



## **CONSTITUTION of the UNITED LATINO STUDENTS**

### **Article I**

#### **Name**

The name of this organization shall be the United Latino Students, and will use this name or its acronym (ULS) in all publicity material and correspondence.

### **Article II**

#### **Objective**

The United Latino Students was established to promote unity and provide a strong networking channel among Latino-based professional oriented organizations. This is accomplished by enhancing personal, professional, and social networking skills. In addition, ULS promotes educational objectives and academic excellence by providing financial assistance through the ULS Scholarship Fund.

All representatives and the governing body of this organization should keep in mind the organization objectives when planning any events and activities.

#### **A. Scholastic Assistance**

1. Scholarship Fund

#### **B. Career Exposure**

1. Conference/Corporate Contacts
2. Workshops/Seminars

#### **C. Networking**

1. Fundraising Events/Social Functions
2. Corporate/Social Mixers

#### **D. Community Service**

1. Community-oriented events
2. Working closely with the Latino community

### **Article III**

#### **Membership**

Membership to ULS will be open primarily to any Latin-based/professional club or organization. In the event a university lacks such an organization, a Latino interest funded organization may apply for membership upon consent of ULS representatives.

#### Section A

Requirements for ULS member organization

1. Fully understand, agree with, and accept to adhere to the ULS constitution
2. Must have two official representatives
3. All participating organizations must pay \$100.00 annual fee by the second meeting after elections

#### Section B

Requirements for applying organizations

1. Thoroughly read and have full understanding of the ULS constitution
2. Submission of application must be followed by a presentation where perspective organizations explain what they hope to contribute and gain from ULS membership
3. Subject to a six month-one year probation period. During this period applying organization will have no voting privileges, will not pay membership fees and will not be eligible for ULS Scholarship fund. At the end of the probation period ULS representatives will have to meet a consensus plus 3/5 approval of ULS executive board to be allowed membership.

#### Section C

Membership Privileges

1. Each organization will have ONLY 1 VOTE on all occasions, regardless of the number of representative sent to ULS and to the ULS executive board
2. Attend and participate in all ULS functions
3. Eligible for the ULS Scholarship Fund

#### Section D

Penalties

1. At least one representative from each school must be present at each ULS meeting
2. After 1 missed meeting, member organization will be given a warning and the organization's president will be notified
3. If the organization fails to attend a second consecutive meeting and no action is taken by the Executive Board, that member organization will

automatically be ineligible for the ULS Scholarship

4. If the representative is continually late to the meeting they will be counted as absences (e.g. 2 tardies will be equivalent to 1 absence)

5. If the representative accumulates a total of 4 unexcused absences within the academic year, the member organization will be ineligible for all ULS Scholarships

6. ULS President and/or Vice President shall contact member organization's President if representative(s) is constantly absent to ULS meetings

7. If the organizations non-active, ULS representatives will have to meet a consensus plus 3/5 approval of ULS executive board to decide to put non-active organization on probation

8. Organizations on probation will not be eligible to receive ULS benefits and use resources

9. One year of organizations absence in ULS will subject them to membership termination with a consensus of ULS representatives plus 3/5 approval of ULS executive board

## Section E

### Transition Meeting

1. Two transition meetings will be coordinated before the commencement of the academic year for the purpose of sharing information, recapping previous year and planning upcoming year

2. Elections for ULS executive board shall take place during the second ULS transition meeting

3. All existing and incoming representatives shall be notified. Contact information can be obtained through the Renewal of Membership Applications

## **Article IV**

### **Executive Board**

The Executive Board of the organization shall consist of:

1. President

2. Vice President

3. Treasurer

4. Executive Administrator

5. Public Relations

## Section A

### Qualifications

1. The candidates for the Executive Board of ULS cannot concurrently hold office of President or Vice President in their respective organization
2. All candidates and offices must be in good academic standing with at least a 2.0 GPA
3. All candidates must submit transcripts on the day of elections
4. All officers must be willing to perform those duties as stated in Section E of the current article
5. Nominees must be current members of a recognized ULS member organization from a ULS member university and remain a member of their own university's ULS organization during their year of service on the ULS Executive Board

## Section B

### Elections

1. Nominations and descriptions of these positions will be given at the second to last meeting of the ULS academic year. Nominations will also be accepted that day and up until the time of voting. Voting will take place at the last ULS meeting
2. The Election Process will be headed by an Elections Committee. The Elections Committee will consist of one ULS Executive Board member not running for office, and Alumni chosen by the ULS Representative, if available, and a ULS Representative not running for office who has been chosen by the ULS Representatives
3. Voting will be done by secret ballot and positions will be voted on individually for each position. Any candidate who does not win for a position may run for another position that has not been voted on.

