



CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the **Latin American Student Organization** (formerly the Puerto Rican Student Organization) of Northeastern University; hereafter referred to as LASO.

ARTICLE II – PURPOSE AND OBJECTIVE

SECTION 1: Dedicated to the Advancement of our Culture and the Preservation of our Identity.

A. To promote a positive image of Latin American culture.

B. To inspire, develop, and promote leadership within LASO.

C. To improve the college experience for Northeastern University's Latin American students and the overall student body.

D. To contribute to the progress of the Latin American population beyond Northeastern University through various outreach programs.

ARTICLE III – MEMBERSHIP

SECTION 1: Membership will be open to full-time and part-time students (a membership fee can be collected at the discretion of the current administration).

SECTION 2: Graduate students may become members.

SECTION 3: Graduating seniors will become members of the Society of Latino/a Alumni (SOLA) upon graduation.

ARTICLE IV – AFFILIATION

SECTION 1: The Society of Latino Alumni (SOLA) is the Alumni association of the LASO.

SECTION 2: The Latino Student Cultural Center (LSCC) is the central resource for LASO and LASO is responsible for ensuring the vitality and advancement of the center.

ARTICLE V – OFFICERS

SECTION 1: The Officers of LASO shall be President, Executive Vice President, Vice President of External Affairs, Treasurer, and Secretary.

SECTION 2: All Officers must be full-time undergraduate students at Northeastern University.

SECTION 3: All Officers must be present in Massachusetts during their time of service, primarily from fall to spring semester of summer.

SECTION 4: All Officers must be aware of the rules in LASO's Constitution and Bylaws.

SECTION 5: All Officers must be familiar with information presented in the Student Handbook and the Code of Student Conduct.

ARTICLE VI – ADVISOR (S)

SECTION 1: Advisor(s) must be a full-time faculty or staff member(s) at Northeastern University. Advisor(s) will be an ex-officio, non-voting member(s) on all teams of the organization.

SECTION 2: Advisor(s) will oversee finances of the organization and sign all financial forms pertaining to the Student Activities Business Office.

SECTION 3: No more than one advisor shall be an employee of, but not limited to, the Latino/a Student Cultural Center.

ARTICLE VII – THE EXECUTIVE BOARD

SECTION 1: The Executive Board shall be comprised of LASO's Officers, who are a team of leaders leading as one, and shall meet at least once a week prior to weekly meetings.

SECTION 2: The Executive Board will be responsible for developing a Summary Report to be completed at the end of each semester.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order will be the guide for all organization procedures not specifically defined in this Constitution and Bylaws.

ARTICLE IX – AMENDMENTS

SECTION 1: The Constitution and Bylaws may be amended by a majority vote based on a quorum determined by the Executive Board.

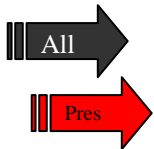
SECTION 2: Notice of the amendment must be presented in writing at least two (2) weeks prior to voting.



BYLAWS

ARTICLE I – ORGANIZATION STRUCTURE

- SECTION 1: LASO will consist of the Executive Board, Team Leaders, Special Interest Representatives, and LASO members.
- SECTION 2: Official meetings will be held weekly, time and place to be announced.
- SECTION 3: LASO will be governed by the rules set forth by the University and the organization.
- SECTION 4: The term for Officers will be one year, with each set of Officers serving the full year, and having the option of running for re-election at the end of their term.

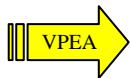


ARTICLE II – DUTIES OF THE EXECUTIVE BOARD

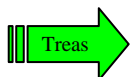
- SECTION 1: The President shall:
- A. Be in charge of the overall direction of LASO.
 - B. Conduct all LASO meetings.
 - C. Represent LASO to all outside agencies, unless otherwise specified.
 - D. Be the Chairperson of the Executive Board.
 - E. Appoint, according to the collective decision of the Executive Board, all Special Interest Representatives and Team Leaders.
 - F. Provide Semesterly Update to membership



- SECTION 2: The Executive Vice President shall:
- A. Assist in the overall direction of LASO.
 - B. Help the President accomplish all goals pertaining to the mission of the organization.
 - C. Oversee all Internal (NU) LASO teams and events and report their status to the Executive Board.
 - D. Act as President in the absence of the President.
 - E. Monitor and enforce the Executive Board’s adherence to the Constitution and Bylaws.
 - F. Coordinate the New Executive Board Retreat.

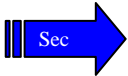


- SECTION 3: The Vice President of External Affairs shall:
- A. Assist in the overall direction of LASO.
 - B. Seek, build, and sustain partnerships between LASO and entities outside of Northeastern University.
 - C. Maintain an external resource database.
 - D. Oversee all External (outside NU) LASO teams and events and report their status to the Executive Board.
 - E. Responsible for obtaining funds from sources external to Northeastern University.



