

# **Latino Student Union**

Charge and charter- rev. January 2008

## **I. Mission Statement:**

The Latino Student Union promotes the unity, education, heritage, and culture of the Latino Community. We are a resource for Latino students and Allies alike. LSU advocates awareness on social, cultural and identity issues faced by the Latino population, both within the US and in Latin America. We embrace all those who embrace us and wish to celebrate and recognize Latino Culture.

## **II. Pillars & Goals:**

- To provide a place in the ESC and on Westerns campus for Latino students and our allies to unite and support each other on a cultural, political and academic level.
- To foster leadership, scholarship, service learning, and community
- To promote unity, self-awareness and ethnic identity and celebrate and honor cultural and ethnic diversity through discussion, speakers, community outreach and events.
- To honor and recognize all opinions expressed by group members regardless of the opinion of the majority and to provide a forum for discussion of issues faced by Latino students at Western and in the US.
- To combat discrimination on the basis of national origin, skin color, gender, religion, political ideology, class, or sexual orientation.
- To consider not only the demographic of the group itself but also of the campus when planning events, workshops, programs etc. and to address issues relevant to all Latino/as and our allies.

## **III. Executive Board**

In order to help execute the mission statement, pillars, and goals there will be an executive board consisting of various positions with certain responsibilities that shall include:

**(2) Co-Presidents-** (S)he convenes all meetings, approves agendas, coordinates the other officers, attends events put on by the club, schedule and hold at a minimum 7 executive board meetings, and in charge of general administrative tasks within the club, at the highest organizational standpoint. They are also responsible for forming and co-chairing the Latino Heritage Celebration committee from fall quarter through spring. Must also train incoming elected officer about position unless position is not filled by end of elected term.

**(1) Assistant Coordinator-** (S)he is responsible for assisting the co-coordinators with their tasks, as well as putting on different events to increase the sociability of the club and its members, and coordinating other club members/officers in their daily tasks. If there is a vacancy in any of the co-coordinator positions the assistant shall assume that roll until that vacancy has been filled. Must also train incoming elected officer about position unless position is not filled by end of elected term.

**(1) Budget Authority-** (S)he handles all the financial related material for the club. The purpose is to be able to have an advisor aware of the financial status of the club in order to help the club make decisions about future programs/events. This includes, but is not limited to making budgets for

events, organizing fundraisers, signing of financial papers and making sure that the club is in a healthy financial state. (S)he is also required to be the budget chair for the Latino Heritage Celebration committee, in which (s)he will create and manage all budgets for the event. The position holder also must attend mandatory AS Budget Authority training. Must also train incoming elected officer about position unless position is not filled by end of elected term.

**(1) Public Relations-** (S)he is responsible for publicizing the club towards the Associated Students and the community. This position is also responsible for helping advertise events and handling recruitment & retention of members. He/she also should attend events where a club representative is needed to act in representation of the club and its interests. Another responsibility of this position includes to work with the ESC media team to publicize events as well as keeping the website updated monthly. The position holder must also serve as Public Relations chair for the Latino Heritage Celebration committee. Must also train incoming elected officer about position unless position is not filled by end of elected term.

**(1) Administrative Assistant-** responsibilities include checking and keeping up to date the office, e-mail, and minutes of club and officer meetings. Helps make sure everything gets noted and accounted for so there is a reference if needed in the future. Also in charge of archiving and storing files that will be of future use for future officers and taking and maintaining attendance records during all meetings for future use. Must also train incoming elected officer about position unless position is not filled by end of elected term.

**(1) Steering Representative-** (S)he is responsible for attending all the Ethnic Student Center Steering (ESC SC) meetings, and reporting what happened in these meetings back to both the club and officers. They must take a club vote on any items to be voted on by the ESC SC and report to the ESC SC that vote. They must also attend the mandatory steering representative training. Must also train incoming elected officer about position unless position is not filled by end of elected term.

**(2) Community Awareness Consultants-** (S)he is responsible for keeping the club up to date with issues that may be of interest with regarding but not limited to race, identity, gender, and discrimination that may effect Latinos, and its allies alike. This position also helps deal with internal issues of the club, such as conflict and resolution as well as keeping the meetings a place where all ideas are heard and taken into consideration, so no one person feels excluded.

Together the Executive Board, shall work together to promote and run the club in a manner that is agreeable with the club members, pillars and mission statement. The responsibilities above shall be a priority and expectation of the executive board. The executive board shall hold a minimum of 7 meetings per quarter which all members are invited to attend. The executive board is not required to meet during summer quarter.

#### **IV. Election Code**

Every year the members of the executive board shall be elected to a one year term which includes summer, fall, winter, and spring quarter with new

elections happening during spring quarter at the discretion of the board, at least two weeks before the end of spring quarter.

