

CONSTITUTION

ARTICLE I NAME

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

ARTICLE II MISSION

Section 1 The Latine Student Association at The Ohio State University is dedicated to celebrating the Latine culture as well as fostering and bringing awareness about the Latine community. By holding meetings, cultural events, and community involvement opportunities, LSA strengthens the Latine student body at OSU. LSA is open to anybody interested in Latine culture, whether they identify as Latine 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 two general body meetings per term held by the LSA and attendance of at least one community service or program event hosted/collaborated by the 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 Membership, a Vice President of Finance, a Vice President of Communications & Outreach, and Chair of Digital Media. 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 Voting members of the Executive Board shall be the Vice President of Membership, the Vice President of Finance, the Vice President of Communications & Outreach, and the Chair of Digital Media. All other officers of LSA shall be considered ex-officio members of the Executive Board.

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 ascertain 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 Latine Student Association must have at least two advisors. The Primary Advisor to the LSA must be affiliated with the Center for Belonging and Social Change.

ARTICLE VI PROGRAM COMMITTEES

- Section 1 The program committees, determined in the By-Laws, shall be composed of LSA membership only, and a Director 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 Vice President. A program committee will be led by a director appointed by a majority vote made by the executive board.
- 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:
President 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:
*VP of
Membership*

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; 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 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:
*VP of
Finance*

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 4:
*VP of
Communications
&
Outreach*

The Vice President of Communications & Outreach is responsible for overseeing all aspects of print, digital, and web communications, branding, and promotion of LSA's events and campaigns. This includes editing and maintaining official publications, managing archives, coordinating the yearly composite, and ensuring visibility for LSA initiatives. Additionally, the Vice President of Outreach and Engagement oversees social and community service events and manages initial programming of LSA events including the Coca-Cola® Beverage Donation Requests.

Section 5:
*Chair of
Digital Media*

The Chair of Digital Media shall assist The VP of Communications & Outreach with all print, digital, and web communications, branding, and promotion of LSA's events and campaigns, along with any delegations the VP of Communications & Outreach provides. The Chair of Digital Media will be responsible for location reservations of any LSA events. The Chair of Digital Media will also aid the VP of Communications & Outreach in filing the Coca-Cola® Beverage Donation Request.

Section 6:
*Executive
Assistant*

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. These forums will be open to all levels of membership. 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 Finance, Vice President of Communications & Outreach and Chair of Digital Media 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 Finance, Vice President of Communications & Outreach and Chair of Digital Media.
- Section 4 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 5 The term of office shall be one year beginning with a transitional period in the Spring Semester following the election and ending with a transitional period in the following Spring Semester.

- Section 6 An Executive Assistant and a Representative for University-Wide Council of Latine Organizations shall be appointed by the President-elect with the consent and approval of the new Executive Board and LSA advisor.
- Section 7 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 8 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 and all Vice President positions (Vice President of Membership, Vice President of Finance, and Vice President of Communications & Outreach) and the Chair of Digital Media 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. One 1-minute pro

2. Vice Presidents (Membership,

Finance, and Communications & Outreach, in that order) and Chair of Digital Media

- 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.

ARTICLE X
Non- Discrimination Act

This 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 Latine Student 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.