Constitution

Latin American Student Association

Article I

Section 1: The name of this organization shall be Latin American Student Association

Section 2: The objective of the Latino Student Association shall be:

1. To promote an appreciation for the Latino heritage through campus awareness.
2. To promote a sincere and active interest in the languages and different cultures of the Latino community.
3. To provide educational and/or learning involvement among the Latino Students and the Berea College campus.
4. To foster student and faculty immersion in the Latino culture.
5. Address Contemporary issues of the Latino Community and educate Berea campus.

Article II

Section 1: The membership is open to any undergraduate Latinos, non-Latino students, and to all Berea College Community Members. LASA may be affiliated with any other organization that promotes appreciation for the Latino Culture. (Sazón Latino, HOP, FEE, etc.)

Section 2: A general member can only miss two excused meetings and have one unexcused absence.

Article III

The Structure of the club will be made up of the Executive Board and the General Body. The term of office for Executive members will be a full academic year; two consecutive semesters, Fall and Spring. Vacancies of executive members will be filled through the electoral process chosen by the General Body with confirmation from the Executive Board for the current year. A student may qualify for an Executive position if they have been a general member of LASA for at least one semester and follow the By-Laws. This does not apply for the positions of President and Vice President. In order to fill the positions of President and Vice President, the members running would already have to be a part of the Executive Board at the time of voting.

1. Executive Board Consists of the:
   a) President
   b) Vice President
   c) Presidential Advisor
   d) Secretary
e) Treasurer
f) Outreach Coordinator (2)
g) Social Media Coordinator (2)
h) Event Coordinator
i) Faculty Advisor
j) Hispanic Outreach Liaison (Assigned by HOP program manager)

2. **General Body.** Open to all students

   **Article IV**

   The Executive Board will discuss and schedule meetings once every two weeks except when there are conflicts with other scheduled events. The Secretary or the President will notify members of changes through social media or e-mail. (Subject to change)

   **Article V**

   A quorum of 2/3 of the membership along with the Faculty Advisor must be present to change the Constitution. The Executive Board should review the Constitution and By-Laws every year.

   **By-Laws**

   **Amendment of By-Laws**

   Any member who considers it necessary can propose amending a By-law in a regular meeting. The Amendment should be discussed and later should be voted on by a simple majority.

   **Member’s Rights**

   All members have the right to participate in all activities offered

   **Member’s Duties**

   Members are responsible to keep an “active” interest in all club activities. All members should provide the club with ideas and suggestions. Members should make every effort to be present at all meetings, which will be held once a month. Members are responsible for taking the initiative to stay informed about club activities if absent. Because emailing is the best way to communicate amongst the team, members carry the responsibility of checking and responding to any emails sent by any Executive Board members.

   **Executive Board Member’s Resignation**
If a member of the Executive Board resigns, he or she should write a letter to the club’s advisor, explaining the reasons of resignation and officially inform the club about the decision.

Executive Board Member’s impeachment

An Executive Board member can be impeached if he/she is not fulfilling their duties, miss three general meetings or two Executive Board meetings without notifying the President. If 2/3 of the Executive Board agrees, then the Executive Board member will be asked to resign from his/her position.

Member’s Expulsion

The Executive Board will address membership expulsion based upon actions or behavior detrimental to the welfare of the organization. As mentioned previously in Section 2 of the Constitution, “A member can only miss two excused meetings and one unexcused absence.”

CLUB’S MEETINGS

Meetings will be announced through e-mail indicating time and place. It is important for a meeting to start punctually. The President must have an agenda ready for all Executive Board or full membership meetings. The Secretary must summarize meetings points and decisions distributing minutes through email to other Executive Board members. The minutes will be a continuous information flow to all members who were absent and providing activity evaluation information.

Elections

a) A nominating committee of no fewer than 3 members shall propose a slate of at least 1 candidate for each office. A simple majority of members present will determine election results.

b) The election of officers shall take place at the last regular meeting of the Spring Term.

c) The new officers shall assume their responsibilities at the first meeting of the Fall Term.

