

Constitution of Latine Educational Empowerment at The Ohio State University

ARTICLE I. NAME OF ORGANIZATION

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

ARTICLE II. PURPOSE STATEMENT

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 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.

ARTICLE III. UNIVERSITY REGULATIONS

Harassment and Discrimination, including Sexual Misconduct:

Section A Latine Educational Empowerment at The Ohio State University **agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with these guidelines.

Section B

Latine Educational Empowerment at The Ohio State University **agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.**

ARTICLE IV. MEMBERSHIP

Membership Eligibility, Selection, and Timeline

Membership in this organization is open to all current Ohio State University students, either undergraduate or graduate. Membership shall be open to any individual who supports the mission of Latine Educational Empowerment and desires to help facilitate it. To qualify for active membership, prospective members must attend — at minimum — 3 general body meetings / events per semester; attendance will be recorded to corroborate this.

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In regards to mentors for the biannual LEE Capstone Programs, prospective members (or invited alumni) will apply for mentorship opportunities. Selection will be completed by the current President and Vice President of Operations. 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 and documented completion of Youth Protection Training through BuckeyeLearn).

Section B**Composition of Membership**

All members are free to leave and disassociate without fear of retribution, retaliation, or harassment. 90% of the voting membership must be currently enrolled Columbus campus Ohio State students. Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate in the activities and programs of student organizations as associate members but may not comprise more than 10% of the total membership.

Section C**Member Removal**

Members of Latine Educational Empowerment are encouraged to share their experiences and perspectives in a respectful and inclusive manner. All members are expected to uphold University policies, the Code of Student Conduct, and the standards outlined in this Constitution. If a member's behavior raises concerns—whether for their own well-being or the safety and comfort of others—the Executive Board will first prioritize the individual's well-being before proceeding with documentation or further action. Behavior that includes disrespect toward others, undermines the organization's values of inclusion and safety, or violates university policy may result in formal review.

If a member engages in behavior that is detrimental to the organization's purpose, violates the Constitution or by-laws, or violates university policy or law, the Executive Board may initiate the removal process. This process includes: establishing grounds and providing documentation, notifying the member in writing of the concerns and giving them an opportunity to respond, and holding a formal meeting of the Executive Board. Removal may occur by a majority vote of the Executive Board. Serious or escalated concerns may also be referred to the appropriate university offices.

ARTICLE V. STUDENT ORGANIZATION ADVISOR

Section A

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. A co-advisor may also be an additional supporting individual in the organization who does not take on any requirements dictated by The Ohio State University Student Activities but can be a graduate student, alumni, or faculty. A co-advisor may be selected based on discussion with and full approval of the President, Vice President of Operations, and Vice President of Finance.

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

Section B

- Consistently communicate with the President and Executive Board.
- Actively listen to the President and Vice President of Operations on any important matters.
- Embody the role in a range that is agreed upon with the President and Vice President of Operations.
- 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 of Operations.

ARTICLE VI. OFFICERS

The compulsory positions of the Executive Board are President, Vice President of Operations, Vice President of Finance, and Faculty Advisor.

The Latine Educational Empowerment Executive Board will be composed of the following:

Section A

- 1. President**
- 2. Vice President of Operations**
- 3. Vice President of Finance**
- 4. Director of Media**
- 5. Director of Events**
- 6. Director of Collaborations**
- 7. Director of Membership**
- 8. Executive Assistant**
- 9. *(If desired)* Co-Advisor**

