

Constitution of Spanish and Latino Student Association of Clarion University of Pennsylvania

Article I:

Section I: The name of the organization shall be known as Spanish and Latino Student Association of Clarion University of PA.

Article II:

Section I:

- A. Provide a group for Hispanic/ Latino and non Hispanic/ Latino students on campus to become knowledgeable of the history and culture of Latin American countries.
- B. To provide an arena for the fellowship and socialization in sharing the diverse Hispanic Cultural Heritage among others.
- C. Create awareness of the issues and economic situations in the Latin America region. Educate the campus and community on the current events and festivities that place within the Latin American countries.

Article III:

Membership

Section I: In order for a student to be part of S.A.L.S.A one must be in good standing with Clarion University.

Section II: State conditions in which members may be dismissed:

A. Three consecutive unexcused absences will result in dismissal from the organization until the following semester.

Article IV:

Financing

Section I: The Student Senate of Clarion University will request funds for S.A.L.S.A to the organization. The appropriated funds shall be used solely for the purpose of implementing the goals, objectives, governance, and maintenance of the S.A.L.S.A organizations.

Article V: Advertisement

Section I: The chair members should possess knowledge and awareness of concerns and issues that both the student and University face.

Section II: Where there is no in the category, the Advisor may be recommended by the Executive Board or nominated by the general body. Recommendations and nominations will be submitted to the Director of Minority Student Services for consideration and review with sitting Executive Board for final determination and appointment.

Section V: Specifically no veto override:

- A. If the program or activity in question is in the direct conflict with the Constitution of S.A.L.S.A and the laws of Student Senate of Clarion University.
- B. If the program or activity in question can be proven to be detrimental to the reputation of S.A.L.S.A of Clarion University.

Article VI: By Laws and Duties of Office

Section I: The Executive Board shall be the governing body of S.A.L.S.A. The Board comprised of the officers as outlined in Article III shall be responsible for the setting of all agendas for all general meetings of S.A.L.S.A. The Executive Board shall consider any and all matter of concern as referred to the Board by the President, Standing Committees, or the general body and pass recommendation or resolution of the same back to the general body. The Executive Board will prepare a financial budget and shall be completed within five days following the opening of class in the Fall Semester.

Section II: Thereby, the official laws and duties of Executive Board are stated:

A. President:

- 1.) The role of the President shall be to preside over the Executive Board and general meetings of S.A.L.S.A. The president will serve as spokesperson and representative at all campus functions where called upon designated. The President will articulate issues of importance to the general body where deemed necessary.
- 2.) The President will serve as liaison to Student Senate. If the President is elected as an officer to the Student Senate, the Vice President will fulfill the office and duties of the President. The President will inform the Executive Board of any request or amendments as proposed by the General body.
- 3.) The President must have served on the Executive Board for a minimum of one semester within the organization. The President must, at the time of the application, be in good academic standing. The President must also be a full time student.
- 4.) Violations of University rules and regulations are grounds for removal of consideration for the office or impeachment.
- 5.) Where as no candidate seeking office of the President must be at a good academic stander. The Vice President will serve as acting President. He/she must have good academic standing.

B. Vice President:

- 1.) The Vice President must be at a good academic stander at the time of application. Any violation of University rules and regulations are grounds for removal from considerations of the position and impeachment
- 2.) The Vice President shall be responsible for carrying out the duties as outlined by the Executive Board. When the President is absent or unable to preside over meeting, the Vice President will assume his/her duties. The Vice President will serve as liaison to U.A.B.

C. Secretary/ Treasurer

- 1.) The Secretary must have good academic standing at the time of seeking the position. Any violation of University rules and regulations are grounds for removal from consideration of the position and impeachment.
- 2.) The Secretary shall tend all Executive Board and general body meetings. The Secretary is responsible for the preparation, filing, and dissemination of all minutes to the respective parties. The Secretary is

responsible for meeting with the SALSA Advisor for review and clarification. The Secretary will read all minutes at the Executive Board and general body meetings. The Secretary will be responsible for the notification of all meetings whether scheduled or an emergency. All minutes will be triplicate and one copy will be kept on disc. The Secretary will assist in the development and maintenance of a filing system.

- 3.) The Secretary will maintain records of all incoming and outgoing correspondence regarding S.A.L.S.A business. The Secretary shall assist in the development and the maintenance of files and be responsible for picking up and sending S.A.L.S.A mail. The Secretary will maintain a list of other University Organizations and be responsible for the dissemination of information to them regarding SALSA events and activities.
- 4.) The Treasurer must have good academic standing at the time of seeking the position. Any violation of University rules and regulations are grounds for removal from consideration of the position and impeachment.
- 5.) The Treasurer is responsible for co-coordinating, allocation, and distribution of funds as voted upon by the Executive Board. The Treasurer shall record and file all monetary transactions. The Treasurer will be responsible for selecting and maintaining a committee to work (where need) at all SALSA programs, events and activities. The Treasurer will be responsible for maintaining records of the transactions of each standing chair committee. The Treasurer will have meetings. The Treasurer will work on-going with individual committees in order to prepare and complete budget expenditures.

Section III:

A. Election

- 1.) Elections will be held during the month of September during an official general body meeting.
- 2.) The general body and Executive Board will vote for new board members.
- 3.) The President will meet with the newly elected board members to explain the duties of each position.

Section IV: Grievances

- A. All Grievances by the student body shall be in written form and submitted to the Executive Board.

Section V. Impeachment

- A. Impeachment proceedings may be brought against officers of S.A.L.S.A.
 - 1.) Who shall be in violation of any part of the Constitution of S.A.L.S.A
 - 2.) When at least 2/3 majority of the Executive Board request such proceeding.
 - 3.) When his/her conduct shall be unbecoming of an officer in S.A.L.S.A.

Article VII:

Advisor

Section I: Responsibilities of Advisor

- A. The Advisor will be responsible for the monitoring and advisement of issue as they relate to the boards' missions, goals, and purpose.
- B. The Advisor will meet bi-weekly with the Executive Board and officers deemed necessary.
- C. The Advisor will be responsible for the signing off all documents as they relate to financial matter, usage of equipment, and facilities.
- D. The Advisor should make him/her available for any consultation.

Article VIII:

Amendments

Section I: Proposed amendments to the Constitution shall be submitted in writing and thereafter submitted to the Executive Board who will present the proposed amendments to the general body for approval. A two-thirds vote may amend the constitution (2/3) plus one majority vote of the voting members present. This must be approved by student senate.