

**CONSTITUTION OF THE
ASSOCIATION OF LATINOS MOVING AHEAD**

September 15, 2016

Preamble

The University of Iowa ALMA Organization commits itself to:

1. Strive to create a coalition, among latinx organizations, where we aim to strengthen the latinx community on campus by better understanding the needs of students and committing to addressing them.
2. Promoting student involvement in various student organizations while creating support networks for latinx students on campus.
3. Offering the opportunity for involvement on campus by promoting student leadership positions.
4. Creating community service events, which include outreach to underserved minority students, to promote and encourage higher education.
5. Promoting social activities that foster a sense of community.
6. Educating members in efforts toward social justice.
7. Fostering cultural awareness throughout the University of Iowa and surrounding community.
8. Contributing to diversity on campus, while attempting to build relationships with a variety of different student organizations.

Article I

The purpose of ALMA is to offer a sense of community to latinx students. To better understand and address the needs of the latinx community on campus, facilitate a support, and to promote higher academic success among the latinx student community at the University of Iowa.

Article II

Membership

- a. ALMA membership is open to any University of Iowa student who support the purpose of the organization, and adhere to its objectives.

- b. In no aspect of its programs shall there be any difference in the treatment of persons on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification which would deprive the person of consideration as an individual. The organization will guarantee that equal opportunity and equal access to membership, programming,

facilities, and benefits shall be open to all persons. Eighty percent (80%) of this organization's membership must be composed of UI students.

c. In the event that any member of the organization engages in conduct in violation of University of Iowa policy and/or Article II, section b, of the ALMA constitution, the organization reserves the right to deny membership and access to ALMA sponsored meeting and events, decided by a 2/3 executive majority vote.

d. To be considered as an active member, you must have attended 2/3 of the general meetings. Only active members have the right to vote as well as seek and hold Executive Board positions.

Article III

Executive Board

ALMA will be governed by the input of members, and an Executive Board consisting of a President, Vice-President, Secretary, Treasurer, Head representatives of the cabinets.

a. Officers

1. **President:** Expected to attend and facilitate all organization meetings, to call special meetings of the organization when required, and to prepare/file any report required by the University.

I. Duties

- President and Vice-President, should meet on a weekly basis at their own discretion, to discuss topics pertaining to the organization, and construction of agenda.
- Maintaining open communication with manager of the LNACC.
- Follow through to completion of tasks by fellow executive members.

II. Responsibilities

- Will see completion of the impeachment process for any executive member and cabinet positions, with the exception of the president's position.
- Prepare and coordinate state of ALMA address.

2. **Vice-President:** Will take the duties of the president when the president is unable to attend meetings or programs.

I. Duties

- Meet with positions under him/her on a monthly basis, to assess performance and aid their leadership development.
- Act as a liaison between board members and president.

II. Responsibilities

- In case of president impeachment, Vice-President will take over impeachment process.
- Have knowledge on all positions, and their responsibilities.
- In case of any temporary absence, by any executive member, Vice-President will take over all duties and responsibilities until return or succession of that position.

3. **Secretary:** Will be in charge of maintaining communication with those affiliated with ALMA and archiving meetings and procedures pertaining to the organization.

I. Duties

- Take attendance at all executive meetings, general meetings, and events, and upload all to online media.
- Keep all modes of communication up to date at the beginning of each semester.
- Send out weekly updates to members, as well as monthly event calendars.
- Send out calendar invites.

II. Responsibilities

- In conjunction with event planner, access and catalog events, and write reports related to events carried out by ALMA.
- Keeping record of community partners and allies.
- Sending mass emails, with approval by the executive board, and making sure they are used appropriately.
- Being in charge of processes that precede and follow elections, as well as the process of members voting in elections.

4. **Treasurer:** Expected to maintain all financial records of the organization. Prepare and submit financial reports to the members. Prepare the annual budget and all the budget requests for funds. Become familiar with University accounting policies and procedures.

I. Duties

- Work in conjunction with fundraising chair to discuss and establish events that would be profitable to ALMA.
- Work with event planner to discuss funding of established events, and new events.

