

CONSTITUTION OF THE PUERTO RICAN STUDENT ASSOCIATION

PREAMBLE

The academic world provides the opportunity to acquire and share intellectual, cultural, and social experiences that enhance our life and makes us better individuals. These experiences broaden our horizon for a more complete world vision, with the understanding of our reality, and prepare ourselves to face a professional life full of challenges. The great diversity in fields of study, age, ideas and ideologies, cultural and socio-economic backgrounds that the Puerto Rican students, as Latinos, may bring as future members of the Puerto Rican Student Association (PRSA), makes the organization one that will be able to confront the challenges of a multicultural society and should respect and understand the individual opinions and idiosyncrasies. We, the founder officers of the PRSA, understand that the organization is a key instrument in the adaptation process and integral development of Puerto Rican students, which face the academic and professional challenges in the United States of America (USA) and the rest of the world. This is the fundamental reason to develop the PRSA's constitution and to start our duties at Purdue University in West Lafayette, Indiana, USA, during the fall semester of 2004.

ARTICLE I

Name

The name of this organization is Puerto Rican Student Association

ARTICLE II

Purpose

Section 1

The purpose of the Puerto Rican Student Association (PRSA) shall be the establishment and maintenance of a comfortable environment to students at Purdue University.

Section 2

The PRSA will provide different academic, professional and socio-cultural activities to encourage the discussion of Puerto Rican affairs.

Section 3

The PRSA will sponsor workshops, seminars and conferences of professional development for undergraduate and graduate students.

Section 4

The PRSA will promote links between the community, corporations, and non-profit organizations near the Greater Lafayette surroundings.

Section 5

The PRSA will provide some social and recreational activities to their members.

Section 6

The PRSA is a bilingual (Spanish / English) organization that recognizes and respects the right of individual members to use the language of preference in any circumstance of life. The recommended language of use for academic communications, and for official business with university officials, administrators and organizations should be English, unless stated otherwise. Spanish should be the language of use in meetings and activities in which individual members feel comfortable with and understand the language. English should be used in meetings and activities in which a fraction of the population do not speak or understand Spanish. The PRSA promotes a comfortable environment for efficient communication among members and non-members in which the use of the language of preference should be spontaneous and flexible. The PRSA will not accept an imposition of a specific language at any activity if this is in violation of individual rights.

ARTICLE III Definition of Membership

Section 1

Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

Section 2

Active membership is open only to Purdue University students that are in good standing according to university regulations. Active members have the right to vote and hold office if the member complies with the requirements mentioned in Article IV.

Section 3

Adjunct membership can be awarded to faculty and/or staff advisors. According to Purdue University regulations, a community advisor can be elected and can be an adjunct member. Adjunct membership can also be awarded to interested faculty and/or university staff. Adjunct members may not vote or hold office and should be eligible according to the university regulations.

Section 4

Any member that incurs in practices contrary to university regulations, and the PRSA policies can be subjected to corrective actions. A committee appointed by the president will determine suspension and expulsion procedures.

Section 5

All members have the responsibility to comply with the assigned dues. Currently, the membership dues are \$10.00 per academic year. In case of a suspension, expulsion, or a voluntary withdrawal from the organization, the dues are non-reimbursable.

ARTICLE IV Officers

Section 1 - Officer Titles

- President
- Vice-president
- Treasurer
- Secretary
- Public Relations officer
- Directors (Vocals)
- Webmaster

Section 2 - Officer Qualifications

A candidate for an elected position must comply with Section 1 and 2 of Article III, and must meet the qualifications set for that particular office:

- A candidate for President must be at least a third semester standing full time undergraduate or graduate student.
- A candidate for Vice President must be at least a third semester standing full time undergraduate or graduate student.
- A candidate for Treasurer must be at least a second semester standing full time undergraduate student or graduate student.
- A candidate for Secretary must be at least a second semester standing full time undergraduate student or graduate student.
- All officers must uphold and enforce this Constitution and its by laws, and must be responsible and prudent in exercising his/her duties.

Section 3 - Selection or Election Procedures

Elections are held in the first week on the fall semester. A complete list of all positions open for election will be posted on the Association's webpage.

- At each annual general meeting, the President shall appoint a nominating committee consisting of three members of the Association.
- The nominating committee shall submit to the officers, no later than the first week of the fall semester, a recommended ballot of nominees for election to office at the election meeting.

- No member of the nominating committee shall be included on the proposed slate.
- All nominees shall be members of the Association.
- Any member of the Association may make additional nominations from the floor and a majority of votes cast by members present shall be necessary for election of officers.

Section 4 - Length of Officers' Terms

An individual can serve in the same position in consecutive terms. All other qualifications will apply to the people who take over that position. If no nominees are received at the general meeting, the qualified person may keep the position.

The officers' length of term is continuous for the full year.

Section 5 - Selection Procedure and Length of Term for an Advisor

The advisor must be the person that accomplishes with the following guidelines:

- Have a concern for the on-going function of the organization.
- Be concerned about developing the leadership skills of members, particularly the officers, by discussing and helping to analyze group interactions and decision-making.
- Be aware of the goals and direction of the organization and help the members evaluate their progress toward these goals.
- Advise the organization's president on university policies and procedures in the areas of scheduling, purchasing, organizing public events/broadcasts, etc.
- Advise the officers regarding the operations of the association.
- Certify academic eligibility of all officers.
- Advise the members on financial matters.

