

CONSTITUTION & BYLAWS
OF THE
QUEER LATINE COMMUNITY PRIDE ASSOCIATION

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ARTICLE I : GENERAL INFORMATION

Section I : Name

The official name of this organization is “Queer Latine Community Pride Association”.

Section II : Mission Statement

The Queer Latine Community Pride Association at The Ohio State University centers the intersection of Latinidad and queerness. We are here to celebrate the queer Latine experience, providing a safe space for students who are out, in the process and/or questioning. By providing a space that promotes freedom of self-expression and that holds communal meetings, cultural events, and community involvement opportunities, QLCPA hopes to strengthen the queer Latine student body at The Ohio State University.

Section III : Non-Discrimination Policy

Our organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment. As a student organization at The Ohio State University, the Queer Latine Community Pride Association expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct.

All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

ARTICLE II : MEMBERSHIP

Section I : Participation

Meetings, events and activities shall be open, but not limited, to all students, faculty, staff, and community. In the case that there is an event that requires members to have a BuckID present or any other

identification, the Administrative Chair must inform all of the members regardless of their membership status.

Section II : Active Members

Any student currently enrolled at The Ohio State University is eligible for the active membership status. Active membership status can be obtained by attending three QLCPA general body meetings per semester. Accommodations are available upon event coordinators discretion. The Administrative Chair will keep records of attendance and members **must** fill out the attendance sheet for the event to count. Active Members are eligible for both voting privileges and executive board positions.

Section III : Non-Voting Members

Any faculty, staff, graduate students, alumni, and professionals can become non-voting members. Non-voting members are ineligible for voting privileges and executive board positions.

Section IV : Inactive Members

Members who do not satisfy the active member status or the non-voting member status will be considered inactive members. Inactive members ineligible for voting privileges and executive board positions.

Section V: Member Removal

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or violates the organization's constitution, or violates the Code of Student Conduct, university policy, or federal, state or local law, this member will be placed on a probation period. The probation period for a general body member is defined as three months (90 days). If the general body member continues to fall below this standard after the probation period is over the executive officers will vote on removing the member through a majority vote of the officers in consultation with the organization's advisor.

ARTICLE III : EXECUTIVE BOARD

Section I : The Executive Board Committee

The executive board shall consist of a President, a Vice-President, a Treasurer, a Communication Chair, an Administrative Chair, and an UCLO Representative. The leaders will represent the Executive

Board and general student body. The Executive Board shall be responsible for upholding and enforcing the constitution. We encourage our student leaders (and general student members) to have a healthy balance of academic participation, mental, physical and spiritual well-being.

Section II : Elections

Elections will be held during the end of April. Only active members will be able to attend the elections. Prior to the meeting, the Communication Chair will email those who are eligible to participate in the elections and will notify those who are eligible to run for a position. 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. In the case of a tie, there will be another vote amongst the Executive Board to determine who will take over the position.

Any eligible member that is running for an Executive Position will be required to give a three minute speech and answer at least two questions for the current Executive Board. If the member is running for President or Vice President, they are required to give a five minute speech and answer 3 questions from the current Executive Board. Members are allowed to run for two positions at a time but cannot hold more than one position per academic year. In order to be eligible for an Executive Board Position - excluding President and Vice President - you must meet the following requirements:

1. Must meet the active member status requirements
2. Must attend three meetings or activities per semester
3. Must be a member of the organization for at least one semester

In order to be eligible for the President or Vice President position you must meet the following requirements:

- I. Must meet the active member status requirements
- II. Must attend five meetings or activities per semester
- III. Must be a member of the organization for at least one semester
- IV. Must hold any QLCPA Executive Board Position for at least one academic year

Section III : Responsibilities

All members of the Executive Board must complete required training as per University requirements. Each member is required to serve on the board for one academic year. The Executive Board must meet once a week to discuss organization activities. Each member is required to attend both

Executive Board and General Body meetings. The following will discuss each positions responsibilities and duties:

