

# Latine Student Association Bylaws

## 2026-2027

### **Preamble:**

1. These bylaws are established to support and operate in conjunction with the Latine Student Association Constitution. All rules, procedures, and guidelines outlined within these bylaws are applicable to the organization and are intended to ensure the effective functioning of its operations, leadership, and membership processes.
2. 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 Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities Department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

### **ARTICLE I. Executive Board Position Descriptions and Requirements**

#### **Section 1a. 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. The President shall maintain communication between the Executive Board and the staff advisor to LSA.

#### **Section 1b. Vice President**

When the President is not able, the Vice President shall call and chair all LSA general and Executive Board meetings. In the event of the loss, resignation, or removal of the President, the Vice President shall assume the position of the President.

#### **Section 1c. Vice President of Digital Communications**

The Vice President of Digital Communications shall be responsible for overseeing all print, digital, and web communications and branding for LSA. The Vice President of Digital Communications shall edit and maintain the official LSA publications and be responsible for maintaining archives. The Vice President of Digital Communications is also responsible for promoting LSA's events and campaigns.

#### **Section 1d. Vice President 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. When needed, a tab of LSA's account and Resource Room funds must be presented in Executive Board agendas.

### **Section 1e. Vice President of Fundraising**

The Vice President of Fundraising is responsible for planning and executing fundraising initiatives that support the mission and activities of the Latine Student Association. This includes organizing a minimum of two fundraising events each semester, coordinating closely with other executive board members to ensure effective marketing and event logistics, and directly communicating with fundraising vendors and partners to secure opportunities and manage event details. The Vice President of Fundraising will also work in collaboration with the Vice President of Finance to track financial gains from events and ensure all financial records are accurate and up to date.

### **Section 1f. Vice President of Member Relations**

The Vice President of Member Relations is responsible for fostering a strong and engaged membership within the Latine Student Association. This includes creating attendance sheets for all events to track member engagement, maintaining and organizing accurate records of member attendance, and implementing strategies to encourage member involvement. They will prioritize member retention by building connections, supporting member needs, and promoting a welcoming and inclusive community.

### **Section 1g. Vice President of Outreach**

The Vice President of Outreach shall oversee social events and community service events. They will also be responsible for reaching out to other student organizations to plan, coordinate, and execute collaborative meetings and events. They will also be responsible for initial programming of LSA events, such as location reservation and Coca-Cola® Beverage Donation Requests as needed.

### **Section 1h. Executive Aid**

The Executive Aid shall take Executive Board minutes and assist the other members of the Executive Board as needed. The Executive Aid shall also serve as the liaison between the Executive Board and the general membership. The Executive Aid 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 Aid shall hold open forums for communication at least once per term. These forums will be open to all levels of

membership. The Executive Aid may make changes to the Constitution, with the approval of the Executive Board.

### **Section 1i. Special Events Chair**

Special Events Chair: The Special Events Chair is responsible for planning and coordinating special events on behalf of LSA that bring the community together in a unique and engaging way. The Special Events Chair must plan at least two events throughout the year which include, but are not limited to, Noche Buena, La Parrillada, LSA Ball, etc. The Special Events Chair is responsible for working with other executive board members to coordinate aspects of these special events, including reservations and vendors.

## **ARTICLE II. Officer Election Procedures**

### **Section 2a. Application Process**

Prior to elections, the President and Vice President will collaborate to create preliminary application materials for all students applying to executive board positions for the upcoming year. These applications will include an acknowledgment confirming that eligibility requirements have been met, along with three short-answer questions per application. Candidates must fully engage in the application process by meeting word count requirements and submitting thoughtful, complete responses that reflect genuine effort. Candidates may apply for one or multiple executive board positions.

### **Section 2b. Election Timeline**

During the sixth week of the spring semester, applications will be released, and candidates will have one full week to submit their materials. Once the application period closes, the President and Vice President will review all submissions to verify that each candidate meets eligibility requirements. Candidates who meet all criteria will advance to the second round of elections.

### **Section 2c. Candidate Eligibility and Advancement**

All executive board positions reset annually. The President and Vice President must have previously held an executive board position for at least one year prior to applying for their respective roles. Approved candidates will be required to attend a formal election meeting. The election meeting is open to both executive board and general body members. All attendees, including officers and candidates, are eligible to vote, and officer candidates may vote for themselves in the positions for which they are running.

### **Section 2d. Candidate Presentations**

At this meeting, the President will deliver a five-minute candidate speech, followed by a one-minute response to a question posed by the current President. If the President is re-running for their position, they will instead be asked a question by the Vice President and will have one minute to respond. All other candidates will give a three-minute speech and respond to one question asked by the current executive board member holding the position for which they are applying. If a candidate is reapplying for their current position, the President will ask their question, and they will be given one minute to respond. Candidates may optionally use a single-slide presentation to support their speech.

### **Section 2e. Voting Procedures**

For each position, voting will take place immediately after all candidates for that role have spoken. Votes will be cast by paper ballot and determined by a simple majority. Ballots will be counted in private by the President and Vice President for confirmation. During speeches, all candidates for the same position must wait outside the election room to prevent influence from other speeches. Candidates are not permitted to reference or speak about other candidates during their presentations.

### **Section 2f. Order of Elections and Candidate Progression**

The Vice President election will take place immediately after the President election. All remaining executive board position elections will occur in a randomly generated order. Candidates applying for multiple positions will proceed through elections based on the order of positions selected. Candidates may withdraw from consideration for any specific role prior to its election. If a candidate is elected to a position before subsequent elections occur, they forfeit eligibility for remaining positions.

### **Section 2g. Tie-Breaking Procedures**

In the event of a tie, a second round of voting will be conducted between only the tied candidates. If a tie persists after the second vote, voting will then be conducted among executive board members to determine the final outcome.