

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 / Latino / 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 a 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 with each other on events, projects, joint efforts, and finding solutions for the problems faced by the community.

ARTICLE III: MEMBERSHIP

Article III Section 1: Organizational Membership

Membership with UCLO is extended to any and 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 Committee 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

Removal Process

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

Any elected officer of the chapter 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 Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

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 organizations Representative-Appointment Contract which will be submitted at the time of said organization/cohorts induction into UCLO which will be re-signed promptly at the beginning of each election and appointment cycle.

The Executive Committee 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 strongly 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 Committee members and appointed officers, active

participation in UCLO is encouraged and welcomed to any person who identifies with the Latinx Community at Ohio State. UCLO Meetings will always be open to all who have interest in participating and voicing their opinion.

Community Members are encouraged and welcome throughout the year to serve on special 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 groups membership promptly following the election and appointment of UCLO executive committee and officers.

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 Chief Executive Officer of their reason for absence 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 their 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 Committee 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 Committee of UCLO shall consist of the three following positions:

1. Chief Executive Officer (CEO)
2. Chief Operations Officer (COO)
3. Chief Financial Officer (CFO)

The Executive Committee 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 committee will be granted voted privileges in any vote brought to the consideration of the representatives.

Chief Executive Officer (CEO)

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

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

The duties of the Chief Executive 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 committee members and officers, including the scheduling of executive committee meetings.
3. Will be present at all UCLLO sponsored events.
4. Serve as the liaison between UCLLO 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 UCLLO-affiliated Latinx organizations on campus.
6. Maintain a working relationship with university leadership that could affect the implementation of initiatives which directly affect Latinx students at OSU.
7. Plan, conduct, and lead all regular and special UCLLO meetings. Work with fellow e-board members to coordinate agendas for these meetings.
8. Receive and process applications for membership to UCLLO Latinx student organization.

Chief Operations Officer (COO)

The COO of UCLLO will serve for one academic year, as defined by the university. A new Operations Officer will be voted on by the representatives of each organization and cohort. The new Chief Operations Officer must receive a simple majority of the votes to be assigned to the position.

The duties of the Chief Operations Officer are as follows:

1. Discharge of all the duties and responsibilities of the Chief Executive in their absence and assume the office of Chief Executive in the event that the Chief Executive can no longer serve their position.
2. Will be present at all UCLLO-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 regular and special UCLO Meetings.
5. Head and oversee all advertising and marketing materials for the organization.
6. Maintain the BuckeyeBox database for the organization current and appropriately organized.

Chief Financial Officer

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

The duties of Chief Financial Officer are as follows:

1. Is responsible for uploading all validated financial records and accompanying documents to the buckeyebox database for the duration of their tenure with UCLO. Upon expiration of their tenure they must direct and advise the incoming Chief Financial Officer 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. Is responsible for tracking all of UCLO's financial transactions and keeping record of all bookkeeping matters.
4. 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.

Appointed Positions

In addition to the Elected Positions stated above, there will be two officer positions included in special activities at the request of the standing executive committee. Members of the community who are interested in these appointed positions must submit an application to the appropriate officer who will then consider all applications, and narrow down the selection of those who may be eligible to run for the positions. Those in consideration for these positions should be an active member of an UCLO affiliated organization or cohort.

Appointments must be made and announced at the next scheduled UCLO meeting following the election of Executive Committee members.

These will be as follows:

Events Chair: The Events Chair will be voted on by the representatives of each organization and cohort. The Events Chair must receive a simple majority of the votes to be assigned to the position.

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 E-Board and the Planning Committees
2. Assist the CEO in key duties involving the planning of UCLO events including but not limited to the annual Latino Buckeye Dinner and Annual Leadership Retreat.

Outreach Chair: The Outreach Chair will be voted on by the representatives of each organization and cohort. The Outreach Chair must receive a simple majority of the votes to be assigned to the position.

The duties of the Outreach chair are as follows:

1. Assist the COO 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 COO with the creation and subsequent posting of marketing materials and social media posts.

3. Play a key role in the creation and distribution of UCLOS Monthly Newsletter.

If an appointed officer fails to adhere to their duties, they may be removed from their position with the vote of $\frac{2}{3}$ of the standing executive committee.

ARTICLE VI: ELECTION AND RE-ELECTION OF EXECUTIVE COMMITTEE

Candidates for the offices of Chief Executive Officer, Chief Operations Officer, and Chief Financial Officer must be nominated by at least one of UCLO's voting membership, in order to run for office. These nominations must come from a representative or community member who has attended 2 or more UCLO meetings (at least one general body) in the academic year prior to the election.

The term of the office shall be one year, beginning from the moment they are elected as an executive committee member until another person is voted into the position by majority vote of UCLO's voting membership. Nominations will take place during the first meeting of March and election speeches and voting will take place during the second meeting of March.

The procedure for nominations is as follows:

1. Each eligible representative may nominate one candidate for CEO, COO, and CFO.
2. Nominations will be delivered, either in written form or electronically to the advisor of UCLO.
3. The number of nominations a person receives will not be counted.
4. The nominees must either accept or decline their nomination.
 5. Each nominee must verbally present their platform to UCLO representatives during the second meeting of March, where UCLO voting members will vote.

The procedure for voting is as follows:

1. Elections will take place during the second meeting of March.

2. The election will be conducted by a secret ballot conducted by the advisor.
3. Upon receiving the ballots, the advisor will proceed to count the votes. Each vote will be reviewable by each UCLO member.

In the event that there is an equal number of organizations affiliated with UCLO during the time of an executive committee election, the tie-breaking procedure is as follows:

1. The advisor will create an online voting apparatus to conduct a revote, but will include additional candidate provided information and additional questions and responses by the candidates. A revote will be done with the existing representatives taking the newly provided information into account.
2. If the result of the revote remains the same. Effort will be made to search for and recruit another Latinx organization into UCLO, who will be affiliated into UCLO following the procedure laid out in Article III section 1. A revote will take place electronically as designed by the advisor. Additions to the platforms originally presented by the candidates can be given at this time.
3. If finding another organization to join proves infeasible, the advisor will seek out and (under his/her discretion) appoint an independent third party individual to serve as a tiebreaker. The selection of this adjudicator must be approved by a vote of a simple majority of member organizations.

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

In the event of a tie during the voting process for any of the positions for the executive board, the advisor/co-advisor will conduct another vote before the next UCLO meeting. In the case that this ends with the same result as the first vote, the advisors will attempt to contact any Latinx organization that was left out of the original registration and attempt to have them be the tie-breaker vote. If this fails, then the advisor/co-advisor will be forced to make the final decision on the choice of people for the Executive Board.

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 confirmed by a simple majority vote by the members of UCLO. 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 bi-weekly every month within the academic year. Meetings will be held on a day and time agreed upon by the representatives and the standing executive committee and officers 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 at the first meeting of the month, will go to their organization or cohort to further discuss the matter. The representative will then come to the second meeting of the month with the vote that represents the opinion of their organization.

Decisions on proposals, issues, decisions, 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 stead, they agree to forfeit their vote.

ARTICLE X: PROPOSALS (Has not been edited in any way as this is a highly contested topic.)

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

Proposals submitted at least thirty day's time before the date of the planned event are guaranteed funds. A written proposal must be submitted before the time of the scheduled vote.

Only proposals wherein two Latinx 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 organization's and/or cohort's Executive Committee. If not, the event will be automatically declined by UCLO's voting membership.

Per semester, 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 banned 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 Chief Secretary, Chief Treasurer, and the advisor.

ARTICLE XII: IMPEACHMENT

All members of the Executive Committee 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 Committee 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 committee member will be given the opportunity to resign or defend his/her position.
4. If the executive committee 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 committee member impeached will be allowed to verbally defend his/her position
6. UCLO will be given the opportunity to question the impeached executive committee 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 officer(s), again requiring a simple majority vote.
8. If the executive committee 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 CEO and COO will meet with the accused representative in order to dispose of grievances. If this meeting is unsuccessful in regards to the representative agreeing to a change of the offending behavior or conduct, then the Chief Executive 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 the first UCLO meeting of the month, then voting on the amendment will take place on the second UCLO meeting of the month. 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.

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 the 13th day of February of 2019.

In witness hereby, we have subscribed our names:

ARTICLE XVII: Non- Discrimination Act/ Sexual Misconduct Policy

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, UCLO 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.