**The Latin American Student Organization Bylaws**

**Article I- Name**

The name of this organization shall be the Latin American Student Organization of Elon University hereafter referred to as LASO.

**Article II- Mission Statement**

To promote the diversity of the Hispanic/Latino student body at Elon, educate the campus community on the culture, contributions and challenges of Hispanic/Latinos in the United States, and offer community outreach opportunities to our members.

**Article III- Purpose**

1. Create a comforting environment where each LASO member has the opportunity to develop and use his/her bicultural and intercultural skills.
2. Maximize collaborations within Elon and with the local community.
3. Support the local community by coordinating volunteer work in projects that have a positive impact on both the campus and the local community.

**Article IV- Membership**

1. Any full-time Elon student who has expressed an interest in the activities of the club.
2. Any full-time student who has attended 3 meetings and/or events.
3. To be an active member, students must be in good academic standing. Students who do not meet the Elon University definition of good academic standing may not participate in any of the club’s activities or meetings until they return to good standing.

**Article V- Governance**

**Section I- Officers**

1. The **President** will preside at all meetings, be in charge of the general direction of LASO, head all LASO meetings, be the chair of Executive Board, and responsible for other duties assigned.
2. The **Vice-President** will help the president accomplish all goals pertaining to the outlined mission of LASO, oversee all committee operations, act as president in the absence of the president, coordinate the executive board retreats. He/she will also seek and maintain connections with other organizations, maintain and update all social media, advertise events, and maintain the overall image of LASO and responsible for other duties assigned.
3. The **Secretary** will oversee membership attendance, handle all correspondence, record, compile, and send out minutes within forty-eight (48) hours of all meetings (Executive & General Body), and responsible for other duties as assigned.
4. The **Treasurer** will assist in the general direction of LASO, be responsible for all financial aspects of the organization and book keeping, maintain communication with the Student Government Association (SGA) and LASO advisor(s), be responsible for the collection and accountability of all LASO funds, prepare budget request and spending reports by the appropriate deadlines, give reports to the LASO executive board and the advisors when there is a change in financial status of the organization, be responsible for obtaining funds from sources external to Elon University when needed and responsible for other duties assigned.

**Section II- Officer Duties**

**President**

1. Send out meeting agendas twenty-four (24) hours prior to the meeting
2. Meet with Advisor on a weekly basis
3. Make Executive Board/General Body members and/or advisor aware of important emails regarding LASO depending on urgency

**Vice President**

1. Post all events on all social media within twenty-four (24) hours
2. Continuously update and send out reminders of important events on all social media
3. Submit flyer proposal to distribute and post on digital boards
4. Handle event flyer distribution and writing on classroom boards seventy-two (72) hours after flyer has been approved
5. Update and maintain the LASO website

**Secretary**

1. Send any email, that needs to be related to General Body, within twenty-four (24) hours
2. Send Executive Board meeting minutes within forty-eight (48) hours
3. Take attendance at General Body and Executive Board meetings

**Treasurer**

1. Submit petty cash request and transfer of funds forms to SGA within seven (7) days
2. Maintain and update spreadsheet of LASO expenses as the year goes on

**Section III- Officer Elections**

1. Nominating Method: Nominations for officers are to come to the floor during a LASO meeting and can be requested by any party. Voting will occur the following general body meeting. No individual can be nominated more than once for the same position. An individual can be nominated for multiple positions but must choose to run for only one position. Current executive board members may choose to run for re-election. **Rising seniors cannot apply for any officer position.**
2. Voting Procedure: Election will occur the following general body meeting. Nominees must make an oral presentation to the general body and answer any questions posed by Executive Board members as well as general body members. A **quorum** will consist of the majority (51%) of the members that must be present at the meeting for a vote to be valid. A vote will carry with a plurality of votes.
3. The counting and handling of ballots will be the responsibility of the LASO Executive Board.

**Section IV- Terms of Office**

February: Elect new officers who participate in the Leadership Development Institute held by the Center for Leadership.

March: New officers shadow old officers on a biweekly basis at Executive Board meetings. New officers will also help prepare next year’s budget request for SGA. and present budget request alongside old officers.

