

2024-2025 CONSTITUTION
Puerto Rican Student Association
The Ohio State University
Adopted April 4, 2012

ARTICLE I: Name and Objectives

Section 1

The name of the organization shall be the "Puerto Rican Student Association at The Ohio State University". The shortened form shall be the "Puerto Rican Student Association," also known as "PRSA" and referred to hereafter in this document as "PRSA." This organization is affiliated with the Multicultural Center (MCC) and the Latinx Student Success program area in the Office of Diversity and Inclusion at The Ohio State University.

Section 2

The Puerto Rican Student Association at The Ohio State University (OSU) mission shall be to meet the needs of the Puerto Rican undergraduate, graduate, and professional students attending The Ohio State University, while at the same time teaching others about the Puerto Rican culture and traditions. This will be accomplished through the active engagement and opportunity with the broader OSU community both on and off campus. Our mission shall include but not be limited to holding events which are cultural, social, and educational. Membership shall include any and all students who strive for a community which is inclusive and diverse, while acknowledging and celebrating all that is Puerto Rico.

ARTICLE II: Memberships

Section 1

PRSA membership is open to any person who supports and is willing to work to attain the objectives of Article I. Individuals that support and share our mission are strongly encouraged to become members.

Section 2

This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

Section 3

Membership in this organization shall consist of active membership as well as inactive membership. Active membership shall grant the member all rights of inactive members in addition to voting privileges. All inactive members are welcome to attend and participate in every meeting, gathering, and event hosted by PRSA. If an individual would like to become an

active member of PRSA he/she must attend at least 50% of the meetings per semester prior to the meeting of elections and one community service or fundraising a year that PRSA is involved with. This will ensure voting privileges and will also grant them the potential to sit on the executive board.

Section 4

Non-OSU students who wish to join the organization shall not have voting privileges or the opportunity to sit on the executive board.

Section 5

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, disrespectful to others or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

ARTICLE III: Executive Board

Section 1

The executive board positions of the PRSA shall be one President or two Co-Presidents, one Vice-President, a Secretary, and a Treasurer. An Outreach Chair position is not mandatory, but recommendable. If two Co-Presidents are elected, they will interchangeably be the Primary and Secondary Leaders and both will have the authority and duties listed in Part A and Part B of Section 5 as needed. If one President and one Vice-President are elected, the President will be the Primary leader having the authority and duties listed in Part A of section 5, and the Vice-President will be the Secondary Leader having the authority and duties listed in Part B of Section 5. Ideally, the executive board should be representative of the general membership body - that is relatively equal undergraduate and graduate student representation. If this is not the case, then an additional position of Undergraduate or Graduate Representative shall be elected to the executive board as needed. Both Undergraduate and Graduate Representative positions can be elected at the same time if the current executive board finds it appropriate.

Section 2

Any student wishing to become an officer of PRSA must be an active member within PRSA and in good standing with The Ohio State University maintaining a grade point average of no less than a 2.50. He/she must be a student at OSU during the full term held in office. Inability to meet these requirements makes the student ineligible to run for 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 hear problems, complaints and suggestions that can generate possible constitutional amendments and initiate appropriate actions.

Section 4

The term of office for following Executive Board Officers is defined in detail by Article IV Section 4.

Section 5

All executive board members shall do the following as part of their duties during their term held in office;

- 1) Preside at all meetings of the organization.
- 2) Maintain a hard copy and an electronic copy of the Constitution.
- 3) Attend all scheduled general and executive board meetings.
- 4) Manage the daily affairs of the Puerto Rican Student Association.
- 5) Create an organized binder/Google Drive of all documents from term. These shall be turned over to the next executive board member once the term is over.
- 6) No members of the executive board may serve as Directors or Program Coordinators within PRSA.

a. The Primary Leader (President or Co-President) shall do the following:

1. Serve as the official representative of the organization or appoint a proxy as may be necessary. Acts as the primary liaison between the administration and PRSA advisor.
2. Serve as a liaison between the Multicultural Center and its Affiliate Members, as well as other OSU agencies and organizations.
3. Act as leader and delegate tasks for the organization of PRSA activities and oversee their execution.
4. Schedule, attend, and preside meetings.
5. Preside as the tiebreaker in matters voted on by the executive board.
6. Must attend financial meetings with the treasurer. In the event that the president cannot attend financial meetings the Secondary leader will fill in.
7. Shall reserve all rooms for all PRSA meetings.
8. Shall draft contracts for all co-sponsors of events. The Primary Leader or Secondary Leader of both organizations must sign contracts.
9. Shall turn in reports of PRSA activities once a year at the end of Spring semester.
10. Must create agendas for each general assembly and provide them to executive board members at least one meeting prior to general assembly.

b. The Secondary Leader (Vice-President or Co-President) shall do the following:

1. Perform all duties of the Primary leader in his/her absence.
2. Perform any other duties assigned by the executive board.
3. Participate and attend events of the University-wide Council of Latino Organizations (UCLO), Multicultural Center and its Affiliate Members as well as other OSU events.
4. Attend financial meetings with the Treasurer in the Primary Leader's absence.

