HISPANIC STUDENT COUNCIL CONSTITUTION

Mission:
We are a diversified Latin-American student association pledged to assist and support our peers at Southern Illinois University. Our mission is to strive for excellence and pursue Latino cultural enrichment within the university and community.

Preamble
We, the members of Hispanic Student Council believe that there is a need for an organization comprised of Latino based registered student organizations and underclassmen of Southern Illinois University to work together towards common goals. We also believe that this organization will arrange and execute all resources available, and become a resource center for the Latino community at the university. Together we shall promote education, cultural awareness, unity, professional improvement, and scholastic success.

CONSTITUTION

Article I: Name of the Organization
This organization shall be known as the Hispanic Student Council of Southern Illinois University at Carbondale; hereon referred to as HSC.

Article II: Membership

Section 1: General Membership:
- General members can participate in HSC events and/or assist HSC committees.
- General Membership has no voting power unless he/she has attended 1/3 of general meetings.
- General Members can contact Membership Chair to remain updated on their membership status and if they have shown participation throughout semester to become an active member.

Section 2: Active Membership:
- Have voting power.
- Any student at Southern Illinois University is eligible to be an active member and may hold office if enough participation is shown throughout the semester.
- Participate in HSC events and/or assist HSC committees.
- Attend 1/3 of meetings to become an active member.

**Article III: Officers**

The elected officers of HSC shall be the: President; Vice President; Secretary; Treasurer; and Chair holders. They will also comprise the executive board. They have a term of a full year, starting the spring semester and end in the fall semester.

**Section 1: Duties of the President**

- Act as chief administrator and official representative of HSC.
- Run general meetings.
- Present all legislation passed by the executive committee.
- Gives final approval on all pending decisions.
- Be an active voice of the organization.
- Retains the right to veto but in order to override the veto, a 2/3 majority on a revote by those members with “active” status are needed. The President has no veto power during an impeachment vote.
- Assist other officers when needed.

**Section 2: Duties of the Vice President**

- Run executive board meetings.
- Assist other officers when needed.
- Act as internal affairs officer.
- Be an active voice of the organization.
- Assumes all Presidential powers and duties when the President is absent or unable to perform his/her duties at that time (temporarily).
- Head of any judicial proceedings.

**Section 3: Duties of the Secretary**

- Schedule meetings.
- Record and report minutes and all legislation passed by the executive board.
- Keep record of all activities.
- Organizes/Prepares agendas for meetings. Also he/she is in charge for the dispersal of the agendas set forth in the previous sentence.
- Head the Election Commission.
- Responsible for reminding members of upcoming events via email, text, or any other form of communication.

**Section 4: Duties of the Treasurer**

- Maintain accurate accounting of all funds allocated to the organization and have financial papers signed by officials.
- Record and report financial records of HSC.
- Propose a budget for following year with the advice and approval of the executive board.
- Present and have available financial reports for all meetings, as well as written reports for executive board meetings.
Section 5: Duties of the Community Service Chair

- Organize and develop service activities for members to participate in throughout the surrounding community.
- Relay all community service projects to all HSC members.

Section 6: Duties of the Event Planning Chair

- Assist and advise all event committees.
- In charge of special arrangements for any event.
- Co-chair planning for particular events with other chair holders when needed.
- Works hand in hand with the Vice President to establish events.

Section 7: Duties of the Fundraising Chair

- Plan functions for raising money for HSC.
- Relay all fundraising opportunities and events to all HSC members.

Section 8: Duties of the Membership Chair

- Must handle member concerns.
- Will keep records of member attendance throughout his/her term.
- Must be present at all of HSC events.

Section 9: Duties of the Public Relations Chair

- Promote events and organization.
- Handle external affairs with outside organizations/businesses.
- Be a mediator between all organizations.
- Work hand-in-hand with events and guest speaker chair (VP).
Section 10: Duties of the Website Designer Chair

- Must create, maintain, and update as necessary a professional looking HSC website.
- In charge of any web based media promoting or web based announcements concerning HSC.
- Must provide timely updates to all web based announcements.

Section 11: Delegates

- Each RSO under HSC’s umbrella must appoint two delegates for representation in HSC.
- Both delegates must be present at the general meetings.

Article IV: Meetings

- The executive board of HSC shall abide by procedures/policies set forth by the HSC Constitution.
- General meetings are to be conducted by the President.
- Special meetings shall be formed by the following measures:
  a. They can be called by a majority vote of available elected officers.
  b. If a vote is taken during the special meeting, only active members are allowed to vote on the issue or proposed measure at hand.
- All officers of HSC must attend executive board meetings.
- Executive board meetings can be closed to the public (including general and active members) in extenuating circumstances (e.g. if a member’s presence is getting in the way of business).
- Officers can be excused if they provide documentation as to why their absence is necessary.
- At least two executive board meetings must be held each month, but more can be added with the majority of the officers consent to do so.
- General meetings must be held once every week.
- Each general meeting and executive board meeting must and will begin at a designated time.
- The last ten minutes of each general meeting is to be dedicated to open discussion of various concerns pertaining to issues at hand. This is to be moderated by the President.

**Article V: Elections of the Executive Board**

**Section 1: Election**

- Only “Active” members of HSC have the power to elect the Executive Board (which is comprised of the officers).

