

# **Constitution of NOSOTROS**

## **Michigan Technological University**

**March 3, 2008**

### **ARTICLE 1**

#### **Name of the Organization**

This organization shall be known as NOSOTROS

### **ARTICLE 2**

**Purpose** The purpose of this organization shall be:

- Section 1. To established a “sense of community” of the Hispanic/Latin culture at Michigan Technological University.
- Section 2. To share the Hispanic/Latin culture with the campus community.
- Section 3. To provide a forum for the exchange of information pertinent for Hispanic/Latino and non-Hispanic/Latino students enrolled in Michigan Technological University.

### **ARTICLE 3**

#### **Non-discrimination**

- Section 1. In compliance with Michigan Technological University’s Board of Control Equal Opportunity Policy effective July 16, 2009, the Association will not discriminate the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, or marital status. The organization must also be committed to the policy of not discriminating against disabled individuals or veterans.

### **ARTICLE 4**

#### **Membership**

- Section 1. Regular membership shall be open to all students enrolled at Michigan Technological University.

- Section 2. There will be no dues.
- Section 3. Active members shall have the rights of voice, vote, and office holding as stated under ARTICLE 5.
- Section 4. Associated membership shall be open to MTU faculty and/or staff who support the purpose(s) and objective(s) of this organization. This type of member has the right of voice, but does not have the right to vote or hold office in the organization.
- Section 5. To become a member, the interested person shall provide written prove to the Secretary of the organization.
- Section 6. Funds left in the Treasury should the organization become inactive will be donated to a Hispanic charity.

## **ARTICLE 5**

### **Officers**

- Section 1. Only active members shall be eligible for office within the organization (See Section 6, Officers).
- Section 2. The terms of office for all elected officials shall be two (2) consecutive semesters commencing at the beginning of each academic year and terminating at the end of the academic year (August through May).
- Section 3. The title of the elected officials shall be: President, Vice-President, Secretary, Treasurer, Public Relations, Internal Representative, and Webmaster.
- Section 4. All executive board members shall strive to attend all meetings. Otherwise, the absentee shall notify the executive board of his/her intentions.
- Section 5. The duties of the elected officials shall be:
- a. President
    1. Shall represent the chapter and be responsible for all business concerning the chapter.
    2. Shall have full power in the management and business of the chapter and shall set and establish all policies of the chapter and/or other functions or activities under the direction of this chapter.

3. Shall also be the official spokesperson for the chapter, manage the other operating officers and manage the day-to-day affairs of the chapter.
  4. Shall preside over all meetings.
  5. Shall set the dates for all meetings. At least two meetings per month should be held. For example, having a meeting every other Tuesday at 6 pm.
  6. Shall not have the right to vote.
  7. Shall cast the deciding vote if there is a tie in normal voting procedures.
- b. Vice-President
1. Shall assist the President in all business concerning the chapter and shall act as President in the latter's absence.
  2. Shall lead over a meeting in absence of the President.
  3. Shall have the right to vote except when acting as President.
- c. Secretary
1. Shall keep accurate minutes of all meetings and shall keep all necessary records, post them, and maintain them.
  2. Shall be responsible of the bulletin board.
  3. Shall lead over a meeting in absence of the President and Vice-President.
  4. Shall have the right to vote except when acting as President.
  5. Shall handle all club correspondence.
- d. Treasurer
1. Shall keep books and records on money received or disbursed.
  2. Shall make quarterly financial reports listing all liabilities and assets of the organization to active members.
  3. Shall be responsible to present annual budget to officers and advisors.

4. Shall preside over all meetings in absence of the President, Vice-President and Secretary.
5. Shall have the right to vote except when acting as President.
6. Shall serve as chair of the Funding Committee.

e. Public Relations

1. This officer will assist the Internal Representative and shall be in charge of promoting the organization by taking pictures, videos, releasing press articles, among other communication activities.
2. The main responsibility will be to create and maintain historical records of the organization.

f. Internal Representative

1. This officer will be designated by direct interview of the candidate with the executive board.
2. This Representative will assist the Vice-President in internal affairs and will have the responsibility of attending the regular meetings of the other Societies at Michigan Technological University as designated by the organization.

g. Webmaster

1. This officer will be designated by direct interview of the candidate with the executive board.
2. The Representative shall be in charge of updating the web site and responsible of managing the organizations emails accounts.

Section 6. Officers shall document all their work and submit a report to the President by the end of each semester.

Section 7. Election of Officers.

- a. Active members only shall be nominated for officers, appointed, or serve as committee chairperson. A student must be full-time and not be on academic or disciplinary probation. The student must be enrolled as a full-time student and have a overall GPA of 2.3 or better.
- b. To be elected, it is necessary for a member to be nominated, and thereupon receive majority approval (> 51%).
- c. All voting will be by secret ballot.

- d. A member can hold only one office per year, with the exception of secretary-treasurer if needed.
- e. Elections of officers for the following year shall take place at the end of the spring semester at Michigan Technological University.
- f. All enrolled students who have become regular members of the organization shall be eligible to vote. All persons who have become active regular members of the organization at least thirty (30) days prior to the annual election shall be eligible to vote.
- g. Nominations should be submitted to the chair of the Membership committee by email.
- h. Nominations of officers shall be presented two (2) weeks prior to the election. Members could self-nominate or nominate another member.
- i. In the case of resignation or impeachment of a member of the executive board, priority will be given to any officer interested in filling the open position. Elections shall be called to fill any open position(s) afterwards.
- j. In the case of resignation or impeachment of the faculty advisor, elections shall be called but only the executive board is allowed to vote.
- k. Members who are inspiring a position as President, Vice President, Treasurer, and Secretary should not hold an executive position in any other student organization.

