The Ohio State University

Constitution of

The Latina and Latino Engineering Graduate Student Association

Hitchcock Hall

2070 Neil Avenue

Columbus, OH 43210

Preamble

We, The Latina and Latino Engineering Graduate students, allies and peers of The Ohio State University, feel that unique problems and situations exist in this university community which impinge upon us. As individuals, we cannot adequately address issues via existing organizations. While desirable, the existing organizations do not provide the broad base of support that we need. Therefore, we organize ourselves as a student Association to provide an outlet for students to express their concerns while receiving adequate academic and professional support from their peers and the University.

We shall be guided by the following objectives:

1. To unify and connect students, particularly those that are from a Latin or Hispanic background, that are in the process of completing their graduate education.
2. To build a sense of community support for all student members and possible members.
3. To provide academic and professional resources to students, particularly those that are from a Latin or Hispanic background, so that they are able to attain success in their endeavors.
4. To host social, academic and professional gatherings that allow the students to, for example, network and gain insight into the important topics that affect the local community or their field of study.
5. To encourage, celebrate and defend the successes of our student members, possible members and the Latin and Hispanic community in general.

ARTICLE I. Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1. Name: The name of the organization shall be the Latina and Latino Engineering Graduate Student Association; hereinafter referred to as the “Association”.

Section 2. Purpose: The purpose of this organization shall be to promote academic, cultural, service and social programs for the University community, the Latino community and for Latino engineering graduate students in particular. In addition, the Association shall provide a forum in which Latino engineering graduate students may present, discuss and act upon issues relative to its role in the academic and non-academic aspects of the University community.

Section 3 - Non-Discrimination Policy: This organization and its members shall not

discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

ARTICLE II. AUTHORITY

Section 1. The authority for the establishment of the Association is derived from the consent of Latino engineering graduate students enrolled in the Graduate Schools of The Ohio State University.

Section 2. The Association shall be recognized by The Ohio State University, the Graduate School, the College of Engineering and the Council of Graduate Students as being the sole representative of Latino Engineering graduate students enrolled in the Graduate Schools of The Ohio State University.

Section 3. The Association reserves the right to sit as an advisory agent on behalf of the Latino engineering graduate students in relation to all matters brought before committees, or agencies of The Ohio State University involving the interest of Latino engineering graduate students.

Section 4. The Association shall have the right to plan and implement programs in accordance with its purpose.

Section 5. The Association, as a registered organization of the University, shall have the right to petition the University for an amount of those activity fees which are earmarked for student organizational usage.

Section 6. The Association shall have the authority to allocate and disburse funds from the treasury of the Association.

Section 7. The Association shall determine its own rules of procedure, be the judge of the elections and returns, and determine qualifications of its members.

ARTICLE III. MEMBER SELECTION AND REMOVAL

Section 1. The Latina and Latino Engineering Graduate Student Association shall be composed of engineering graduate students enrolled at The Ohio State University. In addition, two separate non-voting and observer groups composed of upperclassmen undergraduates and alumni shall be created within the Association for those individuals that are motivated to serve in the Association.

Section 2. The Executive Committee of the Association may, at any time, review the membership status of any individual whose conduct fails to reflect the mission of the organization at that of The Ohio State University. A plurality of the votes cast in ballot at an executive meeting of the officers of the Association shall be necessary to:

1. Set a probationary period for members whose conduct violate the Association’s mission.
2. Terminate the membership of members whose conduct violates the Association’s mission.

ARTICLE IV. ELECTIONS AND OFFICERS

Section 1. The Association shall elect annually from among its members, in such a manner as it prescribes, a President, Vice-President, and a Treasurer. Other officer positions may be added as needed, such as a Recording Secretary, Communications Officer, Parliamentarian, Historian, Member-at-Large, and voted upon during general elections.

Section 2. The time, place, and manner of holding elections for officers shall be as prescribed in the By-Laws.

Section 3. A plurality of the votes cast in secret ballot at a meeting of the Association shall be necessary for the election of its officers.

Section 4. The Association may, at any time, remove any officer from office by a two-thirds vote, provided a quorum is present. A written motion for this action must be submitted at a regularly scheduled meeting and bear the signatures of a least five Association members. The motion must be voted upon at that same meeting.

ARTICLE V. DUTIES OF OFFICERS

Section 1. The President shall:

1. Preside over all meetings of the Association and of the Executive Committee.
2. Implement all decisions of the Association.
3. Appoint a time and place for regular and special meetings.
4. Serve as an ex-officio member to all committees.
5. Appoint other officers to serve as ex-officio members to particular standing and ad hoc committees.
6. Represent the Association at University and community functions

Section 2. The Vice-President shall:

1. Assume any duties the Association or President directs.
2. Preside over Association meetings in the absence of the president.
3. Assume the presidency in the event it falls vacant.
4. Serve as an ex-officio member of a committee as assigned by the president.

