

CONSTITUTION OF THE ORGANIZACIÓN LATINA ESTUDIANTIL (OLÉ)

Last updated: March 2013

PREAMBLE

OLÉ is la Organización Latina Estudiantil, or the Latino Student Union, at Johns Hopkins. Our members include many Latinos at Hopkins as well as those who are interested in Latino history, culture and empowerment.

OLÉ's Mission Statement:

At the Johns Hopkins University, OLÉ strives to create a positive inclusive environment that promotes the history, culture, and intellectual contributions of Latin America. In pursuit of the advocacy of Latino heritage, OLÉ addresses and vocalizes local and national issues as a means to integrate, engage and empower students.

MEMBERSHIP

Membership to OLÉ is open to all Johns Hopkins University students, both undergraduate and graduate. To be a voting member, a student must attend two meetings within the semester prior to the voting meeting.

EXECUTIVE BOARD

The governing body of OLÉ is the Executive Board, which consists of ten positions: the elected positions include:

- President,
- Vice-President,
- Secretary,
- Treasurer,
- Publicity Chair,
- Community Outreach,
- Social Chair,
- Freshmen Representative.

The position of the Webmaster and President's Assistant is non-elective. The purpose of the Executive Board is to execute the routine business of OLÉ. The Executive Board shall meet at least twice monthly during the academic year. Executive Board quorum consists of a simple majority of the board members (simple majority is half +1). Quorum is necessary for any votes or decisions to be valid. The Executive board can execute financial transactions up to and including \$500 by majority vote of the board.

OFFICERS

The duties of an officer include:

- 1) Attend Executive Board and General Body meetings and all events. If unable to attend, they must:
 - Notify the President in advance.
 - 2 days before give information pertinent to the meeting to another officer to present at the meeting in their absence.
 - Contact the Secretary after the meeting to read the minutes of the meeting and get any tasks appointed to them.
- 2) Perform the tasks of their office and any others agreed to by the executive board.
- 3) Present his or her officer's report at each general body and executive board meeting.

President

The President is the primary officer of the Executive Board and a financial officer of OLÉ.

The President is responsible for

- 1) Officiating over General Body and Executive Board meetings by:
 - Keeping order and guiding the members to accomplish the specified goals of the meeting.
- 2) Attending the general body meetings of the Student Activities Commission.
 - In the case when the president is unable to attend, they are responsible for notifying their liaison
 - of their absence and appointing another member to attend in their place.
- 3) Maintain records of financial transactions and execute them in the event that the Treasurer is unable.
- 4) Work with the Treasurer to write and submit an annual budget to the Student Activities Commission.
- 5) Work with the Treasurer to write and submit funding requests to the Student Activities Commission and multiple other funding sources.
- 6) Approve purchases to be made by the Treasurer.
- 7) Supervising and ensuring effective performance of the remaining Executive Board members.
- 8) Meeting and networking with deans, faculty, staff and students to gain funding, materials, support, and co-sponsorship for OLÉ events and programs (along with the treasurer and social chair).
- 9) All OLÉ publications, OLÉ e-mails website information, and OLÉ speeches must first be proofread and approved by the President before they are made available to the general student body/public.

10) Head Latino Heritage Month.

11) Authority to create stipulations for missed meetings by the Executive Board.

Vice-President

The Vice-President is responsible for overseeing the organization in the absence of the President and for duties of an officer.

1) The Vice-President is responsible for helping to coordinate activities with the Office of Multicultural Student Affairs (OMSA), as well as the Program for Latin American Studies (PLAS).

2) Logistics of events.

3) Heading Orientation.

4) Outreaching to other Latino student groups in the Baltimore/Washington area and keeping an accurate database of the contact information and events of these groups.

5) Contact for Alumni Outreach.

Treasurer

The Treasurer is the primary financial official of the organization and is responsible for:

- 1) Attending the general body meetings of the Student Activities Commission with the President.
- In the case when the treasurer is unable to attend, they are responsible for notifying the President of their absence and appointing another member to attend in their place.
- 2) Maintain records of financial transactions in a ledger and make them available to members upon request.
- 3) Execute financial transactions in a timely fashion, maintaining copies of all relevant forms and receipts.
- 4) Work with the President to write and submit an annual Student Activities Commission budget (which follows the current Student Activities Commission Funding Policies).
- 5) Work with the President to write and submit funding requests to the Student Activities Commission and multiple other funding sources, including:
 - Make an appointment to be seen before the Student Activities Commission at the times when they accept funding proposals.
 - Write and submit the proposal according to current Student Activities Commission Funding Policies.
 - Attend the funding proposal hearing or appoint someone in the event that the treasurer cannot attend.
- 6) Advise the Executive Board and General Body on financial matters.
- 7) Care for money collected as admission to events and deposit the money after the event.
- 8) Maintain comprehensive and current files, which shall include the supply inventory, budget and financial records.
- 9) Approve purchases to be made by OLE members.

Secretary

The Secretary is responsible for:

- 1) Maintaining meeting minutes which includes making them available to members upon request.
- 2) Taking attendance at meetings and keeping record of members' attendance for the calculation of voting eligibility.
- 3) Compiling a list of eligible voting members and bringing an up to date copy to each general body meeting.
- 4) Notifying members of general body meetings by e-mail, including date, time, location and any important matters of business scheduled to be discussed.
- 5) Notifying members of event/pertinent information via e-mail, at the request of the President.
- 6) Maintain comprehensive and current files, which shall include the constitution, membership list, supply inventory, budget, financial records and all other pertinent records.
- 7) Checking the OLE mailbox and distributing correspondence.
- 8) Working with the Social Chair to oversee mentoring program(s) that OLE is facilitating.
- 9) Reserving rooms for meetings and special events as well as the necessary AV equipment.

