

The Constitution of the Latin American Student Organization

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Article I: Name

The name of this organization is the Latin American Student Organization (LASO)

Article II: Purpose

The purpose of the LASO will be:

- 1) Fulfill the potential of students as a complete individual.
- 2) Provide a vehicle of social and cultural inter-exchange within the Carroll University community, Spanish- speaking community, and the organization.
- 3) Provide assistance to the Office of Cultural Diversity with diversity programs and the Office of Admission with prospective Latino Students in the recruitment process.
- 4) Provide assistance and mentoring to help new students adapt to Carroll University's atmosphere.

Article III: Membership

Non-Discrimination Statement:

Members of LASO do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Anti-Hazing Statement:

LASO must abide by and conduct its activities in accordance with state, federal law and University policies on hazing. LASO defines hazing to be any action taken or situation created to inflict physical or mental discomfort, embarrassment, harassment or ridicule upon an individual. Further, the members of LASO shall understand that any individual or group found responsible for hazing will be subject to disciplinary actions, which may result in probation, suspension, or revocation of University recognition.

Requirements:

- 1) All enrolled students of Carroll University are eligible to be members of LASO.
- 2) Members shall sign in at every meeting.
- 3) A member is defined as an individual that:
 - a) Attends 3 meetings per semester and receives emails.
- 4) An **ACTIVE** member is defined as an individual that:
 - a) Attends 5 or more meetings per semester.
 - b) Participates and assists with at least half of the events LASO undertakes.
 - c) Participates in a Committee.
 - d) Must volunteer once per semester.
 - e) Being part of LASO will appear on their transcript.
 - f) Can be nominated for future Executive Board member position.
- 5) An unexcused absence of five meetings and lack of participation in LASO events, an individual will lose his/her membership.
- 6) Organize cultural activities within the community.

Article IV: Executive Board

Requirements:

- 1) An executive member must have a minimum of 2.50 G.P.A. when elected into office and must maintain a 2.50 G.P.A. or higher throughout the term.
- 2) An executive member shall not miss more than 3 executive and full board meetings within a semester.
 - a) Failure to comply will result in a warning probation.

- b) Failure to comply with the probation will result in redirection of position based on full board decision.
- 3) An executive member must meet with LASO's advisor at least once a semester.
- 4) An executive member must be the head of their designated committee.
- 5) An executive member must have approval from the president before submitting any documents on their own.

Positions and Duties:

1) Chairman of Board

- a) Must know and understand all the positions and aspects of the executive board and their responsibilities.
- b) Substitute any unfilled or vacant executive board position until the position is filled.
- c) Make sure every executive board member is doing his/her job.
- d) Meet with the President, Vice- President, and Treasurer once a month or as necessary.
- e) Must be present at $\frac{3}{4}$ of LASO events at least half of the time.
- f) Make adjustments to the constitution as needed with approval of advisor and president.
- g) Position is available to any individual who is a currently enrolled in Carroll and has held the presidential position before.
- h) Will be the head of the HPGM committee.

2) President

- a) Must have had an executive position within the organization.
- b) Must call and preside in all meetings.
- c) Shall organize an agenda for meetings.
- d) Must act as an official representative or appoint a representative in his/her absence.
- e) May be re-elected two consecutive years.
- f) Must be responsible for updating the advisor in any new events or projects.
- g) Must not allow any personal feelings/conflicts interfere with his/her executive duties.
- h) Make sure every executive board member is doing his/her job.
- i) Meet with the Chairman of board, Vice- President, and Treasurer once a month or as necessary.
- j) Must be present at $\frac{3}{4}$ of LASO events at least half of the time.
- k) Make adjustments to the constitution as needed with approval of advisor and Chairman of Board.
- l) Meet with advisor **ONCE** a month.