President	<p>The Latine Educational Empowerment President will be responsible for the following duties:</p> <ul style="list-style-type: none"> ● The President will organize and preside over all LEE general body and Executive Board meetings. ● The President will be responsible for onboarding and instructing Executive Board members — new and precedent — on their roles and responsibilities. ● The President will regularly review the progress of other Executive Board Members. ● 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, examining organizational progress and identifying potential barriers. ● Alongside the Vice President of Operations, the President will oversee the creation, establishment, and communication of a
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	<p>tentative, semester calendar for organizational meetings and events.</p> <ul style="list-style-type: none"> ● 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 of Operations and President). ● <i>***The President must complete required training as part of the position!</i>
Vice President of Operations	<p>The Latine Educational Empowerment Vice President of Operations will be responsible for the following duties:</p> <ul style="list-style-type: none"> ● When the President is unable, the Vice President of Operations shall call and chair all LEE general body and Executive Board meetings. ● The Vice President of Operations' responsibilities also include recording meeting attendance, maintaining a general body and executive board roster, and overseeing membership selections. ● The Vice President of Operations will handle internal logistics, such as approving event details and overseeing the Director of Membership and the Executive Assistant. ● The Vice President of Operations will assist the Vice President of Finance in surveying organizational budgets and financial efforts. ● In the event of the loss, resignation, or removal of the President, the Vice President shall assume the position of the President. ● <i>A new Vice President shall be chosen according to Article 9 Section 2 of the Constitution of LEE.</i>
Vice President of Finance	<p>The Latine Educational Empowerment Vice President of Finance will be responsible for the following duties:</p> <ul style="list-style-type: none"> ● Budgeting: Creating and overseeing the organization's annual budget, ensuring that the organization stays within its financial means. The Vice President of Operations will assist in these efforts. ● Financial Records: Maintaining accurate records of all financial

	<p>transactions, including income (such as dues, fundraisers, and donations) and expenses (such as event costs, equipment, and materials).</p> <ul style="list-style-type: none"> ● Banking: Oversee the management of the organization's bank account, ensuring proper handling of deposits, withdrawals, and reconciliations, while adhering to university and external financial guidelines. ● Compliance: Ensure all financial operations meet the standards set by university policies and external regulations, maintaining transparency and ethical practices. ● Financial Reporting: Provide the Executive Board with regular updates on the organization's financial status, and prepare comprehensive financial statements as needed. ● Fundraising: Plan and execute at least one fundraising initiative each semester to support the organization's programs and goals. ● Transition of Records: Ensure a smooth leadership transition by organizing and passing all financial records and documents to the incoming Vice President of Finance. ● Interim Leadership: When the Vice President of Operations is unable to, the Vice President of Finance will step in to perform the President's duties when necessary, ensuring leadership continuity in their absence. ● <i>***The Vice President of Finance must complete required training as part of the position!</i>
Director of Media	<p>The Latine Educational Empowerment Director of Media will be responsible for the following duties:</p> <ul style="list-style-type: none"> ● 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

	<p>and/or Vice President of Operations prior to posting.</p> <p>a. Specific guidelines will be provided by the President and Vice President of Operations.</p> <ul style="list-style-type: none"> ● Documentation: Capture photos or videos at events to document the organization's activities and achievements, preserving materials for future use and promotions. ● Platform Management: Manage the organization's online presence by maintaining and updating social media accounts and any other digital platforms to ensure consistent, high-quality content. ● Communication: Ensuring clear and consistent communication of the organization's message, events, and updates to its members and the broader community through social media and other digital channels. ● Membership Engagement: Use digital platforms to engage members in meaningful ways that promote involvement and connection. ● Compliance: Ensuring all media content and communication adhere to university policies, as well as any relevant external regulations or standards. ● Transition of Materials: Provide all digital and physical media-related records and resources to the incoming Director of Media during leadership transitions.
<p>Director of Events</p>	<p>The Latine Educational Empowerment Director of Events will be responsible for the following duties:</p> <ul style="list-style-type: none"> ● 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.

	<ul style="list-style-type: none"> ● Engagement: Fostering a sense of community and engagement during events, ensuring they resonate with attendees and fulfill their purpose. ● Collaboration: Work closely with other Directors, such as Media and Membership, to promote events effectively and engage members through surveys or other feedback tools to gather ideas and gauge interest. ● Compliance: Ensuring all events comply with college/university policies, regulations, and any external requirements. ● Documentation: Maintain detailed records of event planning and execution, including vendor contacts and feedback, to streamline future planning. Share all documentation with the incoming Director of Events during leadership transitions.
Director of Collaborations	<p>The Latine Educational Empowerment Director of Collaborations will be responsible for the following duties:</p> <ul style="list-style-type: none"> ● Collaboration Management: Overseeing collaboration efforts with other organizations, initiating partnership opportunities, and serving as LEE's primary point of contact for external collaborations and joint initiatives. ● Liaison & Representation: Serving as the ambassador and primary liaison between LEE, the University-wide Council of Latine Organizations (UCLO), and other Latine student organizations, representing LEE at all UCLO meetings throughout their term. ● Communication: Ensuring clear and effective communication of all pertinent information between LEE and UCLO, facilitating the exchange of updates, initiatives, and opportunities. ● Meeting Attendance: Attending all UCLO meetings as a core responsibility. If unable to attend, notifying the President and/or Vice President of Operations at the earliest possible time.

