
Constitution of the Coalition of Hispanics Integrating Spanish sPeakers through Advocacy and Service (CHISPAS)

April 28, 2008

- Article I. The name of this organization is Coalition of Hispanics Integrating Spanish sPeakers through Advocacy and Service. This organization will utilize the acronym CHISPAS in all publicity materials and correspondence.
- Article II: The primary purpose of this organization is to address the pressing needs and issues of the Hispanic-Latino immigrant community. It will strive to provide direct educational and cultural services, community building and advocacy through students, volunteers and allied organizations. Literacy and English as a Second Language (ESL) education shall be one of the primary targets of this organization motivating interested and affected people to integrate into the greater community. Cultural activities, open to the public, shall provide off-campus awareness about immigration issues and concerns. This organization is of a not-for-profit nature and/or commercial nature.
- Article III. Upon approval by the Center for Student Activities and Involvement, CHISPAS shall be registered student organization at the University of Florida. CHISPAS shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Hazing, Commercial Activity, and Student Leader Eligibility.
- Article IV. In compliance with the University of Florida Non-Discrimination Policy (Regulation 6C1-1.006), CHISPAS will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliation, and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.
- Article V. Membership is open is open to all enrolled students at the University of Florida. Non-students, spouses, faculty, and staff may be associated members; however, they may not vote or hold office. All members and associated members are free to leave and disassociate without fear and retribution, retaliation or harassment.
- Article VI.
- Section A: The elected officers shall be the President, Vice-President, Secretary, Treasurer and Public Relations and Historian.
- Part 1: The President
- a) Shall serve as the representative of this organization. as needed.
 - b) Shall be responsible for all financial affairs of the organization.
 - c) Shall preside at all Executive Board meetings and general body meetings.
 - d) Shall appoint Committees for approval by the Executive Board and/or members.
 - e) Shall authenticate by his/her signature – when necessary – all documents.

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- f) Shall be in constant contact with the Faculty Advisor and Executive Board.
 - g) Shall serve as the official spokesperson for the Hispanic Student Association.

Part 2: The Vice President

- a) Shall, in the absence of the President, have all authority and responsibilities vested in the President.
- b) Shall become President should the President resign or be removed from office.

Part 3: The Secretary

- a) Shall be responsible for the taking of the minutes of the Executive Board meetings and general meetings, as well as maintaining those records.
- b) Shall be responsible for maintaining a current membership list, attendance list, and Executive Board directory.
- c) Shall conduct the correspondence of the Executive Board, except when otherwise delegated.
- d) Shall take the inventory of property once a semester..
- e) Shall be responsible for making a voting membership list for elections and any and all other duties involved with the election process.
- g) Shall make sure the organization is a registered organization of the University of Florida and that all forms are properly submitted per the Student Government Handbook.

Part 4: The Treasurer

- a) Shall keep all financial records of the organization.
- b) Shall keep track of the collection of dues
- c) Shall report the financial status of the organization to the Executive Board.
- d) Shall, upon request, make available all financial records to the general members.
- e) Shall preside at all Executive Finance Board meetings.

Part 5: The Public Relations Director

- a) Shall be in charge of publicizing all meetings, events, programs, and the association in general.
- b) Shall represent the organization as deemed necessary by the Executive Board.
- c) Shall be responsible for press releases, newspaper articles, and general dealings with outside press in order to represent this organization.
- d) Shall preside over the public relations committee.
- e) Shall create and maintain a brochure for mail-outs within the local and campus communities.

Part 6: The Historian

- a) Shall maintain records of the association's past and current activities with the collaboration of the Secretary.
- b) Shall maintain a "scrapbook" of the current year's events and activities.
- c) Shall regularly collect local and campus newspapers for items relating to current Hispanic events to be included in the scrapbook.
- d) Shall become knowledgeable about the history of this organization and compile a brief

history including information about the previous year for the use of the Executive Board and members.

Section B: The appointed officers of CHISPAS shall be the educational, cultural, fundraising, membership and service directors.

Part 1: The directors shall be appointed by the Executive Board.

Part 2: The Educational Director

- a) Shall be responsible for the organization and planning of ESL (English as a Second Language) classes to be taught each semester.
- b) Shall create and compile all materials and documents pertaining to the classes.
- c) Shall coordinate with the membership committee to recruit and maintain volunteer teachers and helpers.
- d) Shall coordinate with public relations director to advertise classes within the local community.
- e) Shall coordinate at least 2 educational programs per semester.

