establishment of Committees

- a. The Executive Board shall decide on an annual basis which committees need to be established in order to advance the club's position on campus. This review shall take into consideration the interests of the Notre Dame Latino community in addition to the goals of the Executive Board.
- b. The Executive Board shall appoint a member of the Board to be responsible for being up to date with the activity of the Committee.
- c. The Executive Board shall appoint all Committee Chairs no later than April 15th.
- d. Eligibility for Chairs will follow the requirements of officers outlined in section 6.01.

### 9.02 Duties of the Committee Chair

- a. The Chair is responsible for selecting members to serve on their Committee.
- b. The Chair is responsible for coordinating and presiding Committee meetings.
- c. The Chair is responsible for the Committee organizing at least one event per month. Failure to do so will be grounds for removal.
- d. The Chair is responsible for keeping the Executive Board abreast of the plans, goals, and meetings of the Committee.

## **Article 10: Meetings**

### 10.01 General Meetings

- a. The Executive Board shall host, at a minimum, monthly general meetings.
- b. A quorum is constituted by a simple majority of the Voting Membership. All decisions made without quorum shall be non-binding and considered null and void.
- c. The absence of an officer at two or more general meetings per semester will be grounds for the Executive Board to consider impeachment.

### 10.02 Executive Board Meetings

- a. The Executive Board is responsible for holding, at a minimum, weekly Board meetings.
- b. A quorum is constituted by two-thirds of officers in the Executive Board. All decisions made without quorum shall be non-binding and considered null and void.
- c. The absence of an officer at three or more Board meetings per semester will be grounds for the Executive Board to consider impeachment.

## **Article 11: Funds**

- a. All requests to use funds must be presented to the Executive Board and authorized by a three-fifths majority of the Executive Board.
- b. All uses of funds must be approved by the Advisor as required by the Student Activities Office.
- c. Any person or organization seeking a refund from the club must present an original, itemized receipt in a timely fashion and must have previously requested to use club funds.
- d. Only the Executive Board and the Advisor shall have the ability to charge expenses to the club via the University's account charge system.

## **Article 12: Constitution**

### **12.01 Annual Review**

- a. The Constitution must be reviewed annually after turnover to ensure that it is up to date and relevant.
- b. Revisions must be proposed by a member of the Executive Board and unanimously approved by the Executive Board and the Advisor.
- c. Revisions require a two-thirds general vote by the club membership to be ratified.
- d. Ratified revisions are implemented and considered binding immediately after ratification.
- e. All revisions must be submitted to the Student Activities Office for review and approval.

### **12.02 Amendments**

- a. Amendments may be made at any time but must be proposed by a member of the Executive Board and unanimously approved by the Executive Board and the Advisor.
- b. Amendments require a two-thirds general vote by the club membership to be ratified.
- c. Ratified amendments are implemented and considered binding immediately after ratification.
- d. All amendments must be submitted to the Student Activities Office for review and approval.