The advisor length of terms is continuous from year to year, unless the advisor or the officers decide to substitute.

ARTICLE V Officers and Duties

Section 1 – President

The President drafts an agenda for and conducts the meeting of the Board of Directors, in consultation with other board members and the association's advisors. The President also drafts an agenda and conducts the Association general meeting for the entire membership. During the intervening period between annual meetings, the President conducts Association business with other officers and advisors via e-mail, phone and

US mail. This business is also reviewed, discussed and read into meeting minutes at the following annual meeting.

The President is the official spokesperson for and representative of the Association. The duties of the President include:

- Presiding at all officer meetings and the general meeting
- Being an ex-officio member of all standing and ad hoc committees
- Making decisions, on behalf of the officers, in consultation where possible with two of the officers, with all decisions to be reviewed at the next meeting
- Nominating chairpersons of various additional committees which may be established during any season with the appointment to be ratified by the officers

Section 2 – Vice-president

The Vice-President oversees all administrative aspects of the Association. In the absence of the President, assumes the duties and responsibilities of the position. The duties of the Vice-President include:

- Overseeing and coordinating activities of appointee positions and nominating volunteers to fill these positions with the appointments to be ratified by the officers.
- Chairing discipline and appeals committee, when necessary;
- Conducting periodic reviews of all Association policies;
- Coordinating all logistics pertaining to the members' general meeting;

Section 3 – Treasurer

The Treasurer oversees all financial operations of the Association. The duties of the Treasurer include:

- Keeps accounts, deposits the Association's funds, and makes expenditures in a manner approved by the Business Office for Student Organizations;
- Preparing annual budgets for the Association;
- Preparing financial reports for the monthly officers meeting and annual general meeting;
- Determining an accurate accounting of PRSA fees due and payable for each season.

Section 4 – Secretary

The Secretary oversees all secretarial aspects of the Association and as such is the custodian of all documentation to and from the Association. The duties of the Secretary include:

- Processing and distributing all mail forwarded to the Association;
- Preparing and maintaining notices/agendas and records of proceedings/minutes of all Association meetings;
- Alerting respective members, prior to each officer meeting, regarding the requirement to report on outstanding issues;
- Maintaining, organizing and filing all relevant records for the Association;
- Booking facilities for all Association events.

Section 5 – Public Relations officer

- Publicize the Organization's events through any and all means deemed necessary.
- Make flyers and be the primary person responsible for distributing them (but may enlist the help of others to do so).
- Work with the Vice President to maintain email account and list serve. Emails that are to be sent out to the member list serve must be approved by a majority of the officers prior to being sent out.
- Work with other officers and aid them in planning events.
- Primary person in charge of recruiting new members, or arranging for recruitment.
- Help other officers with events and oversee committees as necessary.
- Representing the Association at Latino Cultural Center-Latino Student Council general meetings, or appoints a director.

Section 6 – Directors

The Directors provide guidance to the Association. Specifically, the Directors:

- Attend officer meetings and discuss issues of concern to the Association;
- Help to set policy for the Association;

- May be asked by the President to serve on special committees.
- Representing the Association at Latino Cultural Center-Latino Student Council general meetings.

Section 7 – Webmaster

The webmaster is responsible for the development and maintenance of the Website, including the direction of enquiries through the site to the relevant persons. The webmaster is also responsible for the marketing of the website.

ARTICLE VI Amendments

Section 1

Amendments to this Constitution may be created when needed to revise, update, or add to the basic guidelines of the Puerto Rican Student Association.

Section 2

An amendment to this Constitution may be proposed, in writing, at any time to the President.

Section 3

At the next officers meeting, time will be set aside for the proposed amendment to be discussed and debated. If a two-thirds majority feels the proposed amendment should be formally considered, the proposed amendment shall be discussed and debated at the next mandatory meeting of all members or general meeting. If two-thirds of the General Assembly approve, then the newly ratified amendment will be added to the Constitution under the heading List of Amendments.

Section 4

If the proposed amendment is rejected through the above-stated process, it may not be proposed again until the following spring or fall semester.

Section 5

All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students.

BYLAWS

Section 1

The Puerto Rican Student Association, through due process, may create by-laws, within the bounds of the Constitution, to govern itself in an efficient, responsible, and respectable manner.

Section 2

A by-law may be proposed by any member of the organization and be presented, in writing to the executive board.

Section 3

The officers may recommend action on a proposal to the members. The officers alone do not have the right to table or kill a proposal.

Section 4

Time will be set aside for the proposal to be read and debated at the next regularly scheduled meeting of the organization. The proposal then shall be voted on. If approved by a two-thirds majority of the members present, the proposal shall become a by-law of the organization. The officers reserve the right to amend the proposal.

Section 5

The officers shall determine the constitutionality of a proposal or by-law absolutely. If a majority of officer members find evidence of the unconstitutionality of a proposed by-law, the proposed by law is immediately voided.

Date of Adoption

Date of Recognition

President's signature

Office of the Dean of Students

Advisor's signature