University-wide Council of Latinx Organizations Constitution

ARTICLE I: Name

The name of this organization shall be the University-wide Council of Latinx Organizations, hereinafter referred by its acronym UCLO.

ARTICLE II: PURPOSE

UCLO will act as the primary forum of communication between all Latinx/Hispanic/Chicano identifying student organizations and cohorts (hereinafter referred to as student groups) that meet the criteria for membership in the council having 1) status as a registered student organization or department-sponsored cohort of The Ohio State University (hereinafter referred to as OSU) AND 2) registered and been approved for membership into the council.

This forum will provide a convenient method to represent the unified interests and needs of the Latinx population of OSU as a whole, including those members of the community who may not be active members of any UCLO affiliated organization. Whenever possible, measures will be taken to ensure the needs of the Latinx community as a whole are considered and addressed, ensuring the representation of Latinx viewpoints at the university level.

Furthermore, UCLO meetings will serve as an environment for communication between all of the UCLO affiliated student groups in order to: (a) avoid conflicting events and meetings, (b) coordinate and sponsor collaborative events, and (c) foster the realization of group goals for their own membership and for the greater Latinx community at Ohio State. UCLO will provide a meeting space for student groups to collaborate on events, projects, joint efforts, and find solutions for the problems faced by the community.

The overall goal of UCLO is to: (a) foster communications among various social, professional, and educational Latinx/Hispanic/Chicano identifying student organizations, (b) advocate for the continuing developmental, social, and cultural programming for Latinx/Hispanic/Chicano students, faculty, and staff at The Ohio State University, and (c) sponsor collaborative events to further unite the community.

ARTICLE III: MEMBERSHIP

Article III Section 1: Organizational Membership
Membership with UCLO is extended to all student groups within OSU that represent and/or support the Latinx community at OSU and their interests. All prospective member organizations shall notify the standing UCLO Executive Board of their intent to join the council via email, at which point they will be sent a copy of the UCLO constitution along with a blank copy of the Representative Appointment contract, which will be filled out and signed prior to the organization completing its registration with the following process:

1. Appointment of a member of the organization to the role of UCLO Representative
2. Submission of the Signed Representative Appointment Contract
3. Attendance of appointed representative at the next scheduled UCLO meeting

Article III Section 2: Representative Appointment

Each UCLO-affiliated member organization and cohort will be represented at all UCLO meetings by a representative appointed by that organization and/or cohort. This representative will serve as the voice of their organization and will be responsible not only for the discussion of issues concerning members of their organization but will also be responsible for relaying information to their organization in a timely manner after the conclusion of each council meeting. The representative will be responsible for giving the final word on their organization's decisions regarding proposals (both funding and administrative) that are presented at council meetings.

Organizations are encouraged to develop their own specific criteria for the selection of their representative so that the selection of the representative best meets the unique needs of that organization or cohort. These criteria will be laid out in the organization’s Representative Appointment Contract, which will be submitted at the time of said organization/cohorts induction into UCLO, which will be re-signed promptly before the beginning of each academic year.

The Executive Board of each organization shall be responsible for providing UCLO with the name of their representative, criteria of selection, organization-specific roles, and consequences for failure to meet the duties outlined in these roles through the completion of the Representative Appointment Contract. Organizations/cohorts are required to ensure the participation and attendance of their representative at all UCLO meetings. In case of any changes concerning the representative, it is the responsibility of said organization to give notice as well as designate a replacement for any meetings missed by the appointed representative.

Article III Section 3: Voting Privileges
Voting privileges in regards to the use of UCLO funds can only be voted on by those UCLO-affiliated student groups which hold status as an official OSU student organization registered through the Ohio Union.

Cohorts and other Latinx interest groups who receive funding exclusively from university departments shall be eligible to vote only on matters concerning the administrative actions and initiatives taken by UCLO that do not involve the direct transfer of funds.

Article III Section 4: Extended Membership and Participation

While “membership” in UCLO includes primarily those who hold status as student group representatives, elected UCLO Executive Board members, and appointed Executive Board members, active participation in UCLO is encouraged and welcomed to any person who identifies with or supports the Latinx Community at Ohio State. UCLO meetings will always be open to all who have an interest in participating and voicing their opinion.

Community Members are encouraged and welcome throughout the year to serve on planning committees for UCLO events and UCLO sponsored events.