Publicity Chair

The Publicity Chair is responsible for publicity and promotion to the Hopkins community and the greater Baltimore community, as well as other duties as required including:

1) The Publicity Chair is also responsible for organizing members to poster for meetings and events.

2) The Publicity Chair is responsible for notifying the following entities about meetings and special events.

- Newsletter
- Student Council (SGA)
- Facebook
- Other SAC groups, in particular cultural groups
- Other Latino Student Organizations
- Baltimore Sun (for major events that encompass the Baltimore Community)

Community Outreach

The Community Outreach chair is responsible for:

- 1) Overseeing all community service projects and volunteer programs by
 - Communicating with program officials.
 - Arranging transportation to and from the programs.
 - Assuring that all participants will be present or a replacement is appointed.
 - Maintaining all supplies.
 - Arranging for funding through CSC Center for Social Concerns
 - Collaborate with Lideres
 - Reach out to businesses to provide funds for groups like Mi Espacio

- 2) Working with other student groups and departments on campus to effectively collaborate on co-sponsored community service events.

- 3) The Community Outreach chair is in charge of coordinating with the Admissions office on Latino student recruitment
 - This includes helping to organize Discovery Days weekend and HOME visits by OLE members to college fairs, the Excel Youth Conference and phone-a-thons

Social Chair (Events Coordinator)

The Social Chair is responsible for:

- 1) Planning off-Tuesday social events.
- 2) Planning mixers and special events (specifically get-to-know people events).
- 3) Keeping in contact with Latino organizations in other schools.
- 4) Assisting the Vice President in planning the Cultural Block Party.

Freshman Representative

The Freshman Representative is responsible for:

- 1) Obtaining input from fellow freshmen on OLE activities/programs/events and relaying this information to the Executive Board.
- 2) Working as a general program assistant to the members of the Executive Board as activities/programs/events are planned and executed.
- 3) Planning freshmen events.

Webmaster

The Webmaster will be responsible for:

- 1) Maintaining and updating the OLE website in a timely and efficient manner.
- 2) Communicating with the President on materials to be included on the website.

MEETINGS

OLÉ will hold at least two general body meeting each month during the fall and spring semesters. Attendance will be taken at all general body meetings and kept by the Secretary to determine voting eligibility. At each meeting, the Secretary will bring an up to date list of eligible voting members. Voting can occur at all meetings, which were advertised by the Secretary to all OLÉ members, and there is quorum. Quorum is reached when half of all eligible voting members plus one are present. Each officer and committee chair will deliver a progress report at each meeting.

ELECTIONS

Elections for Executive Board positions will be held each spring or whenever there is an unfilled position. Elections take place over the course of two meetings. The first meeting, the Nominations meeting, must be announced at least one week in advance by e-mail, complete with date, time, location and announcement that nominations will be taken at that meeting for specific positions. At this meeting, members can be nominated by another OLÉ member for a position or may self-nominate. Each nomination must be seconded and the nominee must accept the nomination. At the Nominations meeting, the meeting for voting must be announced and then followed by an e-mail announcement of the Voting Meeting. At the day of the voting meeting, final nominations can be made by e-mail two hours in advance, after those nominations will be closed. Each nominee will be allowed to make a short speech if they so desire. Once all nominees have been allowed to speak, each present eligible voting member of OLÉ will be given one vote by secret ballot. At least two OLÉ members who are not nominated will independently count the votes. Robert's Rule of Voting is applied. A simple majority of the votes constitutes victory.

CONSTITUTIONAL AMENDMENTS

Constitutional amendments will follow the form of elections. First the amendments must be presented in writing at a previously announced meeting and discussed. Then a voting meeting will be announced and all present eligible voting members of OLÉ will be given one vote by secret ballot, to be counted by two OLÉ members. A simple majority constitutes the ruling.

OLÉ FINANCES

OLÉ holds a treasury of funds collected through fund-raising activities, by grant of the Student Activities Commission, and donations. The OLÉ funds must be used responsibly and fairly. Event funds granted by the Student Activities Commission can only be used on events approved by Student Activities Commission and open to the entire Johns Hopkins University community. Any money collected by donation can be used only for purposes approved by the donor. Any money collected through OLÉ fund-raising can be used only on events open to and advertised to the entire membership of OLÉ.

OLÉ has two financial officers recognized by the Student Activities Commission, the President and the Treasurer. These are the only two officers who can authorize financial transactions through the Student Activities Commission. The Executive Board can vote for the execution of transactions up to and including \$500. The OLÉ members must approve all expenditures exceeding \$500 by simple majority vote at a meeting with quorum. Any purchases to be made by an OLÉ member must first be approved by an OLÉ financial officer: the President or Treasurer. All requests for reimbursement by OLÉ members must be turned in to the President or Treasurer in a timely fashion with completed Student Activities Commission Financial Transaction request form and original store receipt. If a member purchases items for the organization without prior authorization, the club is entitled to refuse reimbursement by returning the item(s) unused with its receipt to the purchaser.

IMPEACHMENT

In the event that an Executive Board member systematically fails to perform their duties, the OLÉ members may impeach them. The nomination for impeachment can take place at any meeting with quorum. A voting meeting will be scheduled and announced by e-mail to all OLÉ members. At this meeting, the nominated board member will be allowed a defense of their actions. The OLÉ member providing the nomination will be allowed a defense of their nomination. Then all present eligible voting members of OLÉ will be given one vote by secret ballot and this will be counted by at least two OLÉ members. A simple majority constitutes the ruling. If the board member is impeached, elections will be held according to election guidelines for their replacement.