

# CONSTITUTION OF THE ORGANIZATION OF LATINO EMPLOYEES

## ILLINOIS STATE UNIVERSITY

### ARTICLE I

#### Name/Purpose/Mission

Section I: Name

The organization shall be known as the Illinois State University Organization of Latino/a Employees (OLE).

Section II: Purpose

OLE is a non-profit affinity group for ISU employees who self-identify as Latino/a or Hispanic or who are interested in the issues of Latino/a or Hispanic employees on campus.

Section III: Mission

The Illinois State University Organization of Latino Employees (OLE) shall function primarily to define, represent, and advance the interests of Latino/a Employees at Illinois State University. OLE functions to promote the professional and personal development of Latina/o employees.

OLE shall achieve its mission through:

- A. Providing a sense of community and unified voice for Latino/Hispanic individuals and groups on-campus
- B. Acting as an advocate for the needs of Latino/Hispanic individual and groups on-campus
- C. Create opportunities for social and professional networking for individuals interested in advancing the interests of Latinos/Hispanics on-campus and in the community
- D. Initiate outreach efforts aimed at increasing the University and larger community's awareness of issues affecting Latinos/Hispanics in Central Illinois as well as those in other regions
- E. Assist in the recruitment and retention of Latino/Hispanic employees and students

### ARTICLE II

## Membership

Section I: Membership in OLE shall be open to all persons designated by the University to be full-time or part-time employees, including graduate students, who have self-identified as Latina/o or Hispanic, as well as those who are interested in advancing the status of Latino/a or Hispanic employees at Illinois State University.

Membership dues shall be set by OLE on an annual basis. Dues shall be paid to the Treasurer within 60 days from the start of the academic year.

Section II: Types of membership

Full – All persons designated by the University to be full-time or part-time employees, who self-identify as Latina/o or Hispanic, as well as those who are interested in advancing the status of Latina/o or Hispanic employees at Illinois State University.

Associate – Any Illinois State University graduate student, who self-identifies as Latina/o or Hispanic, as well as those who are interested in advancing the status of Latina/o or Hispanic employees at Illinois State University.

Affiliate – Any community member or organization interested in advancing the goals and objectives of OLE.

Honorarium – A courtesy membership used by OLE to attract and recognize persons whom can benefit and help the purposes of the association.

## **ARTICLE III**

### Shared Governance

Section I: General Assembly - Constitutes the meeting of all the members of the Organization.

Section II: Executive Board - Qualifications to hold office in the Organization include being a member in good standing for at least one year prior to becoming an officer or a member of the Executive Board. Members of the Executive Board are expected to serve a two-year term.

The officers of the Executive Board shall consist of the following officers: chairperson/president, co-chairperson/vice-president, treasurer, secretary, public relations chair, student affairs outreach chair, and graduate student representative.

- A. Chairperson/President - is the official representative of the Organization and presides over the Executive Board meetings and the General Assembly meetings. The chair-person shall conduct administrative activities and is responsible for the overall functioning of the organization through the delegation of tasks responsibilities to the other officers and committees as needed. The chairperson shall preside over the Election Standing Committee.
- B. Co-Chairperson/Vice-President - in the event that the chairperson is unable to perform her/his duties, the co-chairperson shall assume the activities and responsibilities of the chairperson. The co-chairperson shall also preside over the Social Standing Committee.
- C. Treasurer - shall be responsible for the proper accounting of the receipts and disbursements of the Organization's funds. The treasurer shall keep records to ensure that the Organization's financial obligations are met in an appropriate time frame. The treasurer shall regularly report to the membership on the financial condition of the Organization and prepare an annual financial report to be presented at the last general assembly meeting at the end of the academic year. The treasurer shall preside over the Standing Finance Committee.
- D. Secretary - shall take minutes at all Executive Board and General Assembly meetings and shall be responsible for distribution of minutes to the membership. The secretary shall be responsible for the dissemination of all official information vital to the organization as well as maintaining records of the organization. The secretary shall co-preside over the Standing Public Relations Committee.
- E. Public Relations Chair - will be responsible for developing, maintaining, and coordinating the Organization's relations with the President's Diversity Taskforce, Office of Equal Opportunity, Ethics, and Access, Alumni Relations, Latin American and Latina/o Studies, and Community Groups with similar purposes of the Organization. The public relations chair shall co-preside over the Standing Public Relations Committee.
- F. Student Affairs Outreach Chair - shall be responsible for developing, maintaining, and coordinating the Organization's relations with the Vice-President's Diversity Taskforce, Diversity Advocacy Office, the Student Affairs Professional Development Committee, Human Resources, and other Student Affairs departments and committees. The student affairs outreach chair shall preside over the Standing Outreach Committee.
- G. Graduate Student Representative - shall be responsible for developing, maintaining, and coordinating the Organization's relations with registered student organizations including but not limited to the Association of Latin American Students, Los LOBOS, Community of Latino/a Students, Lazos, and other student groups on-campus. The graduate student representative shall

assist the Student Affairs Outreach Chair with the functions of the Standing Outreach Committee.