Section 3. The Secretary shall:

1. Keep the minutes of the Association and executive board meetings.
2. Conduct the correspondence of the Association.
3. Maintain all active Association records.
4. Inform all Association members of all regularly scheduled meetings one week prior to the meeting.
5. Preside over Association meetings in the absence of the president and vice-president.
6. Serve as an ex-officio member of a committee assigned by the president.

Section 4. The Treasurer shall:

1. Handle all the finance of the Association according to University policy.
2. Keep accurate records of the Association’ financial status.
3. Provide a written annual report of the Association receipts and disbursements for the Membership.
4. Preside over Association meetings in the absence of the president, vice-president, and recording secretary.
5. Serve as an ex-officio member of a committee as assigned by the president.

Section 5. The Communications Officer shall:

1. Oversee the maintenance of the Association website
2. Check the Association email account
3. Compile and disseminate the Association e-newsletter
4. Serve as an ex-officio member of a committee as assigned by the president.
5. Assist the recording secretary as in any communication efforts as needed.

Section 6. The Parliamentarian shall:

1. Serve as chairperson of any ad hoc Constitution Committee.
2. Enforce policies and procedures of the Constitution.
3. Serve as an ex-officio member of a committee as assigned by the president.
4. Assume the role of interim Vice-President should the presidency fall vacant.

Section 7. The Historian shall:

1. Maintain audio and video records of Association events.
2. Maintain a standing history of the organization.
3. Serve as an ex-officio member of a committee as assigned by the president.

Section 8. The Member-at-Large shall:

1. Represent the Association in other University and community organizations and committees.
2. Assume such other duties as the office may require as deemed necessary by the executive committee.

ARTICLE VI. MEETINGS AND ATTENDANCE

Section 1. There shall be at least three regular meetings of the Association during each semester. Notice of the time and place of each regular meeting shall be given at least one week prior to said meeting.

Section 2. The president shall call meetings at the times published at the beginning of each semester, in addition to calling special meetings at the request of three members of the Executive Committee and/or upon the request of five members.

Section 3. Meeting attendees shall only consist of:

1. Members
2. Non-members who actively participate in the planning and implementation of Association functions
3. Persons presenting information of relevance to the Association. All presentations must be pre-approved by the executive committee.

Section 4. All meeting attendees are subject to the Code of Ethics as set forth in this Constitution.

ARTICLE VII. QUORUM AND VOTING

Section 1. At all meetings of the Association, one-third of the graduate membership, excluding the Executive Committee, shall constitute a quorum.

Section 2. Voting privileges shall be granted to those whose names appear on the

membership roster and are graduate students. Exceptions can be made for undergraduate students that would need voting privileges within a committee as stated in the by-laws or for general meeting motions using the same mechanism as stated in the by-laws regarding committee participation.

Section 3. At all meetings of committees of the Association, a majority of that committee shall constitute a quorum.

Section 4. A plurality of votes will be necessary to pass any motion made in general or

committee meetings.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Robert’s 5 Rules of Order-Revised shall govern the procedure of all meetings except when in conflict with the constitution and By-Laws of the Association.

ARTICLE IX. AMENDMENTS

Section 1. Any proposed amendment of the Constitution or By-Laws must be presented in writing with the signatures of five members at a regular meeting of the Association.

Section 2. A copy of the proposed amendment must be submitted at a regularly scheduled meeting and may be voted upon at that same meeting.

Section 3. An affirmative vote of two-thirds of the voting membership present shall be

sufficient to adopt the amendment provided a quorum is present.

Section 4. Copies of all adopted amendments shall be presented to each member.

Section 5. The Executive Board has authority to call for a constitutional review.

Latina and Latino Engineering Gradutate Student Association

By-Laws

I. MEMBERSHIP

The Latina and Latino Engineering Graduate Student Association shall be composed of engineering graduate and upperclassmen undergraduate students enrolled at The Ohio State University. The membership roster shall be composed of active members.