Voting shall be done in this order:

- President
  - Vice President
  - Treasurer
  - Executive Administrator
  - Public Relations
  - Director of Marketing
  - Director of Information Technology
4. Each candidate will be given 3 – 5 minutes for a speech and will follow with a question and answer period
  5. Votes will be counted publicly
  6. Representatives from all member organizations must be present on the day of the elections or meet 2/3 attendance if not all schools are present
  7. Only one vote per school, regardless of the number of representatives.

If a unanimous agreement has not been reached for individual schools, that school must abstain

8. Elected board must meet 50% + 1% of total votes in attendance. In the case of more than two candidates for a position, the winning candidate must still meet 50% + 1% of total votes in attendance. If this does not happen, the two candidates who receive the highest number of votes must have a runoff immediately following the first vote taken. If there is a tie for the second and third highest votes, there must be a runoff between those two and then a runoff with the candidate with the highest votes, in order to reach a 50% + 1% vote. In the case that neither of the two candidates receive 50% + 1% of the vote, the outgoing ULS President will determine the winning candidate

## Section C

### Terms of Office

1. All officers shall be elected to serve one-year-term. The term of office will begin the day results are announced and will end the day their successors are elected.

## Section D

### Succession of Office

1. The Vice President automatically succeeds the President
2. Upon the vacancy of a position, the president can appoint a candidate upon the ULS Executive Board's approval of a majority vote

## Section E

### Duties of all ULS Representatives

1. Oversee the planning and organization of ULS functions for the term served as a ULS representative.
2. Participate on any committee during their term as deemed necessary.
3. Attend all ULS meetings or provide a substitute in their absence. In the event that neither of the school's representative will be present, the ULS President should be contacted via email or telephone to discuss the circumstance.
4. Keep accurate records pertaining to the office they hold. This includes bringing information from ULS to the representative's organization and from the representative's organization to the ULS meeting.
5. Actively promote and participate in all ULS functions. This involves set up, clean up, and promotion of all ULS sponsored events.

### A. ULS President

1. Have thorough understanding of the ULS Constitution and its By-Laws
2. Implement the mission for the organization
3. Call and preside over all ULS Board meetings
4. Be a spokesperson for the organization
5. Sign, along with the treasurer, all check release forms
6. Delegate upon the approval of the ULS Executive Board, tasks to other representatives
7. Call emergency meetings within 24 hours notice
8. Required to attend, along with the Director of Public Relations, bimonthly Corporate Advisory Board meetings during the regular year
9. Will meet with the Executive Board over the summer and plan a tentative calendar of events for the next year to be finalized before the ULS Retreat

#### B. ULS Vice President

1. Perform all the duties of the President in their absence
2. Responsible for the Community Service committee
3. Review all outgoing and incoming correspondence pertaining to ULS business
4. Work closely with the President

#### C. ULS Treasurer

1. Maintain accurate financial records for the organization
2. Responsible for the Fundraising Committee
3. Provide monthly financial reports and analysis to the ULS Board
4. Collect all money due to the organization at the proper time
5. Prepare proper authorization reimbursement forms and receipts
6. Continue to solicit the ULS tax exempt ID number
7. Responsible for checking the ULS mailbox

#### D. ULS Executive Administrator

1. Record the minutes of all Executive Board and general meetings
2. Serve as Chairman of the Alumni Board of Advisors
3. Provide a copy of the minutes from a previous meeting by the following meeting
4. Confers with the President the agenda for the following meeting
5. Maintain accurate mail and telephone correspondence
6. Prepare and distribute a detailed master roster of ULS representative and Presidents
7. E-mail minutes/information to all ULS representatives whenever necessary

#### E. ULS Director of Public Relations

1. Ensure that ULS follows a professional course in its calendar and

ventures

2. Establish a database of corporate and professional contacts for future ULS sponsorship and support
3. Solicit year-round and event sponsorship from corporations
4. Serve as Chairman of the Corporate Advisory Board
5. Create and distribute a monthly ULS Newsletter to corporation and alumni
6. Will invite guest speakers to conduct a monthly “Leaders in Training” seminar
7. Will chair the ULS Leadership Conference, ULS Career Fair committees
8. Work with the Director of Marketing to protect the integrity of the ULS Brand

#### F. ULS Director of Marketing

1. Responsible for publicizing upcoming events in the appropriate media
2. Responsible for creating all promotional flyers for ULS events
3. Will conduct yearly demographic research reporting on each member’s membership based on major, class standing, GPAs and other categories as necessary
4. Will promote the ULS Executive Board positions and conduct recruitment for the next year’s board
5. Work with the Director of Public Relations to protect the integrity of the ULS Brand
6. Will conduct surveys and research to support event decisions whenever appropriate