II. Responsibilities

- Be aware of funding sources on campus, and understand policies and procedures for applying to funding.

- Consistently search for more funding sources.
- Communicate with executive members to access funding ALMA for programming.

b. **Cabinets**: Each cabinet will get one vote during the Executive Board meetings. If members want a new chair, oral proposal by initiator to executive board and then member, executive board must need 2/3 vote and members need majority by active members.

1. **Event Planner**

I. Duties

- Constantly be looking for opportunities to collaborate with different organizations and groups.
- Keep an open line of communication with leaders of different organization.
- Work together with Public Relations officer and notify two weeks in advance so that they can create flyers and other methods of advertisement for events.

II. Responsibilities

- Write notes on events, containing information on who must be contacted for logistical matters, and cost.
- Keep records of attendance for events, all these must be uploaded to online media.
- Required to keep a monthly event calendar, and have these updated for the coming months, at least two weeks before the new month starts.

2. **Public Relations/ Recruitment**

I. Duties

- In charge of all social media accounts, this involves posting about weekly meetings and accomplishments.
- In charge of creating recruitment events, and knowing logistics for all student organization fairs, expos, and visit days.
- Must create flyers two weeks in advance, and post events on all available forms of advertisement.

II. Responsibilities

- Must have a list of possible back-up events, in case of any cancelations.
- In charge of planning weekly meeting, aside of collaborations and speakers.
- Document all meetings and important events through different means, and post them on all social media sites.

3. **Fundraising/ Community Service/ Academic**

I. Duties

- Foresee advancement in academics by informing students of academic services, also lead and plan events dedicated to studying.
- Must coordinate ALMA affiliated community service events, and be in charge of logistics for these events.
- Plan and schedule at least one fundraising event per semester.

II. Responsibilities

- Plan and setup two financial aid workshops, at the beginning of the fall semester and again at the beginning of spring semester.
- Plan two community outreach events, with at least one being a visit day for K-12 students.
- Looks for opportunities, for our members to participate in the community as volunteers, and have a way to keep the activities up to date.
- To continuously look for opportunities that ALMA can use as a fundraising source.

4. First-year Executive Board Representatives

I. Duties

- Will be in charge of representing their first-year cohort and have communication between Executive Board and lowerclassman members, regarding any issues that pertain to ALMA
- Must attend Executive Board meetings.
- Work with Public Relations chair to assist in recruitment, and expos designed for first-year students.
- Assist in advancement of academics by coordinating study nights for first-year students.

II. Responsibilities

- Be aware of fellow first-year students, and work on recruitment and retention methods.
- Be aware of opportunities for first-year students to be involved on campus, or other educational opportunities.
- Abide by all standards by which Executive Board members are held, and understand the gravity and importance of a leadership position.

c. Officers may be removed from office if the officer's conduct is in violation of University of Iowa policy, and/or the officer fails to perform the duties and/or responsibilities set forth in the constitution. If this occurs impeachment process will begin, and is as follows.

1. Officer will meet with advisor(s) to discuss impeachment of officer being questioned. If impeachment process continuation is agreed upon step 2 would follow.

2. Advisor(s) will continue to meet with other officers individually, and make a decision regarding if impeachment will continue. If impeachment process continuation is agreed upon step 3 would follow.
3. Advisor(s) will meet with chair in question with all other executive members in attendance.
4. Executive members will vote on the removal of the executive member in question. If majority vote in favor is reached, the voting will then proceed to general members.
5. If majority vote in favor of removal, the officer is then removed.
6. A letter/email will be sent to the officer removed explaining the basis of his/her removal.

Article IV

Advisor(s)

ALMA advisor(s) will assist the President, Vice-President, and the organization members in accomplishing the purpose of the organization. Advisor(s) are in charge of professionalism and code of conduct, it is their responsibilities to address issues.