Section 8. The elected executive board shall have the right to elect a new advisor or continue with the current advisor. The new board shall schedule a meeting with the advisor within the first two weeks of the fall term.

## **ARTICLE 6**

### **Advisor**

Section 1. The advisor shall be a full-time member of the faculty or staff of the University. He/she maintains continuity, offers guidance, helps cut through red tape, serves as a sounding board, assists officers, and is an all-around resource person.

Section 2. The name of the desired advisor is forwarded to Student Activities for approval.

- Section 2. Other responsibilities of the advisor are
- a. Assist officers in understanding their duties, administering programs and plans, organizing projects and making appropriate transitions.
  - b. Encourage use of parliamentary procedures and that meetings are run in an orderly, applying democratic principles.
  - c. Attend as many organization meetings and events as possible and be generally available to assist the organization.
  - d. Articulate campus policies and procedures and help cut through the red tape when necessary.
  - e. Maintain the ability to deal with the same issues each year, and remain fresh.
  - f. Be a facilitator both among officers and between officers and members.
  - g. Consult with individual students, when necessary.
  - h. Consult with other campus departments when problems arise with the student organization.

## **ARTICLE 7**

### **Committees**

- Section 1. There shall be five standing committees: a. finance, b. academic development, c. outreach/community serve, d. chapter development, and e. membership/nomination.
- Section 2. The Treasurer shall serve as the chairperson of the Finance committee.
- Section 3. The President shall assign all board members a chairing position.
- Section 4. Ad-hoc committees shall be established to address special needs.
- Section 5. All committee chairs shall submit a report to the President by the end of the semester.
- a. Finance. The finance committee shall provide an annual budget for the organization. They shall also determine the needs to develop additional resources for the group.

- b. Academic development. This committee shall present to the organization a minimum of one activity per semester to advance the academic skills of members. Examples of activities are: tutoring, academic achievement competitions, study sessions, etc.
- c. Outreach/community service. This committee shall present to the organization a minimum of one activity per semester to advance the development of skills beyond the academic domain and to serve the community. Examples of activities are: high school tutoring, mentoring, collaborating with local non-profit organizations, etc.
- d. Chapter development. This committee shall present to the organization a minimum of one activity per semester to establish a sense of community within the organization. Examples of activities are: fund raising events, movie nights, coffee breaks, etc.
- e. Membership/Nominating Committee. This committee is responsible for establishing the means to attract and maintain members. This committee shall organize a campus recruiting event during the first month of the semester. Examples of events are: K-day, Spring Fling, etc. This committee shall established a date for the elections and handle all the duties related to the elections.

## **ARTICLE 8**

### **Quorum, Meetings and Voting**

- Section 1. A quorum shall consist of at least two (2) officers and thirty percent (30%) of the active membership with officers inclusive.
- Section 2. Meetings will be held at least twice a month.
- Section 3. The President may call a meeting when deemed necessary.
- Section 4. A simple majority (> 51%) of those present and voting is required to pass.

## **ARTICLE 9**

### **Resignations**

- Section 1. A letter of resignation shall be submitted to the President or Vice-President by any willing to resign from office at least a week before the next chapter meeting.

Section 2. During a meeting when a resignation is presented, nominations will be taken to fill the office. A new officer will be elected the following meeting as described under ARTICLE 2, Section 5.

## **ARTICLE 10**

### **Impeachments**

Section 1. Considerations. All officers are expected to complete their duties as assigned to them in the Constitution. The removal of an officer is a serious matter and should only be done after giving the individual opportunities to meet expectations. The executive board advisor should have met with the individual at least once and have given the individual at least one written letter.

Section 2. The President shall preside over the matter unless the procedures are being initiated against him/her. In that case, the Vice-President shall preside in his/her place.

Section 3. During the impeachment proceedings the case will be presented. The officer under investigation will be given the opportunity to present his/her defense before a vote is taken.

Section 4. Over 51% of the members are required for the impeachment to be carried out. A new officer will be nominated and elected as described under ARTICLE 2, Section 5.

Section 5. If the vote fails, then the same motion may not be introduced for the next two subsequent meetings.

## **ARTICLE 11**

### **Amendments to Constitution**

Section 1. Proposed amendments shall be submitted in writing to the membership at a general meeting one week prior to the vote.

Section 2. A favorable vote of 2/3 of the members on the issue is required for amendment passage.

Section 3. All amendments shall follow the policies of Michigan Tech University.

Section 4. The amendment shall be submitted to the Student Organization office at Michigan Technological University.

Section 5. : It will take effect when approved by Student Activities.

\_\_\_\_\_  
Signature of Student President

\_\_\_\_\_  
Printed Name and Date

\_\_\_\_\_  
Signature of Student Vice-President

\_\_\_\_\_  
Printed Name and Date

Approved by MTU Student Chapter General Membership on

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