Dues

There will be a yearly 10 dollar membership fee to help fund club activities. Those interested have the option to join the club and pay 5 dollars for the Fall semester and if they so choose to stay, pay the other 5 dollars for the Spring semester.

Club Symbol

The club will have a flag or other symbol with colors based on the Indigenous, Indian, African, and European influence Latinos have.

Executive Board Duties

1. Presidential Duties

   - Plans and implements vision for the LASA activities.
Organizes LASA Executive Board to execute activity planning.
- Represents club in official events.
- Coordinates with other club presidents for joint events.
- Maintains foundation values and spirit in club activities.
- Manages club membership mailing list.
- Provides support to Vice-president as well as Executive Board
- Prepares an annual report of activities, accomplishments and future projects.
- Facilitates and helps with fundraising.
- Attends all the club’s Executive board meetings.
- Obtains all materials and possible help from the past president of your club.

2. Vice-Presidential Duties

- Organize trips to cultural events.
- Help facilitate fundraisings.
- Contacts with activity sponsors and fund providers
- Maintains foundation values and spirit in club activities
- Assist with annual report of activities, accomplishments and future projects.
- Promotes some knowledge about different aspects of Latin American Culture in Berea College.
- Attend all the club’s Executive board meetings.
- Must be in contact with the work and policies of the club.
- Receive all materials and possible help from the past president of the club (if applicable).
- Work with the president hand in hand to facilitate meetings and club events
- Work with the new vice-president and help him/her prepare to take over your job next year
3. **Presidential Advisor**
   - Helps guide and advice President on Presidential duties (this position is only open for past Presidents and Vice-Presidents)

4. **Secretary**
   - Summarizes important information of each meeting.
   - Keeps the club updated on plans and news.
   - Coordinates Publicity Committee
   - Keeps record of membership.
   - Keeps records of club minutes for future club members.
   - Keep a spreadsheet of attendance

5. **Treasurer**
   - Creates budget for activities in advance.
   - Creates financial report periodically.
   - Oversees integrity of the club’s spending.

6. **Outreach Coordinator**
   - Helps the club gain members.
   - Be well aware of all the club events and activities.
   - Work with the community to have more sponsors.
   - Search for potential members that could be recruiters in the future.

7. **Social Media Coordinator**
   - Creates and updates Facebook as well as other social media.
   - Competence with Facebook and other social media.
   - Manages Facebook.
   - Creates posters, flyers and other promotional instruments.
   - Documents club activities through “scrap book.”
   - Takes pictures of any events the club does.
   - Must be present for every event and activity the club organizes.
➢ Organizes presentation of club for recruiters.

8. Event Coordinator

➢ Brings ideas for events

➢ Plans events that the club will discuss to the EC and larger EC must approve event

9. Faculty Advisor

➢ Helps facilitate the Club’s activities.

➢ Requires a yearly plan of events and help ensure the club’s continuity.

➢ Must attend at least 2 Executive Board meetings (first and last).

➢ Meet with President and Vice President on a weekly basis.

➢ Mediate and assist in resolving disputes among Executive board members.

10. HOP Liaison

➢ Maintain consistent communication between HOP and LASA.

➢ Help coordinate activities between LASA and HOP.

Suggested Activities

A. Fall

1. Welcome Orientation [Sun. Aug. 23]
2. Fundraiser [TBA, As soon as possible]
4. Celebration/representation of countries independence [Sep.]
5. Trip to Latin festival in Lexington [Fri. Sep. 18 and Sat. Sep 19]
6. Hispanic/Latino Heritage month [Sep.]
7. Food Bank [Oct.]
8. Dia de los Muertos festival & activities with HOP [Sun. Nov. 1 is the Festival in LEX]
10. Dance Workshop: participate with Sazón Latino’s dance lessons

B. Spring
1. **Latin Art Day**: Students that wish to donate handcrafts from their countries as a fundraiser mean.

2. **International Dance Party**: Collaborate with ASA Caribbean dance.

3. **Fashion Show**: Collaborate with Cosmopolitan Club’s fashion show or have a separate one.

4. **Latin Festival Berea Campus**: Coordinate with community partners a community Latin festival.