#### **Section A: Regular Elections**

All club members during spring quarter will be given an opportunity to run for any of the executive board positions listed above, except for the Community Awareness consultant positions (see section b). The positions will stay open for a minimum of one week, where any person may nominate another member or themselves for an executive board position. Proper notification will be given to club members about the available positions, with the elections happening the following week. There is no limit to how many positions a single member may run for. During the election meeting each candidate shall give a 60 second speech into why they are running for the particular position. This applies to unopposed candidates as well. The voting membership shall be members attending at least 30% of scheduled club meetings for the entire school year fall to spring; this shall be determined by reviewing the attendance kept by the current secretary. To make an exception to allow someone to vote that is currently not eligible to vote must be petitioned to the currently elected executive board for one of the following reasons: 1.) Member was not able to attend 30 % of meetings because of work, class conflicts, or recent admittance to Western. 2.) Any other valid excuse approved on a case to case basis by the board. A written petition, stating one of the above conditions and explanation is required at least 2 days before elections, in order to be considered eligible to vote. Voting shall be done by ballot system, where the names on the ballot are listed by random order by position. Ballots are to be secretive and after cast counted by a non-candidate member, along with a non-member of the club. In order for a candidate to win the candidate must have over 1/3 of the votes cast even if running unopposed. In the event that no one candidate has the requirement a run-off election shall occur the same day until one candidate meets the requirement. The results of the election will be given by the end of the meeting and confirmed by the current board at their next board meeting. All ballots shall be kept for a minimum of two weeks after elections. In the event that a position is not filled during elections the board will continue to take nominations for the open positions, and voted in by the club following the above stated process until they are filled. There must always be at least one co-chair, a budget authority, and a steering representative to meet the club requirements of the Ethnic Student Center within the Associated Students of Western Washington University.

#### **Section B: Community Awareness Consultant elections policy**

The executive board positions of Community Awareness consultant shall be left open during spring elections to give an opportunity for incoming and transfer students in the fall to be a part of the board. Within the first 4 official meetings these positions shall be open to all club members and voted on by members that are at the meetings. This election is exempt to the voting membership rules listed in section A.

#### **Section C: Special Executive Board election policy**

If at any time an executive position becomes vacant due to resignation or any other circumstance, the board shall take nominations for this position and hold an election based on the rules listed in section A. In the event of

this type of election the board reserves the right to suspend the voting requirements in order to fill the position as quickly as possible.

## **V. Resignations**

Elected officers may resign at any time during their elected term at their discretion. A written notification with intent to resign must be presented to the executive board at the executive board meeting. After official resignation all club members shall be eligible to run for the newly open position. The election for the open position shall follow the guidelines set forth in section C of the election code.

## **VI. Code of Conduct**

While elected to serve on the executive board, there is a certain level of responsibility and commitment that is expected. This includes but not limited to:

- Attending both club meetings and board meetings if at all possible. Maximum of 2 absences per quarter (excluding unforeseeable circumstances)
- Attending club activities and social events when at all possible.
- Completing with tasks assigned, and with job description duties  
If code of conduct is not being followed the following actions will be taken to ensure the interests of the club and its members are being attended to in the best possible way:
- 1<sup>st</sup> warning- discusses the areas of improvements and plans how to get back on track with goals and responsibilities.
- 2<sup>nd</sup> warning- reconvene and discuss what can be done to help better the situation and give more time for improvements with deadlines to see these improvements
- 3<sup>rd</sup> warning- reconvene and discuss the lack of improvement and have board decide whether to remove and hold new election based on section c of the election code to replace executive in violation of code.

Violations of the code of conduct may be noted by any club member or board member alike. In either circumstance the issue will be looked at and followed up accordingly to the current charge and charter, and kept on file for future records.

## **VII. Voting Procedure**

Anytime that voting takes place, with exception to amending these charge and charters, and elections it will be by a simple vote majority of present members. These votes will take place during general club meetings on any decisions that the club may have to make.

## **VIII. Quorum**

In order for the executive board to meet a majority of the executive board must be present to constitute quorum. Quorum is not needed or required for club meetings.

## **IX. Amendments & Agreements**

This charge and charters may be revised at anytime by club members or executive board members in the following procedure. Any proposed changes shall be approved during executive board meetings with a minimum of one week notice to the club members. At that time, members will have a chance to voice opinion and vote for the proposed changes during the executive board meeting. In an effort to make the vote more just the board will receive one vote based on the majority opinion of the board. For members to propose changes to these charge and charters a petition with proposed changes signed by 5 or more members must be presented to the secretary 2 days prior to the scheduled executive board meetings. At this time the board shall put the changes on their agenda and to a vote during their meeting. Once charge and charters changes are approved the changes will be made available to club members at the next meeting. Every time a new executive board is elected all will sign agreeing to abide by the terms and conditions of these charge and charters, and have it attached to this agreement and kept on file.

Approved 1-15-08