5. In charge of internal team building, leadership, and socials of executive board members.
6. Coordinate at least one community service event per semester.
7. Oversee the calendar of planned events.
8. Shall manage office space if one is acquired.
9. Provide service scripts for each member and turn them in on time.

c. The Secretary shall do the following:

1. Keep detailed minutes of all executive board meetings of the organization and make this available to all executive board members when requested.
2. Keep an updated list of the members in good standing. Responsible for tracking and emailing members, updating the listserv and keeping track of contact list.
3. Provide an agenda for all members at general assemblies.
4. Must send out email reminders to executive board members. In order to remind executive board members to send in weekly reports by specified time and date.
5. Attend scheduled UCLO meetings and serve as the PRSA representative.
6. Responsible for keeping track of attendance at all PRSA events, as well as other MCC and UCLO affiliate events.
7. Responsible for creating documents or other materials to assist the executive board in planning and organizing as needed.

d. The Treasurer(s) shall do the following:

1. Receive and manage all funds for this association.
2. Create and participate in fundraising events and activities.
3. Pay all bills authorized by the executive board in a timely manner.
4. Complete and submit each semester a financial statement to the executive board.
5. Keep an exact account of all receipts, expenditures and account balance of the organization's account.
6. Make a semester/annual budget and adjust based on intake of funds and any changes within our calendar of events.
7. Responsible for business account(s) and ensures that the account remains in good standing with the bank.
8. Have a printed budget at each executive board meeting.
9. Must have at least one fundraising event per semester.

e. The Outreach Chair(s) shall do the following:

1. Must attend all major external events, in order to take photos and/or videos. If unable to attend, he/she must delegate another person to do so.
2. Advertise OSU and Columbus events that are open to the membership, as well as advertising PRSA events to the OSU community.

3. Responsible for making, printing, and distribution of PRSA paraphernalia (flyers, pamphlets, brochures, etc.).
4. Responsible for all PRSA affiliated social media accounts (Facebook, Instagram, etc.) and keeping them up to date by making a post at least once a week.

f. The Undergraduate and Graduate Representatives shall do the following:

1. Represent, cater to the needs, and work to increase membership of the class of students (undergraduate or graduate) disproportionately represented by the current total membership of students.
2. Responsible for making, printing and distributing PRSA paraphernalia (flyers, pamphlets, brochures, etc.) with the intention of generating publicity to increase membership and/or participation of the class of students he/she represents.
3. Advertise OSU and Columbus events that are open to the membership, as well as advertising PRSA events to the OSU community with the intention of increasing membership and/or participation of the class of student he/she represents.
4. Attend executive board meetings and perform or assist with any other duties assigned by the executive board.

ARTICLE IV: Selection of Officers

Section 1

Elections for 2025-2026 executive board shall take place in March of Spring semester 2025, and shall be initiated by the Primary Leader beginning with nominations and applications during February. The term of office of the executive board is defined in Article IV Section 4.

Section 2: Eligibility to vote and hold office

For a student to be eligible to vote and hold office he/she must be an active member of PRSA as referred to in Article II Section 3.

Section 3: Election of Officers

The officers shall be elected in the order of the President or Co-presidents, Vice-President, Secretary, and Treasurer.

Elections shall be conducted as follows:

- Any active member will fill out an application for the desired position of their choice or nominate a candidate. If he/she is unable to attend elections, an absentee ballot from an active member not running for office will only be counted if given unanimous approval by the current officers.
- Executive board will meet and vote on the applicants. A simple majority of the votes will grant the applicant the eligibility to run for office.

- Eligible candidates will then propose their platforms at the elections meeting. This meeting shall have an open forum format where the general members in attendance may ask questions to the candidates before casting their vote.
- A simple majority of votes from the active members in the elections meeting will grant the candidate a position.
- In the case of a tie, the position will be decided upon by the executive office members.

Section 4: Term of office

Upon agreement of the 2024-2025 executive board and in efforts directed to align term of office with academic year, to the following office terms apply:

- The executive board elected for 2024-2025, and all the following academic years, will hold office from 1st of autumn semester to July 31st of summer semester the following year.