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

ARTICLE IV: REPRESENTATIVES

UCLO representatives shall be appointed to a term of one academic year, as defined by the university. A new representative will be appointed by a student group's membership promptly before the start of each academic year.

The duties of representatives are as follows:

1. Attend all UCLO meetings.
2. In the case of an unforeseen emergency or circumstance on the day of a scheduled UCLO meeting, a representative will give advance notice to UCLO’s Vice President and will be responsible for finding an alternate member of their student group to attend the meeting in their place.
3. Arrive at meetings with an understanding of the viewpoints, concerns, and interests of their student group on matters on the agenda for said meeting.
4. Report back to their student group in a timely manner following a scheduled UCLO meeting regarding all items relevant to that representative's membership and/or the Latinx population at the university as a whole.

5. When necessary make informed votes on behalf of their student group based on the conclusion of discussion with membership and/or executive council of the student group where applicable.

Any organization not present at a scheduled UCLO meeting agrees to forfeit its vote on any matters scheduled to be voted on at said meeting.

UCLO representatives shall never speak on major policy decisions and issues on behalf of UCLO unless they are specifically authorized by the Executive Board of UCLO to do so. When making public statements, representatives must clearly distinguish between their personal and official statements.

ARTICLE V: ORGANIZATIONAL LEADERSHIP

The Executive Board of UCLO shall consist of the three following positions:
   1. President
   2. Vice President
   3. Treasurer

The Executive Board of UCLO must function as unbiased intermediaries between all student groups that are represented by the council. For this reason, no member of the executive board will be granted voting privileges in any vote brought to the consideration of the representatives.

President

The President of UCLO will serve for one academic year, as defined by the university. A new President will be voted on by the representatives of each UCLO-affiliated student group as stated in Article VI. Candidates for the President must receive a simple majority of the votes to be assigned to the position.

During their term, the President cannot hold the position of primary leader within any organization or cohort registered under UCLO.

The duties of the President are as follows:
   1. Maintain an awareness of university policies pertaining to the operations of student organizations.
2. Coordinate the actions and duties of fellow Executive Board members, including the scheduling of Executive Board meetings.
3. Will be present at all UCLO sponsored events.
4. Serve as the liaison between UCLO and the leaders of all other OSU organizations that represent Latinx interests at the university.
5. Make a continual effort to reach out to and recruit any new or not previously UCLO-affiliated Latinx organizations on campus.
6. Maintain a working relationship with university leadership that could affect the implementation of initiatives that directly affect Latinx students at OSU.
7. Plan, conduct, and/or lead all UCLO meetings and events. Work with fellow e-board members to coordinate agendas for these meetings.
8. Receive and process all event proposals from UCLO member organizations.
9. Receive and process organization’s applications for membership into UCLO

**Vice President**

The Vice President of UCLO will serve for one academic year, as defined by the university. A new Vice President will be voted on by the representatives of each organization and cohort. This new Vice President must receive a simple majority of the votes to be assigned to the position.

The duties of the Vice President are as follows:

1. Discharge of all the duties and responsibilities of the President in their absence and assume the office of President in the event that the President can no longer serve their position.
2. Will be present at all UCLO-sponsored events.
3. Head and oversee all communications between UCLO and the Latinx Community at Ohio State.
4. Maintain a roster of current UCLO member organizations and cohorts and their contact information and will also be responsible for maintaining a system of tracking representative and community attendance at all UCLO meetings and events.
5. Head and oversee all advertising and marketing materials for the organization.
6. Keep the digital files for the organization as current and organized as appropriate.

**Treasurer**

The Treasurer of UCLO will only serve for one academic year, as defined by the university. A new Treasurer will be voted on by the representatives of each organization
and cohort. This new Treasurer must receive a simple majority of the votes to be assigned to the position.

The duties of the Treasurer are as follows:
1. Is responsible for uploading all validated financial records and accompanying documents to the digital files for the duration of their tenure with UCLO. Upon expiration of their tenure, they must direct and advise the incoming Treasurer on these files in order to ensure their preservation.
2. Will work closely with the advisor to manage and maintain an awareness of policies regarding UCLO’s funding. Will pass this knowledge along to the member organizations in a timely fashion as needed.
3. Present a written financial report including the status of all accounts, and the status of all approved and pending funding requests to UCLO members at every official UCLO meeting.
4. Will work with the advisor and event planning committee members for all event purchases approved by UCLO.