<p>Director of Membership</p>	<p>The Latine Educational Empowerment Director of Membership will be responsible for the following duties:</p> <ul style="list-style-type: none"> ● Recruitment & Retention: Leading efforts to recruit new members, particularly 1st and 2nd-year students, and developing strategies to retain current members by fostering engagement and a sense of belonging. ● Member Support: Serving as the primary liaison between new and existing members, ensuring their needs are addressed and promoting mentorship opportunities. ● Member Advocacy: Promote the unique voices and perspectives of underclassmen within the organization. Represent member interests during decision-making processes to ensure their needs align with organizational priorities. ● Professional Development & Opportunities: Research and share professional development, volunteer, and leadership opportunities tailored to members' growth and involvement in the organization. ● Community Building: Assisting in the planning and execution of events and activities that promote camaraderie, inclusion, and belonging, while encouraging active participation and contribution to the organization's mission. ● Feedback & Continuous Improvement: Gather feedback from members on their experiences, needs, and suggestions to enhance their sense of belonging and ensure LEE's programs are responsive and impactful. ● Collaboration & Leadership: Working closely with the LEEdership Team to align membership strategies with organizational goals, while representing the needs and perspectives of the membership throughout decision-making
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	processes.
Executive Assistant	<p>The Latine Educational Empowerment Executive Assistant will be responsible for the following duties:</p> <ul style="list-style-type: none"> ● Administrative and Logistical Support: Providing administrative and logistical assistance to all LEEadership Team members, ensuring smooth operation of tasks and supporting the coordination of day-to-day activities. ● Communication and Scheduling: Helping with communication across the team, scheduling meetings, and documenting key decisions, ensuring that essential operations run efficiently. ● Training and Development: Working closely under the President and Vice President of Operations, assisting them in various tasks while learning the ins and outs of running a student organization. ● <i>Must be a current 1st year member of Latine Educational Empowerment!</i>
Co-Advisor	<ul style="list-style-type: none"> ● Mentorship and Guidance: Provide mentorship and support to the Executive Board, offering insights and advice based on personal experience, professional expertise, or familiarity with similar organizations. ● Networking and Partnerships: Leverage connections within the university, alumni network, or local community to facilitate partnerships, sponsorships, or guest speaker engagements that benefit LEE. ● Continuity and Institutional Knowledge: Serve as a resource for organizational history, best practices, and lessons learned to ensure continuity and stability as leadership transitions occur.

	<ul style="list-style-type: none"> • Eligibility and Selection: Serve as a co-advisor based on approval by the President, Vice President of Operations, and Vice President of Finance, contributing unique expertise or perspective to the organization.
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Criteria for Officer Eligibility and Selection

Subsection 1. Officer Eligibility

New Executive Board members for the positions of **Director of Media, Director of Events, Director of Collaborations, Director of Membership, and Executive Assistant** will be selected through an **application process. Any general body member who has consistently attended meetings and events (at minimum, 3) is eligible to apply, and applicants for Executive Assistant must be 1st year students.** A co-advisor may be selected based on discussion with and full approval of the President, Vice President of Operations, and Vice President of Finance. Applications will be reviewed by the President, Vice Presidents, and personnel who previously held the role (when applicable). **The Vice President of Finance position may only be filled by a current Executive Board member to ensure financial continuity and a deeper understanding of LEE's fiscal responsibilities. The President and Vice President of Operations positions are designated for individuals hailing from the same geographical area as the organization's founder (Tuscarawas County, Ohio). Should there be no available candidate meeting this criteria, then the most qualified / experienced officers should assume the positions, with a promise to provide the Capstone Program to schools in Tuscarawas County once per academic year. This policy ensures that LEE's core mission — to deliver educational resources to regions in greatest need — remains a focal point of our efforts.**

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Executive Board terms will be established by the incoming President and Vice Presidents in consultation with the rest of the Executive Board.