**Section 2: Election Commissioners**

- An election committee shall be comprised of three members of HSC with active status, one member being the current secretary. The commissioner’s term for this position shall last from the beginning of the fall semester to the end of the spring semester of the entire school year.
• Commissioners shall be appointed by the current executive board at the beginning of the fall semester with their majority vote of each appointee in order to be established as a commissioner.

• The commission shall interview all candidates for their particular office that they are seeking in order to establish the following facts about the candidate:
  a. The candidate shall be currently enrolled at Southern Illinois University Carbondale.
  b. The student shall be in good standing academically, as well as have no disciplinary actions pending against them from SIUC. Good academic standing is defined and established by SIUC.

• The commission shall gather the following information about the candidate:
  a. The candidate’s name, address, and office seeking to obtain.
  b. The candidate’s statement of candidacy. This statement should include his/her involvement in the community and/or campus activities; his/hers involvement in HSC; and his/hers reasons for seeking that particular office.

• The commission shall be present at the election of the new officers.

• The election shall proceed as follows:
  a. It shall be conducted by secret ballot.
  b. The ballots are supplied by the election commission.
  c. All voting shall be done by the active members.
  d. The ballots are to be folded in half and once again, then given to an election commissioner.
  e. The commission shall tally the votes for each office.
f. The commission shall present the results to the President and he/she shall present the results to the members at that HSC general meeting.

g. The commission shall keep a written record of number of votes for each candidate and the winner of each position. It shall be available upon request.

h. Once candidate receives position, he/she will receive a folder with a copy of updated Constitution with highlighted duties.

- A Breach of Confidentiality
  a. All commissioners are bound by a verbal confidentiality agreement to keep information confidential during the election process.
  b. If there is a breach, it shall be reported to the Vice President, which will then present it to the executive board and determine what punishment is to be implemented against the member(s).

- If a commissioner wishes to run for office, he/she will not be allowed to tally the votes of any position(s) he/she is running for.

- Members running for office cannot vote for the position(s) he/she is running for.

**Section 3: Vacancy**

- President: If this position becomes vacant, the Vice President shall assume the duties of the President. The Vice President shall finish the President’s term. A special election shall be called to fill the Vice President’s position.

- The special election for any vacant officer positions (excluding the Presidential position) shall be conducted by the election procedure set forth in Article V, Section 2.
The special election shall be held at the next general meeting that would
occur after the vacancy has occurred.

**Article VI: Impeachment**

- The HSC active members have the sole power of impeachment of an officer.
- Removal of an impeached officer(s) must be voted on by a secret ballot with
  2/3 majority vote by active members who are present at the impeachment
  meeting.
- Grounds for impeachment of officers are as follows:
  a. Deliberate legal or moral misconduct.
  b. Dereliction of duty.
  c. Illegal use of funds or services.
  d. Failure to meet all qualifications and duties set forth by this
     Constitution throughout their term in office.
- Recommendations for impeachment can be initiated by the following ways:
  a. Signed petition from at least three executive board members.
  b. Signed petition from the majority of active HSC members.
- Impeachment procedures shall proceed by the following procedure:
  a. Listed offenses shall be presented to the executive board.
  b. The impeachment proceeding shall occur at the next general
     meeting.
  c. The persons(s) being of proposed impeachment shall be given the
     opportunity to refute the charges.
d. A vote by active members shall take place after the accused officer(s) have had the chance to refute the charges against themselves.

e. Majority vote will result in immediate impeachment of officer.

f. If impeached, the officer(s) are immediately removed from office, and his/her stipend will be taken away.

• Replacement of the impeach shall be as follows:

a. The President/Vice President shall assume the duties of the vacant position until a special election is conducted (the procedure for special election is mentioned in Article V, Section 2).

Article VII: The Advisor

Section 1: Expectations

• The advisor shall:

  o Have a genuine interest in HSC.

  o Be willing to closely work with HSC’s executive board; along with other members of the organization.

  o Be willing to commit time to HSC.

Section 2: Responsibilities

• The responsibilities of the advisor shall be:

  o To give honest advice.

  o To help guide HSC goals.

  o Be a role model and stimulate group ideas, interests, as well as address concerns.
Article VIII: Amendments

- This constitution shall be ratified by a 2/3 majority vote by all members of Hispanic Student Council.

ARTICLE VII – Statement of Non-discrimination

- This organization shall not discriminate on the basis of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, and status as a Vietnam era or disabled Veteran.

ARTICLE IX – Statement of Non-Hazing

- This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE XI – Robert’s Rules of Order

- Procedures not covered herein shall be governed by Robert’s Rules of Order, Newly Revised.

BYLAWS/PUNISHMENT

- The stipend that is accounted for in the budget shall be divided among all officers, with 23% allocated to the President, 21% allocated to the Vice President, and 56% divided evenly among the remaining officers (including the Secretary, Treasurer, and chair holders).
- An RSO which bids for a membership under HSC’s umbrella would have their members be entitled to general membership status. If wanted active membership, he/she will have to show participation throughout semester to receive active member status.
- If an officer is not performing his/her duties (dereliction of duty), not only does he/she have the possibility of being impeached but also, with 2/3 majority of executive board approval, can have his/her stipend pulled while still holding office.

- First and foremost this organization is meant to promote its goals of promoting education, cultural awareness, unity, professional improvement, and scholastic success. Therefore, open and honest communication is greatly encouraged—be honest! However, if misconduct and behavioral issues are observed repeatedly, they are grounds for removal from HSC with 2/3 majority approval by the executive board.