President: The president shall serve as the Chief Officer and will be responsible for the organization's efficient and inefficient operations. The responsibilities are as follows:

- The President must complete all of the required training provided by The Ohio State University.
- The President shall facilitate general body meetings and other related activities. They shall be responsible for facilitating the involvement of current officers, future officers and general body members.
- The President shall instruct the officers and periodically meet with them to review their duties and responsibilities.
- The President shall be responsible for the organization's development. The president shall document an analysis of the organization which should include the organization's standing, progress, definite or potential problems, goals and priorities. This should be presented at each weekly Executive Board meeting.
- The President Shall have the authority to create sub-committees to serve a specific purpose.
- The President shall be one of the two signers on every financial document and will be responsible for creating a budget at the beginning of each semester, in conjunction with the Treasurer.
- The President shall serve as the first point of contact and shall be responsible for contacting other organizations for collaborations.
- The President shall be responsible for the organization's activities. This includes but is not limited to the following: contacting the participating partners; ensuring that the proper venue is selected; and shall communicate needs to the rest of the Executive Board.
- The President has the authority to assign tasks to any individual Executive Board Member
- When the President's term is over, they shall provide all documentation and records pertaining all of their responsibilities to the newly elected President.

Vice President: The Vice President shall assist the President in their duties. In the absence of the President, the Vice President shall be responsible for assuming their duties. In the case that any Executive Board member has to step down from their position, the Vice President is required to step in and will be held responsible until a replacement is able to take over. The Vice President responsibilities are as follows:

- The president shall be responsible for filing organization renewal forms at the beginning of each academic semester with the Undergraduate Leadership & Engagement Office and the Ohio Union Student Activities Center.
- The Vice President Shall be responsible for establishing a calendar of events for the academic year and must communicate the calendar to all the members of the Executive Board.
- The Vice President shall coordinate all conferences and training.
- The Vice President shall be responsible for food preparation during events..
- The Vice Presidents shall perform any tasks and/or duties directed and delegated by the President.

Treasurer: The Treasurer shall be responsible for the inflow and outflow of cash from the organization's bank account. The Treasurer shall be responsible for communicating and ensuring awareness of the organization's financial position to the Executive Board by preparing financial statements. The Treasurer's responsibilities are as follows:

- The Treasurer shall perform an audit of all the organization's financial transactions once per semester. An update on the budget shall be presented at the beginning of each semester.
- The Treasurer shall serve as the second signature for any of the organization's financial documents. The Treasurer and President are the only officers authorized to sign checks and to reimburse any individual. All funding must be approved and reviewed by the President, Vice President and Treasurer.
- The Treasurer shall be responsible for ordering any materials required for the organization. This included but is not limited to; name tags, t-shirts, tri-boards, posters, event materials, etc.
- The Treasurer shall prepare a budget at the start of the semester in conjunction with the President and it must be presented to the Executive Board for approval.
- The Treasurer shall be responsible for communicating and ensuring awareness of the organization's financial position to the Executive Board .
- The Treasurer shall be responsible for reporting the financial status of the organization on a weekly basis during the Executive Board meetings .
- The Treasurer shall review all proposed projects and financial requests.
- The Treasurer must host Two fundraising events per semester.
- The Treasurer shall provide all documentation and records of their responsibilities to the newly-elected Treasurer.
- The Treasurer shall stay up to date with funding windows for operating and programming funds, and apply for the appropriate funds for specific events.

Communication Chair: The Communication Chair shall be responsible for all of the communication within the organization. This includes but is not limited to; sending weekly newsletters, updating QLCPA social media, sending out courtesy cards, etc. The Communication Chair responsibilities are as follows:

- The Communication Chair shall create and send out a weekly mailchimp (or the best platform) newsletter pertaining the following; scholarships, events, general body meetings, other UCLO events, Holiday graces, etc.
- The Communication Chair shall be responsible for all outgoing and incoming correspondence of the organization, including notifying members of meetings and opportunities via e-mail and/or telephone at least 48 hours in advance.
- The Communication Chair shall maintain an accurate list of all members and their contact information.
- The Communication shall be responsible for the maintenance of the organization's social media network and websites.
- The Communication Chair shall be responsible for informing all eligible members of the elections a month before the events.
- The Communication shall assume the responsibilities of the Vice President in the Vice President's absence.
- The Communication shall provide all documents and records pertaining to his/her responsibilities to the newly-elected Communication.

