



# COMUNIDAD LATINO-AMERICANA Constitution

## PREAMBLE

This constitution establishes the organization, structure, and aims of the Comunidad Latino-Americana, hereafter referred to as the CLA, at the Michigan State University.

This Constitution also establishes the rules for governing by an Executive Committee (hereafter referred to as the Executive) which will be responsible for implementing the policies of the CLA.

## ARTICLE I: NAME AND PURPOSE

### Section 1. Name

The name of this group shall be the “Comunidad Latino-Americana”, or as translated into English, the “Latin American Community”.

### Section 2. Purpose

The primary objective is to promote Community among Latin American Students, scholars, and their families at Michigan State University. This Community will function as a non-profit organization.

The primary objective will be achieved as follows:

- a. by striving to encourage, assist and support Latin American Students, scholars, and their families through a network of friendships
- b. by an open community, based in the solidarity, fraternity, and with vocation of service
- c. by organizing activities which promote cross-cultural understanding and facilitate service to the greater university community

d. by bringing support spiritually and socially, and unconditional friendship

## Article II: MEMBERSHIP

Section 1. Membership will be open to all MSU students and scholars and their families as well as to individuals not affiliated with the university who desire membership. The CLA will not discriminate on the basis of race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, handicapper status or marital status. However, only MSU students may be officers and/or voting members.

Section 2. CLA will provide a mechanism for membership registration.

## Article III: OFFICERS

### Section 1

a. The affairs of the CLA shall be directed by an elected Executive Committee, which shall consist of the following officers: a President, a Secretary, a Treasurer, and four at-large members. The preceding Executive will serve as ex-officio members.

b. To be eligible for an executive office, an individual must be a member. He or she shall have been an active regular participant in the CLA. If elected, will be able to remain in office for no less than 9 months.

c. The term of office of the Executive Committee will be 12 months, typically June through May 31. An Individual may not be re-elected consecutively to a particular office. No individual may be elected to the Executive for more than 3 of any 5 consecutive terms.

d. Newly elected offices will be invited to attend all meetings of the Executive subsequent to election, and will assume office officially on June 1<sup>ST</sup>.

### Section 2

a. The Executive Committee of the CLA shall be elected annually. Elections for offices that have completed full terms of service will be held at an Official General Assembly meetings for all members scheduled during the last month of the Spring Semester at MSU. All such meetings must be announced to the CLA by notification a minimum of two weeks prior to the meeting.

b. Only Members may nominate officers, be nominated, or vote. No candidate shall be nominated without his or her consent.

c. Election of members to the Executive Committee will be by secret ballot and require a simple majority. To conduct an election a minimum of 20 members should be present. In the event that no nominee for an office on the executive receives a simple majority, a second ballot will be conducted which will include the 2 nominees receiving the most votes on the first ballot.

d. In the event that any office is made vacant by resignation or dismissal, the vacant position shall be filled from within the Executive by means of elections among the remaining members of the Executive. If three or more officers are vacated prematurely, a general election of the CLA shall be held to fill the vacancies within for the remainder of the team.

### Section 3.

#### Responsibilities of Officers

##### a. President

(i) Shall be the chief executive and chief spokesperson of the CLA and shall have general supervision over the activities of the CLA. He or she shall convene and preside over Executive meetings and General Assembly unless otherwise impossible.

The president may authorize any executive officer or other member to act on behalf of the CLA.

##### b. Secretary

Shall keep minutes of all meetings of the Executive meetings. He or she shall give two weeks minimum notice of all meetings and shall be responsible for all correspondence of the CLA, in consultation with the other members of the Executive.

Shall maintain an up-to-date file of the membership of the CLA.

##### c. Treasurer

Shall keep all the finances of the CLA and shall disburse money for any business authorized by the CLA or the Executive. He or she shall deposit all cash and checks made in the name of the CLA into the CLA's bank account within seven days of receipt. He or she shall keep records of all financial transactions made by the CLA and shall be responsible for

communicating the financial position of the CLA to the members in consultation with the Executive.

All expenditures will require prior authorization by the Executive Committee. The president, treasurer and the secretary will have authorization to sign checks for the CLA.

d. At-Large Members (VOCALES)

Shall attend all meetings of the Executive, be involved in all discussions and decision making, vote, and be available to assume the responsibilities of a specific office in the event of a temporary or permanent vacancy.

They will be expected to assume responsibility for activities of the CLA.

e. Ex-Officio Members

Shall serve as a source of information and advice for the current officers especially during periods of transition. Ex-officio members do not have voting privileges.

Section 4. An officer, failing to fulfill the designated responsibilities of the office, may be removed at any official meeting by a majority vote of the current membership.

#### ARTICLE IV: OPERATING PROCEDURES

Section 1 a. The Executive Committee can meet, as frequent as necessary, to discuss the affairs of the CLA and to establish the agenda for general meetings. A minimum of 4 of the 7 members of the Executive must be present to convene a meeting.

b. Non-regularly scheduled General meetings may also be convened by the Executive or by 20 members for such purposes as electing officers to vacant positions or to address urgent business, excluding the replacement of existing officers.

Section 2. Business/Executive meetings will follow normal parliamentary procedures to facilitate orderly decision making.

The custom will be to conduct business meetings in Spanish.

Section 3. Ad-hoc committees may be formed at any time by the Executive to achieve the established goals and objectives of the CLA. Ad-hoc committees can only be chaired by voting members of the CLA.

Section 4. The CLA shall be financed through voluntary contributions of its membership, gifts and/or grants from other groups or individuals which may or may not be associated with the University.

#### Article V. AMENDMENTS

Section 1. Any voting member of the CLA can propose an amendment to the Constitution.

Section 2. Proposed amendments to the Constitution must be submitted in writing to the Executive for review prior to presentation to the CLA.

The CLA shall have a minimum of two weeks to review any proposed amendment prior to voting on the amendment.

Section 3. Approval of an amendment to the Constitution will require two-thirds of the attending members of the CLA.