Section III: Nomination and Election Procedures

- A. Nomination of the officers to the **Executive Board** shall be made by the Election Committee (See Article IV, Section I).
- B. The election of officers to the Executive Board shall be by secret ballot of the membership. Voting may be by absentee ballot based on the decision of the Election Committee.
- C. When necessary, elections shall be held during the last meeting in May, and the newly elected officers will assume their responsibilities on or before August 1.
- D. In the event of a vacancy, termination, or removal of an officer of the Executive Board, a special election may be held at the (reasonable) request of the chairperson with consent of the Executive Board, OR, at the (reasonable) request of the Executive Board with the consent of a majority vote by the Organization membership.
- E. When the chairperson is unable to serve out his/her term, the co-chairperson shall assume that office for the duration of the term and until the next regular election.

## **ARTICLE IV**

### Standing Committees

Section I: Standing Committee Chairpersons are appointed by the Executive Board to serve in that capacity for a period of one academic year.

Section II: Election Committee:

- A. Shall be responsible for conducting the elections of officers in a manner to encourage full participation of all members.
- B. Shall be responsible for reporting to the Organization the counting of ballots and the declaration of new Executive Board Members.
- C. Shall be responsible to assure that elections proceed in accordance with the constitution.

D. Shall assist other Standing Committees in its activities when appropriate.

Section III: Social Committee:

A. Shall be responsible for developing activities to welcome new Latina/o – Hispanic employees to the campus community.

B. Shall be responsible for planning activities that will provide social interactions that enhance participation of membership.

C. Shall assist other Standing Committees in its activities when appropriate.

Section IV. Membership Committee:

A. Shall be responsible for the recruitment of members to the Organization and assist with retention efforts as appropriate.

B. Shall assist other Standing Committees in their activities when appropriate.

Section V. Outreach Committee:

A. Shall be responsible for the promoting OLE brand by enhancing the Organization's visibility within the campus community.

B. Shall create support for student organizations

C. Shall assist other Standing Committees in their activities when appropriate.

Section VI. Finance Committee:

A. Shall be responsible for all fundraising efforts.

B. Shall be responsible for all aspects of the development and maintaining of the Organization's Scholarship fund

C. Shall assist other Standing Committees in their activities when appropriate.

Section VII. Public Relations Committee:

A. Shall be the point of contact to outside organizations on all matters concerning the Organization.

B. Shall be responsible for all forms of communication and technology including the Organization's web presence, social networking media, radio, television and print media.

C. Shall assist other Standing Committees in their activities when appropriate.

Section IX: Ad-Hoc Committee Chairpersons are appointed by the Executive Board to serve in that capacity for a finite period of time lasting for no longer than one semester.

Section X: Event Ad-Hoc Committee:

- A. Shall provide programs that are educational, cultural, and informative.
- B. Shall maintain a liaison with other committees and programs, both inside and outside the Organization, as appropriate.
- C. Shall assist other Standing Committees in its activities when appropriate.

## ARTICLE V

### Meetings

Section I: Meetings shall be conducted in accordance with Roberts Rules of Order, and any other rules established by the Organization.

Section II: Approval of business items shall be by a simple majority vote of the paid membership present at the meeting.

Section III: Meeting schedules shall be set as follows:

- A. There shall be at least three (3) General Assembly meetings of the Organization per semester.
- B. A regular time and date shall be established by the Executive Board for General Assembly meetings.
- C. Executive Board meetings shall be held at least twice per semester (including the summer semester) for planning purposes and can called by the chairperson as need dictates.
- D. All members shall be reminded of regular meetings at least seven (7) days prior to the time the meeting is scheduled. Special meetings may be called any time it is deemed necessary.

## ARTICLE VI

### Amendments

Amendments to the Constitution may be proposed by any full member(s) in good standing. (See Article II, Section II)

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