#### G. ULS Director of Information Technology

1. Responsible for maintaining all social networking sites where ULS holds an account such as but not limited to Myspace, Facebook and LinkedIn.
2. Maintain the ULS website up-to-date and running efficiently
  - a. Respond to all correspondence received from the website
  - b. Forward all inquiries to board members when appropriate
3. Discover new web services and technologies that ULS can utilize in accomplishing its goals such as promoting events or maintaining databases of information
4. Take photographs and video footage at all ULS events to be uploaded to our website and social networking pages, when appropriate
5. Create slide shows and videos to be presented at ULS professional and social events

## **Article V**

### **Committees**

Directors will be appointed to head current committees and sub-committees that may arise:

## Section A

### Committees

1. Community Service Committee
2. Fundraising Committee
3. Alumni Committee
4. Corporate Committee

## Section B

### Qualifications

1. All directors must be willing to perform those duties as stated in Section C of current article.
2. Establish committees to work closely with
3. Oversee and report on progress to respective committee

## Section C

### Role of Committee Directors

- A. Community Service Committee
  1. Oversee the planning and organizing of community-oriented events that will demonstrate the power of a united Latino community
- B. Fundraising Committee
  1. Oversee the planning and organization of social functions to develop unity and networking
  2. Coordinate fundraising events to raise funds when necessary
- C. Alumni Committee
  1. Work closely with Alumni Committee/officers from individual ULS organizations
  2. Document past ULS representatives
  3. Organize annual ULS Alumni mixers
  4. Create and maintain a ULS Alumni contact database
- D. Corporate Committee
  1. Establish ULS corporate contacts
  2. Work closely with the Director of Public Relations in planning and implementing all ULS corporate/professional mixers
  3. Responsible for distributing ULS newsletter to corporations

## **Article VI**

### **Alumni Board of Advisors (ABA)**

## Section A

### Objective

1. Advise ULS so that the organization will maintain a consistent direction geared toward teaching invaluable networking and professional skills.
2. Aid ULS in retaining former talented and dedicated ULS Representatives and members involved with the organization.
3. Offer advice to help the ULS Executive Board find solutions for the day to day problems of the organization.

### Membership

1. Members must be nominated and elected during an official ULS meeting
2. Members can be re-elected without limit
3. The Alumni Board of Advisors shall have no more than 7 members
4. Each member must have graduated and represented ULS in good faith while a member of ULS
5. Members must show dedication to ULS' mission
6. The Executive Administrator of ULS shall be the Chair and preside over this board
7. All members must agree to serve a one year term ending every New Year's Eve

### Responsibilities

1. Help ULS expand its network of alumni
2. Aid ULS in organizing annual alumni mixers
3. Attend the ULS transitional meetings to advise the new Executive Board
4. At least one representative from the Alumni Board of Advisors shall be present at meetings where the constitution shall be amended
5. Connect ULS to professionals that can help ULS in its goals and events

## **Article VII**

### **Corporate Advisory Board**

#### Section A

##### Objective

1. Assist ULS in developing professional events and finding sponsors
2. Ensure that ULS preserves the integrity of the Brand
3. Offer advice to help the ULS Executive Board find solutions for the day to day problems of the organization.

#### Section B

##### Membership

1. Lead sponsors will be offered membership

2. The ULS Executive Board can extend membership to any company that demonstrates dedication to helping ULS achieve its mission, regardless of sponsorship status
3. All members must agree to serve a one year term ending every New Year's Eve
4. Membership is limited to seven companies

## Section C

### Responsibilities

1. Direct the ULS Executive Board toward a calendar that emphasizes professional development above all else
2. Provide advice as ULS tries to expand and incorporate new universities and graduate students
3. Each member will present one Leaders In Training seminar during each year of service on the Corporate Advisory Board
4. Create and promote opportunities for ULS members at their corporation
5. When appropriate, provide ULS with contacts that can help in organizing the ULS Career Fair and Leadership Conference as well as other summits
6. Work with the Director of Public Relations in order to seek more sponsorship from a diverse set of corporations

## **Article VIII**

### **Meeting and Quorum**

#### Section A

##### Meetings

1. General meeting will be held at least once a month throughout the academic school year
2. Meeting dates shall be scheduled at the end of the general meeting, unless the President, with the approval of the ULS Board, schedules a mandatory meeting
3. Permanent meeting location shall be decided at the beginning and middle of the academic year that accommodates to all ULS representatives

#### Section B

##### Quorum

1. At least two-thirds of the active representatives must be present for a quorum
2. Issues will be addressed and resolved with a majority vote by those in the meeting

## **Article IX**

### **By-laws and Amendments**

#### Section A

##### By-laws

1. By-laws may be added to ULS Constitution by majority vote of current ULS representatives

#### Section B

##### Amendments

1. Any current ULS representative can propose an amendment to the ULS Constitution
2. Amendment ratification requires a consensus of ULS representatives plus a 3/5 approval of all ULS executive board

*\*\*\*Revised August 30, 2010\*\*\**