

Wilkes University  
Wilkes Barre, Pennsylvania  
Constitution

**ARTICLE I: NAME & PURPOSE**

**Section A: Name** – The name of this club shall be the Student Organization of Latinos (SOL).

**Section C: Purpose** – The purpose of this club shall be:

1. To initiate awareness of the cultural identity and belonging for the Student Organizations of Latinos.
2. SOL seeks to foster and empower the existing Latino/Latin American identities on campus in and effort to celebrate and strengthen the Latino Community at Wilkes University.

**ARTICLE II: MEMBERSHIP & DUES**

**Section A: Dues** – Dues shall be \$ \_\_\_ 0.00 \_\_\_ per year.

**ARTICLE III: OFFICERS**

**Section A: Officers** – The officers shall be a President, Vice-President, Secretary, Treasurer, and Public Relations

**Section B: Eligibility** – Officers must be full-time students, carrying at least 12 credits.

**Section C: Election** – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

**Section D: Term** – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

**Section E: Vacancy** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

**ARTICLE IV: DUTIES OF OFFICERS**

**Section A: President** – it shall be the duty of the President to:

- To preside over regular meetings of the Organization and officers and to call meetings
- Vote only in case of a tie
- To represent the Student Organization of Latinos on occasions requiring their presence
- To meet with the advisor after Executive Board meetings to present agendas

- To serve as an advisor on constitutional matters

**Section B: Vice-President** – It shall be the duty of the Vice-President to:

- To preside over Organization and Executive Board meeting in the absence of the President
- To succeed the President on a temporary basis in case of a vacancy in that office, and to set up a general election within a two week time period for this vacant post.
- Serve as chairperson of the Program Committee

**Section C: Secretary** – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club
- To have a copy of the Constitution for reference at each Executive Board meeting

**Section D: Treasurer** – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed
- To be prepared to submit all financial records and funds of the Organization for review when necessary

**Section E: Public Relations** – It shall be the duty of the Public Relations to:

- To be responsible for the publicizing of all programs and activities of the Organization
- To aid in coordinating the planning and execution of the programs developed by the committees of the Student Organization of Latinos
- To inform

## **ARTICLE V: MEETINGS**

**Section A: Meetings** – Regular meetings shall be held one day every week during the regular school year.

**Section B: Special Meeting** – Special meetings may be called by the President with the approval of the Executive Committee.

**Section C: Quorum** – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

**Section D: Parliamentary Authority** – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

#### **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section A: Responsibility** – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

**Section B: Membership** – This committee shall consist of the officers as listed in Article III and the faculty advisor.

**Section C: Meetings** – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

#### **ARTICLE VII: ADVISOR**

**Section A: Selection** – there shall be a faculty/staff advisor who shall be selected each year by the membership.

**Section B: Duties** – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

#### **ARTICLE VIII: COMMITTEES**

**Section A: Program Committee** – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

**Section B: Special Committees** – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

#### **ARTICLE IX: AMENDMENTS**

**Section A: Selection** – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

**Section B: Notice** – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]