

Constitution of Latine Educational Empowerment at The Ohio State University

Article I

Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1

The name of this organization shall be Latine Educational Empowerment at The Ohio State University; hereinafter referred to as “LEE.”

Latine Educational Empowerment seeks to inform middle and high school Latino students (in regions of Ohio that don't receive many educational resources) of the educational opportunities at their disposal for college preparation. We aim for current Latino OSU students to meet and discuss ways to better the college path for younger students, amassing advice and experiences that can illuminate a route that often feels nebulous, particularly for Latino youths given the challenges they face compared to their white counterparts. Simply put, this organization will connect current students who have completed the process of college attendance with younger

Section 2

students who may not even be aware of college as a possibility. It will also be a meeting ground for incoming Latino Buckeyes to get better acclimated to campus by meeting current Latino Buckeyes and bond — bond by paying it forward. We will have events that assist Latino Buckeyes of all years and majors to bond with one another as we engage in this mission – events will range from informal discussions and presentations (film, for example) about the position that Latino students occupy within the U.S. education system, our own experiences, and a way forward with those experiences in mind. Our overarching goal is to have at least 2 annual visits (one in fall, one in spring) to The Ohio State University for Latino middle and high school students, with lasting impacts being formed as we inform students of possible collegiate careers.

Section 3

LEE'S NON-DISCRIMINATION POLICY IS AS FOLLOWS:

“This organization does not discriminate based on 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, Latine Educational Empowerment 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 2

Membership

Section 1 Membership shall be open to all current Ohio State University students.

Members are strongly encouraged to voice their collegiate experiences.

Members must be respectful of one another and the Executive Board.

Section 2 Members must adhere to University student policies and standards.

Any questionable or offensive commentary will be documented and reported to the proper offices.

Article 3

Methods for Removing Members and Executive Officers

Section 1 If a member engages in behavior that is detrimental to the organization's purpose, violates the constitution or by-laws, or violates the Code of

Student Conduct, university policy, or federal, state, or local law, the member may be removed by a majority vote of the officers in consultation with the organization's advisor.

Section 2

Any Executive Board officer may be removed from office for good reason. The following are some examples of behavior that could result in removal from this organization: breaking the organization's constitution or bylaws; failing to fulfill obligations; engaging in conduct that would be detrimental to the organization's goals; breaking university policy; and breaking federal, state, or local laws. After consulting with the organization's advisor, the Executive Board may take action for removal with a two-thirds vote in favor.

Section 3

In cases where the Family Educational Rights and Privacy Act (FERPA) protects the reason for member removal or where sharing the information with members would be prohibited (such as during an ongoing investigation), the executive board, in collaboration with the organization's advisor, has the authority to temporarily suspend an executive office or member.

Article 4

Organization Leadership

Positions

The Latine Educational Empowerment Executive Board will be comprised of a President, Vice President, Treasurer, Director of Media, Director of Events, and UCLO Representative.

President

The Latine Educational Empowerment President will be responsible for the following duties:

- The President will organize and preside over all LEE
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general body and Executive Board meetings.

- In external events, the President will serve as the main spokesperson for LEE.
 - The President is responsible for keeping the organization aligned with its goals and missions.
 - The President must facilitate the onboarding of Executive Board members, new and precedent.
 - The President will have the final say on any Executive Board decisions relating to organizational matters (what constitutes an organizational matter will be determined between the Vice President and President).
 - ******Must complete required training as part of position!***
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Vice President

The Latine Educational Empowerment Vice President will be responsible for the following duties:

- When the President is unable, the vice president shall call and chair all LEE general body and Executive Board meetings.
 - The Vice President's responsibilities also include recording meeting attendance, maintaining a general body and executive board roster, and overseeing membership selections.
 - In the event of the loss, resignation, or removal of the President, the Vice President shall assume the position of the President.
 - *A new Vice President shall be chosen according to Article 9 Section 2 of the Constitution of LEE.*
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Treasurer

The Latine Educational Empowerment Treasurer will be responsible for the following duties:

- Budgeting: Creating and overseeing the organization's
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annual budget, ensuring that the organization stays within its financial means.