Appointed Positions

In addition to the Elected Positions stated above, there will be two appointed Executive Board member positions included in special activities at the request of the standing Executive Board. Members of the community who are interested in these appointed positions must submit an application to the appropriate Executive Board member who will then consider all applications and choose a person who best fits the needs of the role. Appointed positions should only be given to those who are an active member of UCLO or an UCLO affiliated organization or cohort.

Appointments must be made and announced at the next scheduled UCLO meeting following the election of Executive Board members. These will be as follows:

Events Chair

The Events Chair will be appointed by the President promptly following the conclusion of the Executive Board election.

The duties of the Events Chair are as follows:
1. Serve on the executive planning committees of all UCLO-sponsored events to serve as a liaison between the Executive Board and the planning committees.
2. Assist the President in key duties involving the planning of UCLO events.
Outreach Chair

The Outreach Chair will be appointed by the Vice President promptly following the conclusion of the executive board election.

The duties of the Outreach chair are as follows:
1. Assist the Vice President in the execution and planning of UCLO’s marketing strategies including but not limited to its social media presence and participation at events such as the fall and spring involvement fairs.
2. Assist the Vice President with the creation and subsequent posting of marketing materials and social media posts.

If an appointed Executive Board member fails to adhere to their duties, they may be removed from their position with the vote of 2/3 of the standing Executive Board.

ARTICLE VI: ELECTION AND RE-ELECTION OF EXECUTIVE BOARD

Candidates for the offices of President, Vice President, and Treasurer must be nominated by at least one of UCLO’s voting members, in order to run for office. These nominations must come from a representative, executive board member, or community member who has attended one or more UCLO meetings in the academic year prior to the election. Those being nominated must have attended one or more UCLO meetings in the academic year prior to the election. Self-nominations are permitted.

The term of office shall be one year, beginning from the moment they are elected as an Executive Board member until another person is voted into the position by a majority vote of UCLO’s voting membership. Nominations will take place before/during the meeting on or directly before February 28th. Voting will take place during the meeting on or directly before March 14th.

The procedure for nominations is as follows:
1. Each eligible person may nominate one candidate for President, Vice President, and Treasurer.
2. Nominations will be delivered, either in written form or electronically.
3. The number of nominations a person receives will not be counted.
4. The nominees will be notified of their nomination by the current Executive Board.
5. The nominees must either accept or decline their nomination no later than one week after the meeting on or directly before February 28th.
6. Each nominee must present their platform to UCLO representatives.
7. If accepted, nominees must submit speeches to the Executive Board no later than one week after the meeting on or directly before February 28th.

The procedure for voting is as follows:

1. Each representative must review the speeches and decide, with their organization, who will receive a vote for the positions of President, Vice President, and Treasurer.
2. Elections will take place during the meeting on or directly before March 14th.
3. The election will be conducted by a secret ballot conducted by the Executive Board.
4. Upon receiving the ballots, the Executive Board will proceed to count the votes. Each vote will be reviewable by each UCLO member.

In the event of a tie for an Executive Board member election, the advisor or co-advisor will be forced to make the final decision for the tied position(s) by the end of the meeting on or directly before March 14th.

In the case of a vacancy of an Executive Board member position for any reason, UCLO Executive Board members may hold nominations and elections in order to elect an interim Executive Board member until a permanent person may be found to fulfill the vacant Executive Board member position. These nominations and elections will follow the same procedures stated above.

ARTICLE VII: ADVISOR

There shall be an advisor and a co-advisor, as deemed necessary by OSU. This advisor and co-advisor must be a member of the OSU's full-time faculty and/or staff. The advisor and co-advisor will be appointed by the Executive Board before the end of March. The advisor and co-advisor will serve as long as it is deemed necessary. If needed, the advisor and co-advisor will cast a vote in the event of a tie on a submitted voting matter.

ARTICLE VIII: MEETINGS

A majority of voting UCLO members must be present to constitute a quorum. UCLO meetings will be held every other week within the academic year. Meetings will be held on a day and time agreed upon by the representatives and the standing Executive Board in a timely fashion at the beginning of the academic year. Meetings will be open to the public, but only representatives with voting rights, as stated below, will be allowed to vote on matters brought up to the council.
ARTICLE VIX: VOTING

Each Latinx organization and cohort shall only voice one vote through their chosen representative. The representative, after having learned about a matter discussed during a meeting, will go to their organization or cohort to further discuss the matter. The representative will then come to the following meeting with the vote that represents the opinion of their organization.