II. ELECTIONS

1. All officers shall be elected at the second meeting called during Spring Semester and take office immediately after the close of the third meeting called during the Spring Semester, except for the Treasurer and Parlamentarian who shall take office in June. Newly elected officers shall sit ex-officio in the executive sessions with the regular Executive Committee during the Spring Semester. All Executive Officers and committee chairs shall deliver a written final report to the general body at the final general body meeting that summarizes their activities of the past fiscal year.
2. All nominations for President, Treasurer and any other requested vacant position must be received by all members of the Elections Committee at least one regularly scheduled meeting before the Elections Committee conducts elections. The chair of the Elections Committee shall announce all nominations at the regularly scheduled meeting before the elections meeting. The chair of the Elections Committee shall present at least one candidate for President, Treasurer and any other requested vacant position at a meeting prior to the elections meeting. Only full-time engineering graduate students may run for the offices of the Executive Committee. Full-time status shall be determined by the governing rules of the candidate’s department.
3. The former President and Treasurer shall change the names of all financial and university accounts to the names of the newly elected officers within 72 hours of the election. The former officers and committee chairs shall bring all materials necessary to fully execute their official responsibilities to the elections meeting. A meeting (transition meeting hereafter) between the former officers and committee chairs and new officers shall take place immediately following the election conducted by the chair of the Elections Committee. At the transition meeting, materials necessary to fully execute the official responsibilities of the Association which are in the possession of former officers and former committee chairs shall be turned over to the new officers.
4. A person may not be candidate for more than one office. The slate of the nominating committee may not present the same person as a candidate for more than one office. However, if the person is not elected to the office for which he/she has been a candidate, he/she may be nominated for another office from the floor.
5. A person may not be a candidate for President or Vice-President unless he/she has been a member of the Association during the Fall Semester. Immediately prior to the election, candidates may speak for five minutes to introduce themselves. The period following the speeches shall be open for members to ask questions of the candidates.
6. Executive officers shall be elected by a fifty percent plus one (majority hereafter) of the votes exclusively by graduate members present at the meeting, provided a quorum is present. The members shall vote through secret ballot for each office separately. The chair of the elections committee shall count and announce the number of votes for each office separately.
7. In the event any officer of this organization terminates his/her student status with the University or is otherwise so disposed that he/she cannot perform their functions, he/she shall immediately resign office and the unexpired term shall be filled via election by members of this organization as provided by Paragraph 3 of Section II of these By-Laws. This shall not apply in the case of a vacancy in the office of President. In this case, the office of President would be filled by the Vice-President, and the Parliamentarian will take the position of interim Vice-President.
8. In the event that the Vice-President takes the office of President for the reasons stated in Paragraph 8 of Section II of these By-Laws, nominations will be taken for the office of Vice-President so that the membership, as defined by Section I of these By-Laws, can vote on the position during a general body meeting.

III. APPOINTMENTS

1. Upon request, the Executive Committee shall provide for the nomination of Association members for any position which may occur on faculty, student, alumni, or University committees.
2. If any of the appointees resign, a replacement shall be selected by the same procedures as the original appointment.

IV. COMMITTEES

1. Executive Committee
   1. The Executive Committee shall be a standing committee of the Association which shall be presided over by the President who shall call such meetings as he/she deems necessary, but shall call a minimum of three meetings per semester. The Executive Committee shall have as voting members, the President, Vice-President, Secretary, Treasurer, Communications Officer, and Parliamentarian. All past executive committee members shall be eligible and encouraged to serve as advisors of the Executive Committee for the year immediately following their tenure of office.
   2. The duties of the Executive Committee shall consist of undertaking those activities necessary to conduct Association business between regular meetings in addition to preparation of the agenda for regularly scheduled meetings.
   3. The Executive Committee shall make decisions concerning special circumstances which shall be disclosed to the general body during the subsequent general meeting.
2. Standing Committees
   1. The Association shall have the following standing committees:
      1. Education Committee
      2. Elections Committee
      3. Social Committee
      4. Budget & Finance Committee
      5. Community Affairs Committee
      6. University Affairs Committee
      7. History Committee
   2. The Association shall create such additional standing committees as it shall from time-to-time deem necessary.
   3. Membership on each of the standing committees shall consist of a chairperson appointed by the ex-officio Executive Board members; and members selected from the Association by the President and/or the chairperson, along with volunteers.
   4. The purpose and function of each committee shall be as follows:
      1. Education Committee
         1. The duties of this committee shall be to initiate, plan, and coordinate all activities of the Association relative to educational advancement, intellectual stimulation and academic growth of the graduate student body. The committee shall initiate, plan or coordinate lecture programs sponsored by the Association.
      2. Elections Committee
         1. The duties of this committee shall be to aid in the election of qualified candidates for office and in the appointment of Association members to university-wide committees.
      3. Social Committee
         1. The duties of this committee shall be to initiate, plan and/or coordinate all social activities conducted by the Association.
      4. Budget & Finance Committee
         1. The duties of this committee shall be to plan and/or coordinate fund-raising activities for the Association and to prepare the annual Association budget which shall be submitted to the Association at the first meeting of the fall quarter.
      5. Community Affairs Committee
         1. The duties of this committee shall be to plan and/or coordinate activities beneficial to the community at large.
      6. University Affairs Committee
         1. The duties of this committee shall be to develop and implement procedures for filing complaints and to make recommendations to said organizations and offices to rectify a problem presented by a Latino engineering graduate student. The committee shall also be responsible for cultivating university relations, including but not limited to graduate student recruitment.
      7. History Committee
         1. The duties of this committee shall be to track, record and keep safe information regarding the events, attained goals and other important milestones that will happen throughout the life of the Association. Its purpose is to maintain a historical perspective in the decision makings of the Association as well as provide input in marketing materials that establish the legitimacy of the Association.
   5. Undergraduates may request voting and decision-making input within a specific committee, excluding the Executive Committee, by receiving previous approval by a simple majority vote within the Executive Committee.

V. DUES

There will be no dues required to participate and be a member of the Latina and Latino Engineering Graduate Student Association.