- Financial Records: Maintaining accurate records of all financial transactions, including income (like dues, fundraisers, and donations) and expenses (such as event costs, equipment, and materials).
- Banking: Managing the organization's bank account, including deposits, withdrawals, and reconciliations.
- Compliance: Ensuring all financial activities comply with college/university policies and any relevant external regulations.
- ******Must complete required training as part of position!***

The Latine Educational Empowerment Media Director will be responsible for the following duties:

- Content Creation: Developing, producing, and overseeing multimedia content, which can include videos, graphics, articles, and other digital materials that align with the organization's goals and mission. All media content must receive approval by the President and Vice President prior to posting.
 - Specific guidelines will be provided by the President and Vice President.
 - Platform Management: Overseeing the organization's online presence, managing and updating social media accounts and any other digital platforms.
 - Communication: Ensuring clear and consistent communication of the organization's message, events, and updates to its members and the broader community through social media.
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Director of Media

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- Compliance: Ensuring all media content and communication adhere to university policies, as well as any relevant external regulations or standards.
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Director of Events**The Latine Educational Empowerment Events Director will be responsible for the following duties:**

- Event Planning: Designing and conceptualizing events that align with the organization's goals and mission, as well as determining event themes, schedules, and content.
 - Logistics: Handling the practical aspects of event organization, such as booking venues, arranging for equipment, coordinating with vendors, and ensuring all necessary permits and permissions are secured.
 - Engagement: Fostering a sense of community and engagement during events, ensuring they resonate with attendees and fulfill their purpose.
 - Compliance: Ensuring all events comply with college/university policies, regulations, and any external requirements.
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UCLO Representative**The Latine Educational Empowerment UCLO Representative will be responsible for the following duties:**

- The University-wide Council of Latine Organizations (UCLO) representative shall serve as the ambassador for and liaison between LEE, UCLO, and other Latine student organizations through UCLO meeting attendance in the duration of their term.
 - The UCLO Representative is responsible for communicating all pertinent information relating to LEE toward UCLO and vice versa.
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- The UCLO Representative will share any and all information amassed from UCLO meetings with the Executive Board at each Executive Board meeting following a UCLO meeting.
 - The UCLO Representative must attend all UCLO meetings as part of their position.
 - *Should the UCLO Representative be unable to attend a UCLO meeting, they must notify the President and/or Vice President at the earliest possibility.*
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All Executive Board members must be present for weekly Executive Board meetings and biweekly general body meetings.

Executive Board terms will be set by each incoming President and Vice President and discussed with other Executive Board members.

Article 5

Selection of Organization Leadership

Section 1

All Latine Educational Empowerment Executive Board members will apply for their respective positions, and the application process will be overseen by the current President and Vice President. All applicants must at least have attended three LEE meetings.

All Executive Board members must hold a cumulative 3.0 GPA.

Section 2

In regards to mentors for the biannual LEE Ohio State visits, prospective members (or invited alumni) will apply for mentorship opportunities. Selection will be completed by the current President and Vice President. Prospective mentors must abide by all rules and standards set (especially in regards to discourse, composure, and appearance) and be able to properly interact with minors (this may be accomplished through attendance to

LEE's mentorship training). Mentors of past LEE Ohio State visits are not required to attend mentorship trainings (but must still hold themselves to the aforementioned standards).

Article 6

Executive Board Standards

- Section 1** The compulsory positions of the Executive Board are **President, Vice President, Treasurer, and Faculty Advisor**.
- Section 2** **Executive Board members must be respectful and dignified toward one another and all General Body members. General Body members and Executive Board members are of equal importance to Latine Educational Empowerment.**
This consists of active listening, encouragement, and hearing others' opinions without judgment, open communication, and genuine comfort with and support of one another.
- Section 3** Should conflicts arise in the Executive Board, they must be aired out and thoroughly discussed with the President or Vice President present to organize the discourse and ensure that it is being conducted well and professionally.
Should a conflict pertain to the President, the Vice President will lead the conversation.
- Section 4** During LEE Ohio State visits, Executive Board members must ensure that all conversations in the presence of minors must be civil and school-appropriate (for example, discussion of substances, such as alcohol or marijuana, is not permitted; profanity is not permitted).

Article 8
Faculty Advisor

Section 1

Advisors of Latine Educational Empowerment must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

The responsibilities and expectations of the Latine Educational Empowerment Advisor are as follows:

Section 2

- Consistently communicate with the President and Executive Board.
- Actively listen to the President and Vice President on any important matters.
- Embody the role in a range that is agreed upon with the President and Vice President.
- Be able to orient the Executive Board in the proper direction should the Board be unable to do so itself — this includes connecting the Board with the proper University resources and formulating a plan of action with the Board.
- All Advisor decisions must be completed in agreement with the President and Vice President.

Article 9
Meetings and Events of the Organization

Section 1

Meeting schedules will be determined by the Executive Board based on its availability per academic semester (autumn and spring).

Section 2

Three general body meetings attendance is required for any member interested in mentoring a student during a biannual LEE Ohio State visit.

Article 10**Attendees of Events of the Organization: Required events and their frequency****Section 1**

The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution. This includes hate speech, offensive gestures, and threats of violence. Members should report any incidents of these or other concerning behavior to the Executive Board for the Executive Board to take swift action to ensure the safety of all attendees.