Current Executive Board members may extend their terms, provided they are performing their duties effectively and contributing to the organization's success. This will be assessed by the President and Vice Presidents; for the President and Vice Presidents, this will be assessed by the Executive Board as a whole.

Subsection 2. Officer Selection Process

All Latine Educational Empowerment Executive Board members will apply for their respective positions, and the application process will be overseen by the current President, Vice President of Operations, and Vice President of Finance. *All Executive Board members must hold a cumulative 3.0 GPA.*

Removing Officers and Vacancies

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. Should conflicts arise in the Executive Board, they must be aired out and thoroughly discussed with the President or Vice President of Operations 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 of Operations will lead the conversation, and vice versa.

Executive Board members are expected to uphold the mission and values of Latine Educational Empowerment, fulfill their role-specific responsibilities, and actively contribute to the success of the organization. If an officer consistently neglects their duties, fails to meet expectations, or violates

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university policy, federal, state, and/or local laws, organizational standards, or the LEE Constitution, the following steps will be taken:

1. Initial Concern and Documentation: The President and Vice President of Operations will issue a formal notice to the officer outlining the specific concerns regarding their performance or conduct.
2. Discussion and Development: If the issue persists, a meeting will be held between the officer, the President, and the Vice President of Operations to discuss the concerns, provide support, and determine whether a resolution can be reached with the officer's continued growth and involvement in mind.
3. Final Review and Decision: If neglect or misconduct continues despite support efforts, the Executive Board may vote to remove the officer from their position. Removal requires a majority vote of the Executive Board. In cases of serious misconduct, the situation may be referred to university administration.

In the event of an officer resignation, ineligibility, or removal, the following procedures will be followed:

1. Temporary Redistribution of Duties: Until a replacement is selected, the President, in consultation with the Executive Board, will reassign the responsibilities of the vacant position to other Executive Board members as needed.
2. Application and Appointment: If the position remains vacant for more than three weeks, an internal or public application process will be opened. Candidates will be reviewed by the President and Vice President of Operations, and the Executive Board will vote to appoint a new officer.
3. Succession in Leadership Roles: If the vacancy is for the President, the Vice President of Operations will assume the role, and a new Vice President of Operations will be selected according to the

procedures outlined in the LEE Constitution (see Article VI, Section B).

ARTICLE VIII. MEETINGS AND EVENTS OF THE ORGANIZATION

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

Section B One general body meeting and one events' attendance is required for any member interested in mentoring a student during a biannual LEE Capstone Program.

ARTICLE IX. ATTENDEES OF EVENTS OF THE ORGANIZATION: REQUIRED EVENTS AND THEIR FREQUENCY

Section A 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.

ARTICLE X. BYLAWS FOR LATINE EDUCATIONAL EMPOWERMENT AT THE OHIO STATE UNIVERSITY

Latine Educational Empowerment at The Ohio State University **may elect to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, the Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs *Registration Guidelines for Student Organizations at Ohio State*. Amendments and changes may be made to the bylaws and shall be consistent**

with the Office of Student Life approved constitution on file and the Office of Student Life's constitution requirements. Should the organization transition leadership in between registration cycles, the articles set forth in this document will remain in place unless a new constitution is provided to the Office of Student Life and is approved.

ARTICLE XI. AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution may be proposed by any Executive Board member of Latine Educational Empowerment. Proposals must be submitted in writing to the President and Vice President of Operations for review and inclusion in the next Executive Board meeting. The Executive Board will review all proposed amendments and may provide feedback or request revisions from the proposer. Following discussion, the proposed amendment must be voted on by the Executive Board. A two-thirds (2/3) majority of voting members present is required for the amendment to pass. Once approved by the organization, all constitutional amendments must be submitted to the Ohio Union and Student Activities for formal review and approval before taking effect.