Decisions on proposals, issues, etc… will be decided on by a simple majority vote by all present representatives. If a representative is not present and does not send someone in their place, they agree to forfeit their vote.

ARTICLE X: PROPOSALS

Proposals for funding of collaborative events put on by two or more Latinx organizations can be given at any UCLO General Body Meeting.

This proposal must include the following items:
1. Proposal
2. Participants
3. Purpose
4. Cost Analysis
5. Planning Committee
6. Event Flier/Marketing Materials

Proposals submitted at least thirty day’s time before the date of the planned event will be considered for funds. A written proposal must be submitted at least 24 hours before the presentation of their proposal.

Only proposals wherein at least two UCLO member organizations are collaborating may be presented to UCLO’s voting membership. If any organization wishes to be a part of said collaboration, they can add themselves to the partnership before the voting on the proposal has started.

By the time of the vote, there must be an Executive planning committee formed for the event. This committee must include at least one member from all of the collaborating organizations and/or cohorts. If not, the event will be automatically declined by UCLO’s voting membership.
Per academic year, there will be one large event hosted and sponsored by UCLO. This event seeks to create and strengthen the bonds within the Latinx community. All organizations and cohorts registered under UCLO must collaborate with each other for this event. If not, that organization is suspended from requesting funding for a collaborative event for the academic semester.

ARTICLE XI: RECORDS

There must be a written record of all documents, meeting minutes, letters, reports, and resolutions passed, endorsed, and/or approved by UCLO. These records are considered validated records and thereby, will be property of UCLO. These records must be kept on file by the Vice President.

ARTICLE XII: IMPEACHMENT

All members of the Executive Board shall be subject to impeachment on the following grounds:

1. Failure to comply and/or meet the principles of UCLO, as stated in article II.
2. Consistent failure to adhere to their duties and responsibilities, as stated in article V.

The procedure for impeachment and removal from a position as part of the Executive Board will be as follows:

1. A written motion for impeachment must be submitted to UCLO
2. A simple majority vote will be required to proceed with the impeachment hearing.
3. The Executive Board member will be given the opportunity to resign or defend his/her position
4. If the Executive Board member declines the option of resignation, a written argument must be submitted to UCLO during an impeachment hearing, which will be scheduled by the advisor one week after the motion for impeachment.
5. During the impeachment hearing, the Executive Board member impeached will be allowed to defend his/her position
6. UCLO will be given the opportunity to question the impeached Executive Board member’s argument at which point the accused will be allowed to respond.
7. UCLO will then proceed to vote on the removal of the Executive Board member(s), again requiring a simple majority vote.
8. If the Executive Board member is removed, an election will follow as defined in Article V.

ARTICLE XIII: REVIEW OF CONDUCT
Any and all representatives of UCLO shall be subject to a “Review of Conduct” on the following grounds:

1. Failure to comply with the principles of UCLO as stated in article II.
2. Consistent failure to adhere to their duties and responsibilities as UCLO representative for their respective Latinx organization as stated in article IV.

If deemed necessary, the President and Vice President will meet with the defendant representative in order to address grievances. If this meeting is unsuccessful in regards to the representative agreeing to a change of the offending behavior or conduct, then the President must meet with the President of the organization in regards to their representative. The President of said organization must then follow through with the consequences outlined in the representative appointment contract on file.

ARTICLE XIV: AMENDMENTS

The articles of this constitution may be amended at any point deemed necessary by UCLO members. The amendment may only be adopted when ratified by two-thirds of UCLO’s voting members. The motion to amend must be presented at an UCLO meeting, and voting on the amendment will take place the following UCLO meeting. Any UCLO member may present a written motion to amend the constitution. If approved, amendments to the constitution will be effective immediately.

ARTICLE XV: BY-LAWS

If deemed necessary, UCLO may keep by-laws, adopting them and amending them as deemed necessary by a simple majority vote by UCLO’s voting members. Any provisions not covered by the constitution will be addressed by the appropriate section of the By-Law. By-Laws must be re-approved or amended by a simple majority vote at the first meeting of every academic year.

ARTICLE XVI: Ratification

The ratification by a simple majority of voting representatives of the member organizations shall be sufficient in the establishment of this constitution. Done in convention by the appointed representatives of each respected organization listed below and approved on 9th day of February of 2022.

In witness hereby, we have subscribed our names: