

**Constitution for
Folclor Hispano**

A Student Organization of The Ohio State University

Article I. -- Name, Purpose, and Non-Discrimination Policy of the Organization

- Section 1 **Name:** The name of the organization shall be Folclor Hispano (hereinafter referred to as the Group).
- Section 2 **Purpose:** The Group exists for the purpose of the practice and performance of folkloric dance of Spanish-speaking countries with an emphasis on quality training and presentation.
- Section 3 **Non-Discrimination 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.

Article II. -- Membership

- Section 1 Membership is open to all interested in furthering the organization's purpose and is granted as specified in the Bylaws.
- Section 2 Voting membership is limited to currently enrolled Ohio State students in good standing with the Group.
- Section 3 Others such as faculty, alumni, professionals, etc. are encouraged to become non-voting members.
- Section 4 Membership will be dissolved if the person ceases to comply with the attendance requirements without legitimate reasoning for their absence.
- Section 5 If the general body decides that the member's attitude and conduct do not further the organization's goals, then that member would be informed of his

harmful demeanor. If this problem continues, then that member would be asked to leave by the advisor or a member of the executive board.

Section 6 Also, if a member harms or violates another member's safety or privacy, then that member would be asked to leave the current meeting immediately by the advisor or a member of the executive committee. A mediation period would then be provided to resolve any conflict and see if they can rejoin the organization. Mediation will be between the person in questioning, the advisor, the executive board members, and the person who was harmed.

Article III. – Organization Leadership

Organization leaders (Officers) represent the general membership and are elected from the ranks of the organization's voting membership to serve one-year terms.

President. This officer is responsible for:

- Furthering the purpose of the Group
- Securing rehearsal space
- Overseeing the publications and promotions of the Group
- Safeguarding the non-monetary assets owned or used by the Group;
- Serving as the group's liaison or representative to other groups, as necessary;
and
- delegating these responsibilities, as necessary.

Vice-President. If there are enough members that the group requires a Vice-President; this officer is responsible for:

- Furthering the purpose of the Group
- Securing rehearsal space
- Overseeing the publications and promotions of the Group
- Safeguarding the non-monetary assets owned or used by the Group;
- Serving as the group's liaison or representative to other groups, as necessary;
and

- delegating these responsibilities, as necessary.

Treasurer. The Treasurer is responsible for:

- safeguarding the assets of the Group;
- maintaining the Group's financial records; and
- making available and presenting reports of the Group's financial activity and position to the membership as necessary.

Secretary. This officer is responsible for:

- Keep minutes of all meetings, including general and executive board meetings.
- Distribute meeting minutes to members in a timely manner.
- Maintain an accurate and up-to-date record of all organization activities, decisions, and events.
- Maintain and update the organization's records and documents, such as membership lists and attendance records.
- Coordinate with the Communications Chair to disseminate information to members.
- Assist with the preparation and distribution of agendas for meetings.
- Assist other officers and committees as needed with administrative tasks.

University-wide Council of Latinx Organizations (U.C.L.O.) Representative. This officer is responsible for:

- Serving as a liaison between the Group and U.C.L.O.
- Attending U.C.L.O. meetings and representing the Group's interests
- Reporting back to the Group on U.C.L.O. activities and initiatives (i.e. collaborations, funding opportunities, etc...)
- Collaborate with Treasurer to submit funding requests and relay back information on collaborators.

- Work with the Media/Outreach Coordinator to promote Latinx Council events and initiatives to Group members.

Media/Outreach Coordinator. This officer is responsible for:

- Managing the Group's social media accounts and online presence
- Creating promotional materials and coordinating outreach activities
- Engaging with the community to raise awareness about the Group's activities and events

Communications Chair. This officer is responsible for:

- Handling internal communications within the Group
- Managing email lists and sending out announcements
- Collaborate with the Media/Outreach Coordinator to align communication efforts with social media and outreach activities.

Removal of Officers

Removal of officers will occur only if the general body decides that the officer is not fulfilling their obligations to the best of their ability. A probation period of 6 weeks will occur. After the 6 weeks pass, there will be an evaluation process with the advisor and the two other executive board members. If there is sufficient evidence that elucidates the lack of effort on the officer under question, then a presentation would be made to the general body. A vote will be taken and if the majority agrees with the executive committee, then the officer will be let go of their position and that position will be open for election.

Article IV. – Advisor(s)

The Group shall have an advisor who must be a full-time member of the University faculty or staff.

The advisor is expected to:

- facilitate the advancement of the Group's purpose;

- provide artistic and organizational leadership and guidance; and
- participate in meetings, auditions, rehearsals, and performances.

Article V. – Meetings of the Organization

One general meeting of the membership is required each academic year.

Article VI. – Finances

Funds earned by the Group (e.g., from performances) or collected (e.g., dues and donations) will be retained and expended by the Group for use in furthering the Group's purpose.

Article VII. – Method of Amending Constitution Proposed amendments:

- Must be in writing;
- Must not be acted upon but reviewed in the general meeting in which they are proposed;
- Require approval of a majority of membership present at the meeting and advisor to ensure the Group's purpose is being fulfilled

Article VIII. -- Method of Dissolution of Organization

Should $\frac{3}{4}$ of the membership of the Group at any time determine that the organization is no longer successfully fulfilling its purpose, the membership may dissolve the Group.

Any Group funds remaining at the time of dissolution will be donated to another not for profit organization with a stated purpose of furthering the understanding of Hispanic dance.

Any other Group property held at the time of dissolution will be similarly distributed to such other organization as mentioned above, or the property will be sold with funds disbursed as stated in the preceding paragraph.

Bylaws

Article 1. -- Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.

Article 2. -- Requirements for Membership

Members shall participate in the activities of the Group and pay of dues, if levied.

Membership in the organization is established by consistent dedication and participation in practices/meetings if applicable. When an individual has consistently participated and attended rehearsals with the intent to continue and/or perform with the Group, this individual will be said to be a member of the Group. Membership shall continue until the annual showcase in which they can choose to keep coming back afterwards and continue to participate.

Article 3. -- Elections

All voting members of the Group are eligible to become officers. Officers shall serve for one year. Officers will be nominated. Those nominated must agree to serve. Officers will be selected from the nominees by majority vote.

Article 4. -- Attendance and Commitment

Consistent attendance and commitment are essential to further the Group's purpose. Members are expected to attend regular rehearsals and meetings, actively participate in the Group's activities and events, communicate any absences in advance and provide legitimate reasons for them, and demonstrate dedication to the Group's goals and contribute positively to its success.

Article 5. -- Rehearsing and Performing

To further the Group's purpose, regular rehearsals will be held. Consistent attendance and engagement are essential for the Group's performance readiness. The Group will periodically perform, and members are expected to participate or assist in these events.

Article 6. -- Finances and Dues

The Group may charge member fees and/or dues as necessary to gather funds to meet expenses.

Article 7. – Costumes and Property

Property (e.g., costumes and equipment) purchased by or donated to the Group will remain the property of the Group unless otherwise acted upon by the membership. Written records of property owned by the Group will be kept. Property records at minimum will list all property held, current location, and person responsible, if loaned out. Maintenance of such records is the responsibility of the officers of the Group, although that responsibility may be delegated. The officers, who are responsible for the safeguarding of the assets of the Group, must ensure that Group assets are accounted for or returned in good condition by the end of each semester.

Article 8. – Method of Amending Bylaws Proposed amendments:

- Must be in writing;
- Must not be acted upon but reviewed in the general meeting in which they are proposed;
- Require approval of a majority of membership present at the meeting and advisor to ensure the Group's purpose is being fulfilled