**CONSTITUTION**

**ARTICLE I  
NAME**

|  |  |
| --- | --- |
| Section 1 | The name of this organization shall be the Latino Student Association; hereinafter referred to as LSA. |

**ARTICLE II  
 MISSION**

|  |  |
| --- | --- |
| Section 1 | The Latino Student Association at The Ohio State University is dedicated to celebrating the Latino culture as well as fostering and bringing awareness about the Latino community. By holding meetings, cultural events, and community involvement opportunities, LSA strengthens the Latino student body at OSU. LSA is open to anybody interested in Latino culture, whether they identify as Latino or not. |

**ARTICLE III  
MEMBERSHIP**

|  |  |
| --- | --- |
| Section 1 | Membership shall be open to all currently enrolled students. |
| Section 2 | LSA shall not discriminate against any person on the basis of race, color, national origin, religious creed, political views, sex**,** gender**,** sexual orientation, physical ability or veteran status. |
| Section 3 | Meetings and events shall be open, but not limited, to all students, faculty, staff, and community. |
| Section 4 | If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote or unanimous vote of the officers, with the consultation of the advisor. |

**ARTICLE IV  
MEMBERSHIP REQUIREMENTS**

|  |  |
| --- | --- |
| Section 1 | Active membership status is obtained by attending three general body meetings per term held by the LSA and (Can be substituted with attendance of a community service or program event hosted/collaborated by LSA.) |
| Section 2 | Only active members have the right to vote during elections and during the year when issues arise that require a general body vote. The VP of Membership will keep records active members. |

**ARTICLE V  
EXECUTIVE BOARD**

|  |  |
| --- | --- |
| Section 1 | The officers of LSA shall consist of a President, a Vice President of Communications, a Vice President of Finance, a Vice President of Membership, Vice President of Outreach and Engagement, UCLO Representative, Special Events Coordinator and Dance Team Coordinator. The representative to the Executive Board shall be an Executive Assistant to the Executive Board appointed by the President and the LSA advisor with the approval of the Executive Board. |
| Section 2 | All members listed in section I of Article V of this constitution shall be voting members. |
| Section 3 | The Executive Board shall determine the goals and direction of the organization through on-going evaluations**.** The executive board shall generate possible constitutional amendments, initiate appropriate actions, and hear problems, complaints, and suggestions. |
| Section 4 | The term of office for all Executive Board members shall be one year. Incumbent Executive Board members must be elected to continue their offices after their term has expired. |
| Section 5 | All executive board members must have a term GPA of 2.5 at the end of each term beginning at the time of their election as checked by the primary advisor. Any member that does not meet the minimum GPA requirement shall be asked to step down for the following term to focus on academics. The President shall appoint an interim executive position subject to the advisor and the rest of the executive board’s approval. If the executive board member meets the term GPA the following term, they can resume their duties with approval of the rest of the executive board. |
| Section 6 | No members of the Executive Board may hold more than one office, nor may they serve as Directors or Program Coordinators. |
| Section 7 | The Latino Student Association must have at least two advisors. The Primary Advisor to the LSA must be affiliated with the Multicultural Center. |

**ARTICLE VI**

**PROGRAM COMMITTEES**

|  |  |
| --- | --- |
| Section 1 | The program committees, determined in the By-Laws, shall be composed of LSA membership only, and a voting member of the e-board shall lead each committee. |
| Section 2 | Each program committee shall select one of its members to maintain records of all committee proceedings. |
| Section 3 | No member of LSA may belong to more than one active program committee. |
| Section 4 | Program committees shall be formed as needed by its corresponding e- board member. A program committee will be led by the initiating e -board member and act as director. |
| Section 5 | Directors who are appointed to a single event shall retain their position until the event is completely over; directors who are given a continuous position shall retain the position for the remainder of the academic year. |

**ARTICLE VII  
OFFICERS**

|  |  |
| --- | --- |
| Section 1 | The President shall call and chair all LSA general and Executive Board meetings and act as the representative and spokesperson in all external functions. The responsibilities of the President also include setting the agenda for LSA general body meetings and Executive board meetings, and acting as the Multicultural Center Contact. The President shall maintain communication between The Multicultural Center, its Directors, the staff advisor to LSA, and Executive Board members. |
| Section 2 | When the President is not able, the Vice President of Membership shall call and chair all LSA general and Executive Board meetings. The Vice President of Membership’s responsibilities also include recording meeting attendance; maintain a general body and executive board roster and plan membership recruitment events. In the event of the loss, resignation, or removal of the President, the Vice President of Membership shall assume the position of the President and a Vice President of Membership shall be chosen according to Article IX Section 2 of the Constitution of the LSA. |
| Section 3 | The Vice President of Communications shall be responsible for overseeing all print, digital and web communications and branding for LSA. The Vice President of Communications shall edit and maintain the official LSA publications and be responsible for maintaining archives and coordinating the yearly composite. The Vice President of Communications is responsible for promoting LSA’s events and campaigns. |
| Section 4 | The Vice President of Finance shall be responsible for all LSA financial transactions. A financial budget and report must be presented to the Executive Board at the beginning and end of each semester respectively. A tab of LSA’s account and Resource Room funds must be presented in each Executive Board agenda. |
| Section 5 | The Vice President of Outreach and Engagement shall oversee social events, collaborative and community service events. They will also be responsible for initial programming of LSA events, such as location reservation and Coca-Cola® Beverage Donation Requests as needed. |
| Section 6 | The Executive Assistant shall take Executive Board minutes and assist the other members of the Executive Board as needed. The Executive Assistant shall also serve as the liaison between the Executive Board and the general membership. The Executive Assistant will be responsible for any and all revisions to the Constitution**,** as well as serve as parliamentarian to ensure that Parliamentary procedure is adhered to, that Robert’s Rules of Order are used at meetings as stated in the Constitution, and that meetings follow the agenda and start at the specified time. As the liaison between the Executive Board and the general membership, the Executive Assistant shall hold open forums for communication at least once per term. The Executive Assistant may make changes to the Constitution to address grammatical errors, but may only make content changes with the approval of the Executive Board. |