April: Present budget request to SGA alongside old officers. Plan LASO Retreat (appoint members to committees for next year, read responsibilities/bylaws, SGA organization fair in September, set organization/officer goals, etc.)

August/September: New officers assume office and handle the direction of LASO.

**Section V- Vacancies in Officer Positions**

Upon vacancy of the office of the President, the Vice President shall fulfill his/her role. Upon vacancies of any other office, the Executive Board will appoint another individual in one (1) weeks time.

**Section VI- Removal of Members and Officers**

Removing of Members: A member may be removed if they violate rules explained in the Student Handbook, failure to abide by the policies of the organization and conduct unbecoming the organization.

Reasons for Removing Officers: An officer may be removed if they fail to fulfill the responsibilities outlined in Section IA.

Procedure for Removing Members or Officers: The accused member or officer must be notified in writing by the President of the reason for the proposed removal in advance of the meeting to consider removal. The accused member will be given the opportunity to present his/her case at the meeting and prior to any other vote on his/her membership. To revoke a membership or office two-thirds of the members in a good standing must be in attendance and a majority vote for removal is necessary for official expulsion. The accused member/officer will be notified in writing of their status after the decision is made whether or not to remove the member or office from the club or organization.

**Article VI- Meetings**

1. LASO will meet weekly during the academic year.
2. Location and meeting times will be determined by vote at the start of fall and spring semester.
3. All meetings will begin on time regardless of how many members/officers are present.
4. If any change in the regular meeting time is needed, the secretary will notify members one (1) week prior.
5. Officers will be required to meet every week. **Any decisions made at the meetings will be final.**
6. What constitutes a QUORUM: Majority (51%) of the LASO members must be present for LASO to conduct business.
7. How a VOTE CARRIES: A plurality vote will carry.

**Article VII- Attendance**

1. Executive Board members must be present at EVERY LASO event, General Body, and Executive Board meeting except in case of emergency or school conflict. If an event and or/meeting is to be missed, the Executive Board member must notify the Secretary twenty-four (24) hours in advance. Failure to notify and/or miss three (3) events will result in removal from their Executive Board position.
2. Executive Board members must be seated and ready to begin every General Body and Executive Board meeting on time. If an officer will be late, he or she must notify the Secretary twenty-four (24) hours in advance unless there is an emergency. Failure to notify and/or be present on time at five (5) meetings will result in a warning. Should the officer fail to notify or be late once more after, the officer will be asked to resign their position.
3. The Secretary will take membership attendance at every General Body and Executive Board meeting as outlined in Section IC. The Secretary must also inform the President if any officer has violated the Attendance Policy of three (3) events and/or five (5) tardies.

**Article VIII- Finances**

*Section 1- Student Government Association*

Funds will be generated from Student Government Association allocations (in April of each year for the following academic year) and from fund-raisers.

*Section 2- Fundraising*

Fundraisers will be approved in advance by the Division of Student Life and all raised funds will be deposited into the LASO on-campus account. LASO will get approval from the LASO advisor(s) before soliciting business in the community or the other external constituents. LASO will make sure that fund-raising efforts do not jeopardize university fund-raising efforts.

**Article IX- Advisor**

*Section 1- Selection*

The advisor(s) will be full-time faculty or staff personnel who is interested in the Latin American culture and is willing to support LASO in upholding its mission statement and purpose outlined in Article II and III.

*Section 2- Duties*

Advisor(s) will be required to attend out-of-town events for which a faculty is required or find a qualified replacement in the event that they cannot attend, sign appropriate forms for equipment and room reservations and/or rental, oversee finances of the organization and sign all financial forms pertaining to the Student Government Association Budget Committee. Meet with LASO President on a weekly basis.

**Article X- Amendments**

The subgroup wanting to make an amendment must present why the amendment must be made and how it will advance the organization. Members will have two (2) weeks to consider changes before a vote is taken. A plurality vote will carry at the following meeting.

Article XI- **Parliamentary** **Authority**

Robert’s Rules of Order will be the guide for all organization procedures not specifically defined in this Constitution and Bylaws.