Constitution of
LATINO UNIDOS AT INDIANA UNIVERSITY
Bloomington, Indiana

Preamble
Latinos Unidos at Indiana University—hereafter referred to as “LUIU—is a non-profit, non-partisan and secular organization founded in 1979 for the purpose of: Promoting the identity and unity of the Latino students through intellectual, cultural, and social growth and to increase their visibility and involvement in campus and community activities.

Article I - Name
Latinos Unidos at Indiana University (LUIU)

Article II - University Compliance
This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III - Membership
Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

LUIU shall be a student run organization. LUIU is a Latino based, not exclusive, organization that will be open to the entire community at Indiana University and Ivy Tech including undergraduate, graduate, and faculty.

Membership is contingent upon dues which are to be paid within the first five (5) weeks of academic year or semester. Dues for ALL members are set at $8 per year or $5 per semester. Payment of the annual dues shall grant a student full voting rights for two (2) academic semesters. Payment of the semester dues shall grant a student full voting rights for one (1) academic semester. Only those students who have paid the annual dues are eligible to vote.

If, for any reason, a paid member is not registered and enrolled in the university or Ivy Tech, their membership will not be considered active for that semester. If the paid member re-registers and enrolls, their membership will become active for one (1) semester. The inactive period shall not exceed one (1) semester.

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article IV - Executive Board
The purpose of the Executive Board shall be to coordinate and implement policies and decisions as directed by the General Assembly. The Executive Board shall meet once a week during the academic semester. Each member of the Executive Board shall have an equal vote at Executive Board meetings. The Advisor shall be a member of the Executive Board but shall not have full voting rights.

The Executive Board will consist of nine positions that will oversee all meetings and events within LUIU. Requirements for all executive board members are as follows:
A. Attend all scheduled meetings and events.
B. Attend all community service/volunteer events.
C. Perform all duties assigned to that position to the best of his/her ability.
D. Attend a planning retreat at beginning of each semester.

The Executive Board will be comprised of the following:

A. President
   • Responsible for the overall functioning of the group
   • Will be a model/representative for the group and attend meetings on the group’s behalf.
   • Will head all Executive Board meetings.
   • Works with all the officers to ensure the proper functioning of the group.
   • Works with Secretary and Publicity Director to compile scrapbook/history of organization during their term.
   • Responsible of keeping Advisor inform of all that is happening within the organization.
B. Vice President
   • Works closely with the President and other executives to ensure proper functioning of the group.
   • Represents the groups and inherits responsibility of the President, if the President is absent.
   • Sets executive meeting dates.
   • Works closely with the treasurer to maintain the group’s budget and finances.
C. Treasurer
   • Responsible for all the groups finances.
• Must handle the SOA account, attend training by SOA and will comply with all SOA policies and procedures.
• Will work closely with the President, Vice President and advisor to locate possible resources on campus.
• Works with the Vice President on balancing budgets meetings and events.

D. Secretary
• Keeps records of all executive board and mass meetings.
• Responsible for maintaining and regularly updating member information.
• Must post and email the minutes to the members within 48 hours.
• Will keep record of absences of Executive Board members at board meetings and will be responsible for issuing fines if such situation occurs.
• Must keep a detailed record of events including number of attendees, photos, flier, and event synopsis.

E. Publicity Director
• Responsible for creating and publicizing fliers via print or electronic means.
• Responsible for updating LUIU’s Facebook account and any other accounts that LUIU uses to promote events, as well as creating description/threads that are sent out through La Casa’s email.
• Responsible for keeping LUIU webpage updated with the help of the President.
• Responsible for keeping LUIU brochure updated.

F. Community Service Director
• Responsible for seeking community service opportunities; must organize at least two (2) per academic year.
• Responsible for keeping track of the amount of community service hours served on campus and in the community.
• Responsible for setting community service dates and times.
• Work with Publicity Director in publicizing their events.

G. Sports Director
• Will be responsible for organizing, registering and maintaining intramural teams; must organize at least two (2) per academic year.
• Will be responsible for organizing annual Sportsfest.
• Work with Publicity Director in publicizing their events.