- SECTION 4: The Treasurer shall:

- A. Assist in the overall direction of LASO.
- B. Be responsible for all financial aspects of the organization and the bookkeeping.
- C. Maintain regular communication with the Student Activities Business Office and LASO Advisor(s).
- D. Be responsible for the collection and the accountability of all LASO funds.
- E. Give reports to the LASO Executive Board and the Advisor(s) when there is a change in the financial status of the organization.
- F. Prepare Budget Requests, Spending Reports, and Annual Reports by the appropriate deadlines.



SECTION 5: The Secretary shall:

- A. Assist in the overall direction of LASO.
- B. Provide and be responsible for the Sign-In Sheet.
- C. Maintain member database.
- D. Handle all correspondence.
- E. Maintain roster and provide the Student Activities Office with current Officer information each semester.
- F. Record, compile, and share minutes within seventy-two (72) hours of all meetings.
- G. Assist Treasurer in completion of Spending Reports, Annual Reports, and ad hoc reports.
- H. Maintain LASO Handbook and assist the Executive Vice President in the coordination of the New Executive Board Retreat.
- I. Track event attendance.

ARTICLE III – ELECTIONS

SECTION 1: Yearly elections will be publicized and open to all eligible members.

SECTION 2: Members attain voting privileges after having attended one-third (1/3) of all unexcused general body meetings. Excused meetings are determined at the discretion of the Executive Board.

SECTION 3: Nomination process:

- A. Nominations will open for the President, Executive Vice President, Vice President of External Affairs, Treasurer, Secretary and the Student Government Association (SGA) Special Interest Representative
- B. Nominations are to come from the floor.
- C. No individual can be nominated more than once for the same position.
- D. Individuals can be nominated for more than one position, but can only run for one position.
- E. Nominations must be made two meetings prior to actual election.
- F. Nominees must accept or decline one meeting prior to actual election.

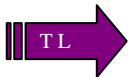
SECTION 4: Prerequisites for nominees:

- A. Must demonstrate to LASO Advisor(s) evidence of at least a 2.75 cumulative GPA and be in good standing with the University.
- B. Must be a full-time undergraduate NU student.

- C. The President, Executive Vice President, and Vice President of External Affairs must be Middlers or above at the start of their term.
- D. Treasurer and Secretary positions are open to all voting LASO members.
- E. Transfer students must have been full-time undergraduate students at NU for at least one year.
- F. Must have attended at least one-third (1/3) of LASO events, one-half (1/2) of LASO meetings, and been an active member of a team within the current academic year.
- G. Must be able to fulfill duties as stated in the Bylaws by the start of the Summer I semester.

SECTION 5: Election Process:

- A. Nominees must make an oral presentation and answer questions from LASO's general body on Election Day.
- B. Votes will be submitted by way of secret ballot.
- C. Nominees will be selected to office with a simple majority vote.



ARTICLE IV – Teams

SECTION 1: Team Leaders will preside over a specified team.

SECTION 2: Team Leaders will be appointed by the E-Board, and can be removed if there is just cause.

SECTION 3: Team Leaders must have been members of LASO for at least one semester.

SECTION 4: Team Leaders shall:

- A. Provide a regular schedule of meeting times and activities in the area of team specialization.
- B. Recruit new members for the team.
- C. Attend Executive Board meetings, as necessary.
- D. Keep records of all team proceedings and submit records to appropriate Vice President at end of fall and spring semesters.

SECTION 5: Teams will be defined by initiatives which are projects or events.

ARTICLE V – VACANCY IN EXECUTIVE BOARD

If an Officer cannot fulfill their position, the Executive Board will appoint another individual at that time.

ARTICLE VI – REMOVAL FROM OFFICE

Failure to meet responsibilities set forth in Bylaws may result in removal from office through the following process:

- A. Each Executive Board member reserves the right to recommend removal.

- B. Once an Executive Board member puts forth a recommendation, a special Executive Board meeting will be held, at which both parties and advisors must present their positions.
- C. The remaining three Executive Board members will vote on his/her removal.
- D. The Advisor will serve as a mediator with no voting privileges on the ultimate decision.

ARTICLE VII – SPECIAL INTEREST REPRESENTATIVES

SECTION 1: Special Interest Representatives shall:

- A. Represent LASO to a specified organization.
- B. Attend Executive Board meetings as necessary.

SECTION 2: Mandatory Representatives:

- A. NU Student Government Association, Special Interest Senator
- B. Historian:
 - I. Responsible for keeping all historical information pertaining to the organization in a centralized location.
 - II. Archiving physical and electronic copies of all event media including fliers, programs, advertisements, pictures, and other related material.

SECTION 3: Recommended Representatives:

- A. All Executive Board Committee (formerly the Black and Latino Student Organization)
- B. Boston Intercollegiate Latin American Student Network (BILAN)

ARTICLE VIII – EXECUTIVE BOARD TRANSITION

Following elections, the newly elected Executive Board and current Executive Board must attend the New Executive Board Retreat.