3) Vice- President

- a) Perform the duties of the President at his/her absence or at the President's request.
- b) Aid the President in carrying out official duties.
- c) Maintain a record of attendance for executive meetings for the whole year.
- d) Keep a record of minutes for executive meetings, and save them to google drive.
- e) Must be present at $\frac{3}{4}$ of LASO events at least half of the time.
- f) Meet with president **ONCE** a month.
- g) Must notify, and organize volunteer events for full board.
- h) Aid the President and Chairman with planning of events.
- i) Will be the head of the Relay for Life Committee

4) Secretary

- a) Keep record of attendance at **ALL** full board meetings.
- b) Keep a record of minutes for full board meetings, and save them to google drive.

- c) E-mail full board 'minutes' to LASO members prior to the next meeting.
- d) Will plan USHLI event and meet with both the advisor and President at least twice before the event.
- e) Create the voting hand-out.

5) Treasurer

- a) Shall keep strict documentation of all money.
- b) Shall prepare a Treasurer's Report, a report documenting the financial history and status of the organization.
- c) This consist of the following:
 - (1) Contracts
 - (2) Request for payment
 - (3) Refunds
 - (4) Request for funding
- d) Shall present the Treasurer's Report to all executive board once a month.
- e) Meet with the Chairman of board and President once a month or when necessary.
- f) Have the power to sign all contracts and request for payment that relate to the organization.
- g) Must be present at $\frac{3}{4}$ of LASO events at least half of the time.
- h) Shall ensure responsibility for any financial forms/ documents required to be filed with the University, Student Senate, or Student Activities
- i) Shall ensure that the organization is following all financial guidelines set forth but the University and Student Senate

6) Public Relations Coordinator

- a) Be responsible in making sure that any publicity is out on time.
- b) Maintain a close relationship with the surrounding Latin speaking communities including faculty, staff, and Carroll students.
- c) Work with the Historian to update media (Facebook, Instagram, nirvana)
- d) Publicize LASO events on social media.
- e) Be on campus on freshman move in day.

7) The Sergeant at Arms

- a) Keep order at the meetings
- b) Keep the group member focused one theme at a time.
- c) Have a neutral stance at executive board meetings.
- d) Attend 45 at 4 & 5 or find someone with full board to go in his/her place.

8) Historian

- a) Keep an annual history of LASO
- b) Keep annual group pictures
- c) Work with the Public Relations to update media (Facebook, Instagram)
- d) Provide a poster for the Org/Greek life banquet
- e) Provide a video at the end of his/her term which will be saved in the google doc.
- f) Shall attend DAS Board meetings

Training

- 1) The outgoing president must coordinate three (3) Executive Board meeting following the end of the year elections.
- 2) All outgoing officers must have at least two (2) one-on-one training meetings with the corresponding incoming officer.

- 3) Outgoing officers shall prepare a binder or folders to pass on to the incoming officers. This binder or folder will contain information that will help the incoming officer in completing the duties of the position.
- 4) Outgoing and incoming officers shall have one meeting with the advisor.
- 5) New officers shall attempt to seek the advice of preceding officers that are still members or can be contacted throughout his/her term.
- 6) The outgoing president must meet with the incoming president and vice-president.

Filling Vacant Offices

- 1) The Chairman of Board will fill any vacant positions until another individual has the permanent position.
- 2) Any position that is vacant can be filled through secondary elections presented to full board.
- 3) The position of the President shall may NEVER be left vacant. And shall be filled immediately under all circumstances.
- 4) The vacancy of the President shall be filled by the Vice- President.
 - a) If Vice-President does not desire the Presidency, the responsibility falls under the Chairman of Board
- 5) The vacancy of the Vice- President shall be filled by the appointment of a current executive board member. The chosen office may not be the Treasurer, and shall have been an active member the previous school year.