**ARTICLE VIII  
ELECTIONS AND APPOINTMENTS**

|  |  |
| --- | --- |
| Section 1 | Elections shall take place in Spring Semester, and shall be called by the President beginning with nominations during the sixth week of the semester. |
| Section 2 | Election of officers shall be a two meeting process. At the first meeting, nominations for the office of President, Vice President of Membership, Vice President of Communications, Vice President of Finance, and Vice President of Outreach will be taken from the floor. Any active member of LSA shall be eligible for nomination. At the second meeting, nominations of these officers shall be reopened and elections will follow. |
| Section 3 | Elections shall be made in order of President, Vice President of Membership, Vice President of Communications, Vice President of Finance, Vice President of Outreach and Engagement, Special Events Coordinator, and UCLO Representative. |
| Section 4 | Only those candidates who have met with the current position holder prior to his/her election to discuss position responsibilities and expectations are eligible to run. |
| Section 5 | Elections shall be by paper ballot, with a simple majority necessary to elect an officer. With an excused absence, an absentee ballot will be accepted. No absentee ballot will be accepted after the start of elections |
| Section 6  Section 7 | The term of office shall be one year beginning with a transitional period in theSpring Semester following the election and ending with a transitional period in the following Spring Semester.  An Executive Assistant shall be appointed by the President-elect with the consent and approval of the new Executive Board and LSA advisor. |
| Section 8 | In the event an Executive Board member is not fulfilling his or her responsibilities, the President or Executive Board (if it is the President) shall initiate action for removal or acquittal.  This process consists of a closed meeting of the Executive Board with all members present in which the issue or officer will be discussed.  Following discussion, a secret ballot will be taken in which a two-thirds vote is necessary for removal. |
| Section 9 | It is the responsibility of the Executive Board to take appropriate and necessary action concerning a vacancy on the Executive Board.  A two-thirds vote of the Executive Board is required to approve any action taken. |
| Section 9 | Election Week 1:6th Week of Spring Semester  Nominations are taken for President, all Vice President positions (Vice President of Membership, Vice President of Communications, Vice President of Finance, and Vice President of Outreach and Engagement), Special Events Coordinator and UCLO Representative from any active member of the LSA. Each member nominated must either accept or respectfully decline the nomination. If a nominee is not present when nominated, he/she automatically accepts the nomination and may decline once he/she has received notification of the nomination.  Election Week 2: 7th Week of Spring Semester  Nominations for each executive board office shall be reopened prior to that office’s election. Only those candidates who have met with the current position holder prior to his/her election to discuss position responsibilities and expectations are eligible to run. Votes occur after each candidate has spoken and are by paper ballot requiring a simple majority for election. Paper ballots are to be counted in private by the presiding officer and the advisor. During pros, no candidates for the open position are to be present. Candidates are not to speak of other candidates in their speeches. The process for each candidate is as follows:  1. President  A. 5 minute candidate speech  B. 1 minute answer to 1 question from current President  C. One1-minute pro  2. Vice Presidents (Membership, Communications,  Finance, and Outreach and Engagement, in that order)  A. 3 minute candidate speech  B. 1 minute answer to 1 question from current Vice President  C. One 1-minute pro  Once the executive board and advisors have counted the ballots, the new positions are announced in the order that the speeches were given. |

**ARTICLE IX  
RULES OF ORDER AND AMENDMENTS**

|  |  |
| --- | --- |
| Section 1 | Robert’s Rules of Order shall govern the LSA Executive Board Meetings, except in matters specifically provided for by the LSA Constitution and By-Laws. |
| Section 2 | A simple majority of the voting members of the Executive Board shall constitute a quorum for voting purposes at an LSA Executive Board Meeting. In the event of a tie, the President will be the deciding vote. |

|  |  |
| --- | --- |
| Section 3 | The Constitution shall be amended by a majority vote of the LSA Executive Board and the approval of the primary advisor. |