H. Social Director
• Responsible for maintaining contact with other Latino campus organizations.
• Must attend or coordinate with another executive board members to attend one meeting of the other organizations. Executive Board member attending must not already be a member of the organization of which they are visiting.
• Responsible for coordinating programs with another organization; must organize at least two (2) per academic year.
• Must share contact list of organizations with Publicity Director.

I. Community Liaison Director
• Will be responsible for helping find volunteers for panels and high school visits.
• Shall work closely with the Freshman Board and may serve as their liaison.
• Will report back with a representative from Freshman Board to the Executive Board.
• Will recruit and maintain in communication with members for the Freshman Advisory Board.

Article V - Elections
Board members are chosen based on interest in the organization, ability to perform, and dedication to position. Any member of the organization is eligible for an open board position. The member must request the position, and give an oral statement as to why they are interested in the position, as well as what ideas they plan to execute while in office. This statement is to be given before the membership.

A. Candidates
• Any paid member of LUIU shall be entitled to seek an Executive Board position.
• Any paid member wishing to be part of the Executive Board must be registered and enrolled as a full-time student.
• Any paid member wishing to be part of the Executive Board must be in good standing with the University by having at least a cumulative 2.50 GPA.
• Any paid member wishing to be part of the Executive Board must not be employed by the university in a faculty or full-time staff capacity; this does not include students who are part of work-study.
• Any paid member wishing to be part of the Executive Board must be an undergraduate student at Indiana University.

B. Elections
• Elections will take place no later than the second week of April.
• Newly elected officials will shadow the current board the remainder of the year.

Article VI - Fines
If for some reason and executive board member is not able to attend a meeting or event he/she must notify the President or Vice President at least two (2) days in advanced for an executive/mass meeting and at least four (4) days in advanced for an event. If he/she does not inform the President or Vice President he/she is subjected to be fined.

1st offense: Written warning signed by President, Advisor, and Executive Board member.
2nd offense: Two (2) hours of work for LUIU. If they do not comply, then member if automatically removed.
3rd offense: Organize a program within the month of offence. If they do not comply, then member if automatically removed.
4th offense: removal from executive board position.

Exceptions are illness, exams, or death of family member. May be subject to change due to circumstances at the discretion of the Executive Board.
Note: Tardiness consist of being late 10 minutes or more from designated start time of meeting. Three (3) tardiness is equal to an absence.

**Article VII - Terms of Office, Removals, and Resignations**

A. Terms of Office
   - The elected officers of the Executive Board will assume responsibility at the last meeting of the spring semester.
   - The term of the office shall be for one academic school year.

B. Removals
   - Removal procedures of any officer not abiding by the stated duties for his/her office in Article IV shall be brought before the Executive Board.
   - Any officer may be removed from office by a two thirds (2/3) vote of the Executive Board.
   - A two (2) week notice shall be given before removal proceedings begin.

C. Resignations
   - If Executive Board Member decides to resign, he/she must inform the President by means of e-mail or letter stating their resignation (sign the document if paper copy).
   - A two (2) week notice must be given before resignation to accommodate transition and transfer of responsibilities.

**Article VIII - Freshman Board**

A. Participants
   - The LUIU Freshman Board will consist of several first-year undergraduate students who are interested in LUIU and want to work with the Latino community.
   - They will not be elected and will work on a voluntary basis with the Executive Board of LUIU.

B. Meetings
   - They will have their own meetings separate from the Executive Board at least once a month.
   - A representative from the Freshman Board will attend biweekly Executive Board meetings in order to keep the remainder of the Freshman Board up-to-date on what the Executive Board is doing and also serve as the voice for the Freshman Board.
   - A member of the Executive Board (Community Liaison) will serve as the Freshman Board advisor and will attend their meetings as well as their own.

**Article IX – Personal Gain Clause**

This organization shall ethically raise and distribute profits from organizational functions to the organization, not individual members.

**Article X - Amendments**

A. Amendments
   - An amendment to this constitution may be brought before the General Assembly by any paid member of this organization.
   - An amendment brought before the General Assembly must be seconded in order to be considered.
   - Any amendment shall require three-fourths (3/4) vote by the General Assembly present to become part of this constitution.