Article V: Committees

- 1) HPGM:
 - a) Purpose: A multi-cultural, multi-generational group of Hispanic professionals creating a dynamic environment for members to thrive by fostering leadership, mentoring education, networking, and new Hispanic initiatives.
 - b) Job:
 - i) Provide resources and opportunities to Hispanic professionals
 - ii) Assist companies in recruiting and retaining Hispanic professionals within the Greater Milwaukee area
 - iii) Connect businesses, corporations, and the nonprofit sector to the power of Hispanic professionals
 - iv) The Chairman is the head of this committee.
 - v) In charge of registration of individuals.
 - vi) Must inform full board of HPGM, the resources provided, upcoming events, and incentives.
- 2) Relay for Life
 - a) Purpose: An organized, overnight community fundraising walk, in which teams of people camp and walk around the track in search for the cure to cancer.
 - b) Job:
 - i) Recruit individuals to participate in the event.
 - ii) Plan events that will help fundraise for Relay for Life.
 - iii) Inform members of what the event is and consists of.
- 3) Fundraising:
 - a) Purpose:
 - b) Job
- 4) Publicity
 - a) Purpose: Inform the surrounding Waukesha and Carroll community of upcoming LASO events.
 - b) Job:
 - i) PR and Historian are the head of this committee.
 - ii) Recruit individuals to aide with advertisement.
 - iii) Have recruits take and collect pictures of all LASO events.

Article VI: Meeting

Executive Meetings

- 1) Executive Meetings must be held at least every week, prior to the weekly general meeting
- 2) All officers on the Executive Board must attend such meetings, unless prior permission is granted by the President.
- 3) The advisor is encouraged to attend Executive Board meetings, but is not required.
- 4) All officers will be updated of current LASO events, volunteer events, and budget.

Full Board Meetings:

- 1) All members shall come together at least once a week for a general meeting presided over by the President or appointed executive member.
- 2) Visitors shall always be welcome to meetings, but shall not participate in any voting.
- 3) Agenda shall follow the order below:
 - a) Attendance (Sheet will be passed around)
 - b) Executive Board Announcements
 - c) Committees will gather
 - d) Committee Announcements
 - e) Culture Board

Absences

- 1) A member shall be considered absent if not present in full board meeting.
- 2) After four (4) consecutive absences the individual will be on probation
- 3) After five (5) consecutive absences the individual will no longer be considered an **ACTIVE** member.
- 4) After four (6) absences the individual will be on probation.
- 5) After five (7) absences the individual will no longer be considered an **ACTIVE** member.

Article VI: Elections/ Voting

Nominations

- 1) Nominations will be held the second semester, the week before USHLI.
- 2) Members may nominate themselves for one (1) position.
- 3) Nominee can accept nominations for one (1) or two (2) positions

Eligibility to Run for Office

- 1) Must be an **ACTIVE** member of LASO.
- 2) First year members are eligible for candidacy as long as the other requirements are satisfied.

Elections

- 1) Elections will be held the second semester, the week after USHLI.
- 2) After all candidates have given their speech/presentations, the ballots shall be distributed to all members
- 3) Candidate may vote like any other member
- 4) The current President may not vote, they will be the tie breaker.
- 5) The Chairman of Board and seniors will count the ballots.
- 6) The Chairman of Board will inform the Advisor of the new officers.
- 7) The new officer shall be announced the following meeting, by the secretary.
- 8) If a candidate had accepted two nominations and wind both, he/she must choose one office to uptake. The runner-up will take the position.

- 9) In case of a tie, a revote shall take place that same meeting.
- 10) If a second tie occurs, the President and Chairman of Board will make the final decision.
- 11) At least $\frac{3}{4}$ of the members must be present on Election Day to proceed with elections.

Article VII: Impeachment

- 1) In order for an officer to be removed from office, $\frac{2}{3}$ majority vote is necessary to pass the motion.
- 2) An officer that is removed may no longer hold that office and no longer hold the privileges or powers that the office includes.
- 3) An officer will be impeached for failure to
 - a) Comply with his/her duties.
 - b) Fail to appear to meetings and events.
 - c) Maintain the purpose of the Constitution.
- 4) The removed officer may and shall be encouraged to remain in LASO.

Article IX: Amendments

- 1) All amendments are to be presented in writing to the Governing Executive Board, who will review them and share them with the members of LASO.
- 2) $\frac{2}{3}$ of the votes will be necessary to approve the amendments.
- 3) Members must review the constitution every year.
- 4) A copy of previous constitution shall be maintained for future reference.

LAST REVISED: May 10, 2016