ARTICLE V: Officer Vacancies

Section 1: Removal of Officers

The procedure for removal of an office shall be as follows:

- A current executive board member must present a document expressing their proposal for the removal of another officer and the reasoning why.
- This letter must be signed and dated by two other executive board members.
- It will then be reviewed at the following executive board meeting, and the executive board shall vote and decide on the removal of that officer.
- A 2/3 vote of the executive board is required to remove an officer from office.
- If an officer is removed, he/she shall provide all documents in relation to the organization and brief his/her replacements of current projects in his/her care.

Section 2: Resignation

Any officer who wishes to resign must do so in writing. The resignation letter must be turned in to the President of PRSA no earlier than one month from their resignation date. Prior to the officers final day, he/she shall provide all documents in relation to the organization and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Officer Positions

A vacancy in the office of President shall be filled by the Vice-President. A vacancy in any other office shall be by the appointment of the executive board pending approval of majority vote of the executive board.

ARTICLE VI: Advisor

Section 1: Election of an Advisor

The advisor shall be selected by the officers of this organization and must be approved by a simple majority vote of eligible members.

Section 2:

The advisor has no voting rights. The advisor position has no term limits other than he/she must be a current OSU faculty or professional/staff member. The Primary or Secondary Advisor to the Puerto Rican Student Association must be affiliated with the Multicultural Center.

Section 3: Role and Responsibilities of Advisor

The advisor of the Puerto Rican Student Association shall do the following:

- 1) Serve as a mentor to the organization by providing guidance to the officers and members.
- 2) Attend executive officer meetings as well as general meetings.
- 3) Attend organization programs and activities.
- 4) Review and understand the policies of the university with the executive officers and the entire general membership as needed.
- 5) Take a role in conveying the organization's goals.
- 6) Take an active role in the transition of responsibilities between old and new officers.
- 7) Ensure that updates to the organization's officers and registration information are communicated to Student Activities when changes are made.
- 8) Let the organization work out its problems, including making mistakes and doing things the hard way.

ARTICLE VII: Finances and Expenditures

Section 1: Finances

There are no membership fees for PRSA; it is open membership for anyone interested in PRSA.

Section 2: Expenditures

In September of each year, the executive board will decide upon the amount of money the Treasurer may spend on one purchase with the approval of the executive board. All money remaining at the end of the academic year will remain as property of the organization to be used for the following year. In the case of emergency requiring money to be spent, the approval of the Primary Leader and an additional executive board member must be granted.

ARTICLE VIII: Publications

Section 1: Compliance

All advertisements of the organization must comply with the University Posting Policy.

Section 2: Approval

All publications bearing the PRSA logo shall be approved by the executive board prior to duplication and distribution.

ARTICLE IX: Meetings

Section 1: General Assembly

This organization shall hold general meetings once a month on dates to be determined on a per term schedule or announced at the prior meeting.

Section 2: Structure of General Assemblies

The structure of the general meeting shall consist of a review of old business, discussion of new business, a current events discussion period, followed by the postings of announcements. The general meetings shall be presided over by the Primary Leader.

Section 3: Executive Board Meetings

Executive board meetings shall take place one to two weeks before general meetings or whenever necessary. In the event the Primary Leader and Secondary Leader both cannot attend the meeting, he/she must assign another executive board member to preside over the meeting or reschedule the meeting.

ARTICLE X: Amendments

Section 1

The Constitution must be amended by two-thirds of the executive board's vote of the PRSA. A written notice of the proposed amendment is presented at least one meeting prior to the vote.

Section 2

No amendments to the Constitution shall take effect unless duly approved by the advisor for PRSA.

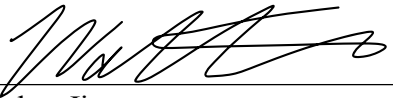
ARTICLE XI: Revision

The Constitution of the Puerto Rican Student Association shall be revised by the executive board at the beginning of their office term every year to ensure that the Constitution remains viable to the membership beginning from this academic year, 2024-2025. A two-thirds vote of the executive board is required to accept any revisions and to approve an amendment to the Constitution. Any executive board member who wishes to change the constitution must do so by turning in a letter


to the President, which will then be discussed at the next executive board meeting. Therefore, the constitution must be revised annually but amendments can be made following the proper protocol at any time.

The Constitution shall be officially adopted upon its approval by a majority vote of those members in attendance and currently active in PRSA. It shall take effect upon the granting of a charter or approval by the full-time staff of The Ohio State University.

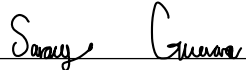
Revised on **April 12th, 2024** by the executive board of the Puerto Rican Student Association.




Walter Jimenez
Primary Leader - President



Mariana Ramos-Andujar
Secondary Leader – Vice President



Saray Guevara
Treasurer




Will Gonzalez
Treasurer




Jolina Jimenez
Secretary



Alayna Lopez
Outreach Chair



Karyme Arroyo-Flores
Outreach Chair



Cerialia Bizzell
Advisor