Part 3: The Cultural Director

- a) Shall be responsible for the organization and planning of cultural activities and events on campus and in the local community.
- b) Shall be responsible for at least 3 programs per semester or what will be deemed necessary by the Executive Board.

Part 4: The Fundraising Director

- a) Shall be responsible for the organization and planning of fundraising events on campus and outside the community.
- b) Shall hold necessary fundraising events as deemed necessary by the Executive Board in any given period of time per semester.
- c) Shall work closely with the Treasurer to keep track of financial matters.

Part 5: The Membership Director

- a) Shall preside over all matters relating to the recruiting and retention of members
- b) Shall maintain good relations with all members
- c) Shall help the Secretary with maintaining a list of members
- d) Shall help the Educational Coordinator and committee to recruit committed volunteers for English classes

Part 6: The Service Director

- a) Shall be responsible for creating service projects and/or collaborate with other allied organizations
- b) Shall help in the creation of philanthropy (per semester) to be maintained as the principal service projects for this organization
- c) Shall hold at least 3 service projects per semester including the philanthropies

Section C: Officers shall assume their official duties at the close of the last general meetings of the academic year and shall serve for one academic year until their successors are elected/appointed.

Section D: Any officer of CHISPAS may be removed from office through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.

Part 2: A two thirds majority vote of members present is necessary to remove the officer.

Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

Article VII.

Section 1: Elections of new officers will take place in April. They shall be held once a year; however, in the case of an inactive executive board, elections will be re-held. Officers will hold office from fall semester to spring semester of the academic year. A previous officer may run for a position during the next election process

Section 2: Any member who has attended at least two-thirds of the general meetings may nominate himself/herself for an executive board position. In order to be nominated, a member is required to have an active membership (at the discretion of the Secretary) and be deemed of good standing as per the University of Florida academic policies and regulations.

Section 3: Voting will be held at a scheduled meeting by anonymous ballots. A nominee will be elected if he/she receives the majority of the votes; re-voting will occur in case of a tie. Nominees are required to give no more than a 3 minute speech, followed by a one-minute question-answer session for the election process. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the two top recipients and at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office.

Section 4: If an officer decides to step down from office, another officer will fill in the position, as decided by the Executive Board. However, only the Vice-President will fill the presidency. If any position is left open, any member who meets the requirements for the desired position can apply to the Executive Board. Therefore, the member to fill the position will be decided upon by the Executive Board.

Section 5: If deemed necessary by the executive board to be active during the summer terms, the newly elected board will appoint at least two representatives within the board to act as interim President and interim Vice President for only that period of time.

Section 4: The faculty advisor is to be appointed by the Executive Board of this organization. The faculty advisor should be one whose ideals are aligned with the organization's purpose and is willing to serve as a source of information and advice for the organization.

Section 5: The faculty advisor will support the members in fulfilling the purpose of this organization, be a resource and represent the club to the community and the University of Florida as needed.

Section 6: Committees, Director positions and Executive Board positions shall be created or dissolved as deemed necessary by the Executive Board.

Article VIII. The faculty advisor shall serve as a resource person and provide advisory support fro the officers and members of the organization. The faculty advisor should attend executive and general meetings whenever possible; however, the faculty advisor may not vote in any CHISPAS matters. The faculty advisor shall be nominated by the officers and confirmed by a majority vote of members.

Part 1: Replacement of the faculty advisor will take effect upon receipt of his/her letter of resignation or when stated by him/her in a written statement. The faculty advisor must have a written statement explaining to the Executive Board and the members why he/she cannot continue with his/her duties. Within a week of this statement, the Executive Board will have at least two prospective faculty members that they will further question. Within two weeks, the Executive Board must have picked a new faculty advisor to be confirmed by the majority vote of the members at the next general meeting. After this two week period, a new faculty advisor will have been chosen.

Article IX. CHISPAS requires each member to pay \$10 during the month of September for annual dues. This fee covers the cost of materials needed, t-shirts and any other miscellaneous items that may be needed to accomplish the organization's purpose.

Article X. In the event this organization dissolves, all monies left in the treasury after outstanding bets and claims have been paid, shall be donated to Saint Francis House.

Article XII. Amendments to this Constitution may be suggested by any member of this organization at any general body meeting. Amendments should be typed and petitioned on by members of the organization in order to have them reviewed by the executive board. In order to approved, the amendment should have two-thirds of the vote of members present and voting. The President or Vice-President will present the decision made in a general meeting. Proposed amendments are subject to the approval of the Center for Student Activities and Involvement.