Advisor(s) must be members of the University of Iowa faculty or administrative professional staff or they must be affiliated with a local, regional, national, or international affiliate of an organization.

a. Duties

- At least one advisor must attend the weekly executive meetings.
- Attend general meetings according to availability.
- Understand relevant CSIL rules and policies as they pertain to ALMA.

b. Responsibilities

- Oversee the progress of ALMA's agenda.
- Oversee the abidance of all campus and organization policies.

c. Election

- A faculty/staff member can be nominated by a member of the executive board of the organization to become the advisor as long as he/she accepts the nomination.
- To become an advisor for the organization said individual will meet with the Executive board and discuss the duties, and responsibilities that he/she will be responsible of achieving.
- The advisor will be selected by the majority of executive board votes he/she receives.

d. Removal

- A separate meeting will be held between executive board members and advisor not in question. If voted as a majority, the removal of the advisor will proceed.
- A meeting will be scheduled with executive board and the advisor in question.
- If no resolution is reached, a majority vote will determine next step forward.

Article V

Meetings

- a. Meetings will be held on Wednesdays at 7pm, weekly, throughout the academic year.
- b. The members will be notified of special meetings at least one week in advance by the Secretary of the organization.
- c. Meetings will be held at the Latino and Native American Cultural Center.

Executive Meetings

- a. Once new officials are elected, it will be the responsibility of the secretary to schedule and establish meeting times and place for Executive board, after consulting with the board.
- b. It is mandatory that executive members be present.
- c. In case of absence, the member must notify secretary 48 hours in advance and must present valid excuse. They also must send in a report of updates and upcoming and completed tasks.
- d. Executive board meetings will be kept under an hour allotted time.
- e. UISG representative, will have the responsibility of keeping the meeting running smoothly and making sure they are run with proper etiquette.

f. Voting during a meeting can only happen if quorum of 2/3 is met.

g. Any items that would liked to be discussed must be sent to the president or vice-president 3 days in advance of executive meeting.

h. Any time left, following the completion of agenda discussion, will be dedicated to announcements.

Article VI

Elections

a. Elections must be announced a month before they are held.

b. Nominations will be held the week following the Spring break recess.

c. Members can nominate each other, as well as themselves. The only criteria is that any member nominated must be an active member as defined in Article II, section d. of the Constitution.

d. Elections speeches by the nominees will be held the following week, and voting will be through virtual vote.

e. Any person running for a position, or that has been nominated, will be responsible for corresponding to the Secretary in timely fashion, if they do not, they will be disqualified from running. Unless the Secretary decides otherwise.

Article VII

Finances

a. The Treasurer shall be responsible for all collection of dues, budget application processes, disbursement of funds, and payment authorization.

b. "00 funds" will be used appropriately, only after an executive majority vote.

c. In case of a transfer or reallocation of funds it would be treasurers responsibility to make sure all forms and documents are submitted and approved through respective offices or groups involved.

d. For annual budget report, there will be a period, set by the treasurer, where all board members are allowed to make recommendations and/or state opinions on way money should be requested.

e. ALMA is required to deposit all receipts in and make disbursements through the Student Organization Business Office, Fraternity Business Services, or Recreational Services. Upon dissolution, state money and mandatory student fees revert back to the granting organization. Inactive organizations will be considered dissolved after five years of no account activity. Revenue generated dollars or "00 funds" must be divided as stated in this Constitution and carried out by our leadership. Our organization's remaining revenue generated dollars or "00 funds" will be divided or disbursed to Various Identities Born Equal (VIBE). If this organization has dissolved and revenue generated dollars or "00 funds" have not been divided as stated in this Constitution by five years from last account activity, funds in our "00 account" will revert to an account specified for this purpose within student government(s). These funds will then be available for distribution through student government(s) guidelines in accordance with University of Iowa policy.

Article VIII

Amendments

a. A proposed amendment to this constitution shall be presented to the members at least one week prior to the meeting at which the vote shall be foreseen by the President and Advisor(s).

b. A 2/3 majority vote by active members is required for ratifying an amendment.

c. Note that all amendments or changes to our Constitution must be submitted to the Student Activities Board for approval.

Article IX

Ratification