Administrative Chair: The Administrative Chair shall serve as the liaison between the Executive Board and the general student body. The Administrative Chair is responsible for organizing events and programs for the general body. The Administrative Chair responsibilities are as follows:

- The Administrative Chair shall propose biweekly themed general body meetings. They should communicate to the Executive Board at least two months prior to any event.
 - The Administrative Chair shall propose each of the following meetings: townhall, general body meeting, collaboration with another organization, one special guest event, and one relaxing meeting.
- The Administrative Chair shall create the attendance sheet for every event and they shall be responsible for taking attendance.
- The Administrative Chair shall keep accurate records of all meetings in case of a member's absence.
- The Administrative Chair shall prepare meeting agendas and keep records, reports, and minutes of the Executive Board's and General Body's meetings.

- The Administrative Chair shall be responsible for organizing Elections. They shall prepare the ballots and provide all attendance sheets for the Communication Chair.
- The Administrative Chair shall inform all of the members regardless of their membership status.

UCLO Representative: The UCLO Representative shall serve as a liaison between the University-Wide Council of Latine Organizations and QLCPA. The UCLO Representative shall be responsible for the following:

- The UCLO Representative shall attend every UCLO body meeting and take notes of the current budget and events.
- The UCLO Representative shall inform the Executive Board of all the information that was presented at the UCLO Meeting.
- The UCLO Representative shall represent the organization during roll call.
- The UCLO Representative shall communicate all changes to the budget with the Executive Board in order to vote. The Vote must be approved by the Executive Board prior to the UCLO meeting.
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Section IV: Resignation

If an officer resigns, he or she is required to turn in a written document to the Board with a 48 hours notice. If a position becomes available because of a resignation, the position shall be offered to any qualifying member. All interested members must undergo an interview with two Executive Board members. The position will be given to the member who has the best interview and this will be determined by the Executive Board on a voting basis. In the case of a tie, the two candidates must go through another set of interviews.

Section V: Impeachment

Any elected Executive Board member of the organization may be removed from their position for cause. Cause for removal includes but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Board may act for removal upon following the removal procedures written below. Process should not last longer than an academic semester or else it may hinder the performance of the organization.

- Impeachment can be proposed by any Executive Board member, Active Member or Non-Voting Member. However, impeachment of an officer required a majority vote of the Executive Board. A special closed meeting will take place among the Executive Board only to determine if

impeachment is warranted. If an Active Member or Non-Voting Member proposed the impeachment, they must be present during the closed meeting.

- If impeachment is not deemed appropriate the officer will remain on the Executive Board.
- If impeachment is deemed to be appropriate, the President shall be responsible for voicing the concerns to the impeached officer.
- The impeached officer has the opportunity to state their case to the Executive Board or they may resign from their position.
- No public statements shall be released of the resignation of an individual unless deemed appropriate by the President **and** Advisor.
- If the impeachment is deemed appropriate, the impeached, the President, the Vice President and the advisor will have a closed meeting to determine the following steps.

ARTICLE III : ADVISORY BOARD

Section I: Advisors

The advisor of the Queer Latine Community Pride Association shall be a faculty, staff, or administrator. QLCPA shall aim to hold an advisor and an co-advisor. The current advisors of QLCPA are Johana Coronado. The President and Advisor will agree on a role for the advisor prior to the start of their term. The duties of the advisor can include, but are not limited to listener, historian, policy interpreter, mediator, mentor, teacher, motivator, financial advisor, editor, and support. Advisors are required to complete advisor training every two years, submit online approval of the organization's registration every year, and submit online approval of the organization's goals every year.