

CONSTITUTION OF HERMANAS UNIDAS DE CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

Purpose

Statement of Purpose:

- Section 1.** To reach out to the Chicana/Latina community and provide resources as well as a family networking system through the avenues provided by the three pillars of Hermanas Unidas, academics, community service, and social events.
- **Academics:** Through the emphasis of academics not only do we empower our minds but our futures as well.
 - **Community Service:** In the struggle to empower ourselves we must remember our communities and empower them as well.
 - **Social:** In stressing Hermandad, a family network is created to foster an environment of mutual respect and unity, while supporting individual interests and talents.
- Section 2.** To provide resources and leadership opportunities for predominately Chicana/Latina, college students and alumni by participating in and organizing community service events, social activities, and academic/professional workshops.
- Section 3.** HaU seeks to provide a place where students can come together and be themselves. We accept all ideologies. We are a sisterhood attempting to provide a healthy transition to and from the university.
- Section 4.** HaU wants to raise awareness and educate the campus and the community at large about Chicana/Latina issues.

Article I.

Hermanas Unidas de California State University, Northridge: The name of the group shall be Hermanas Unidas de California State University, Northridge. We herein mentioned as HaU. Hermanas Unidas de California State University, Northridge is directly affiliated with Hermanas Unidas Incorporated.

Article II.

Membership:

- Section 1.** Any person duly registered at CSUN in good standing with the Accounting and Registrar's office, and fulfilling the membership requirements of the organization may be a member.
- Section 2.** Regular membership is limited to CSUN students.
- Members must participate in a number of 12 community service hours per semester, which is determined by the Steering Committee.
 - Members must participate in a number of 15 academic study hall hours per semester, which is determined by the Steering Committee.

- Members must participate in a number of social events per semester, which is determined by the Steering Committee.
- Membership dues will be paid in full every semester as decided by the Steering Committee.
- Members must sit in on one or more of the officers' sub committees.
- No member of the organization can consume alcoholic beverages and/or be under the influence of illegal drugs while representing the organization. This includes wearing HaU paraphernalia or while in attendance in an organized HaU activity.
- A member found dishonoring the organization by consuming alcoholic beverages or under the influence of illegal drugs while wearing HaU paraphernalia or while in attendance in an organized HaU activity shall be disciplined by the set rules and guidelines by HaU, Inc.

Section 3. In order to guarantee equal human rights for the student body of CSUN, equal opportunities shall be afforded all students without regard to race, color, religion, creed, gender, pregnancy, martial affiliation, sexual or affectional orientation, age, ethnic origin, citizenship, nationality, veteran status or physical disability.

Section 4. Only CSUN students can become active members. Active membership entitles you to the privilege of voting, to speak, to hold office, to nominate, and to be a candidate for office. Special exceptions regarding active membership can be made at steering committees discretion.

Article III.

Officers and Advisor:

Section 1. The elected officers of the Steering Committee shall be the Co-Chairs (2 positions), Academic Chair, Alumni Advisor/ Executive Director, Alumni Liaison, Community Service Chair, Historian, Public Relations Chair, Raza Liaison, Secretary, Social Event Chair, Treasurer, and Faculty/ Staff Advisor.

Section 2. These are the qualifications needed to hold office: all officers must be CSUN students, and active HaU members. Also, in order to be nominated for Co-chair the member must have previously served on a steering committee.

Section 3. The term of office for the officers of the organization shall be for one academic year. No officer is allowed to hold the same office for more than one term.

Section 4. Co-Chairs (2 positions): Oversee all projects, facilitates meetings and provides practical planning for some projects. Creates

written agenda to be distributed at general meetings. Main representatives of HaU. Plans and facilitates semester retreats. Must attend one chapter-wide retreat and one Co-Chair retreat per academic year. Coordinates annual conference and end of the year banquet. Maintains contact between chapters.

- Academic Chair (1 position): Coordinates HaU study hall. Obtains information regarding scholarships and internships. Creates class lists and provided general guidance and assistance with academic questions. Coordinates development and distribution of scholarship(s). Provides a minimum of one academic workshop per month.
- Advisor (at Co-Chair's discretion but no more than two): Appointed by the Co-Chairs. Facilitates member appreciation. Shares knowledge of being an active member and an experienced college student.
- Alumni Advisor/Executive Director (1 position): HaU alumnus, elected by HaU alumni from each respective campus. She is the liaison between current undergraduate students and alumni. Provides guidance to steering committee by sharing past knowledge of the group's history. Keeps record of alumni status.
- Alumni Liaison (1 position - undergraduate) Serves as the liaison between current students and alumni. Keeps the alumni and members informed of each other's events.
- Community Service (1 position): Encourages and organizes community service projects, minimum of one per month. Keeps group informed of on-going community service projects. Tabulates hours completed by members of HaU.
- Historian (1 position): Documents HaU events by means of photography or video equipment. Compiles all pictures in a scrapbook. Provides material that will be used for recruitment and advertising purposes. Maintains web page.
- Public Relations (1 position): In charge of publicity for all HaU events. Provides propaganda used for recruitment and advertising purposes. Designs HaU paraphernalia and any publication.
- Raza Liaison (1 position): Serves as the liaison between HaU and the Raza community on and off campus. Informs Raza community about all HaU events and vice-versa. Coordinates involvement of HaU in Raza community events.
- Secretary (1 position): Take minutes of general and steering committee meetings and distributes them to all members. Keeps attendance at events to track membership status and creates monthly calendar of events. Updates phone list and distributes it to all members.

- Social Chair (1 position): In charge of planning and organizing all social events with the purpose of fostering Hermandad, including, but not limited to, parties and socials within the group and other organizations on and off campus.
- Treasurer (1 position): In charge of HaU fundraising, as well as finances. Makes budgets, handles group funds, and allocates money during events. Collects dues from members and provided monthly financial reports to all members. Submits financial report to Board of Directors Chief Finance Chair on a bi-annual basis (June/Dec).

Section 5. A CSUN faculty or staff advisor will be chosen at the first meeting of each new academic year.

- The advisors shall serve a term of one year and will be elected at the same time as the officers of the organization.

Article IV. Elections:

Section 1. Elections will be announced **three weeks** before the voting date. Two weeks prior to elections, nominations for individual Chair positions will take place.

Section 2. A. Any active member can nominate a candidate, and another active member must second the nomination. At the time of nominations, the member has a three-day grace period during which they can accept or decline the nomination. If accepted, there is a 3-day grace period in which a nomination can be rescinded. If declined, the choice is final.

- Member's may not be nominated for a previously held position and can only run for one position.
- In order to be nominated for Co-chair the member must have previously served on a steering committee.
- Elections occur over a one-day period. The election process should follow the order by which chairs are listed in the Constitution (Co-Chairs, Academic Chair, Alumni Liaison, Community Service, Historian, Public Relations, Raza Liaison, Secretary, Social Chair, Treasurer).
- Every nominee must present a speech.
- Nominees must be present at time of speech and election.
- There will be an official timekeeper. Timekeeper will time all speeches and cutoff any speeches or responses that go over the designated time.
- A member running for the same position must step out of the room while her opponent says her speech.

- Time of speeches is allocated as follows:
 - Co-Chairs: Four minutes for individual speech followed by a question and answer period.
 - All other chairs: Two minutes for individual speech.
 - After each candidate has completed a speech all candidates will take the floor together and be asked questions by the general body.
 - Each candidate has 30 seconds to answer the same question.

- B.** There will be an official ballot keeper. Ballot keeper will distribute ballots to members before speeches for each individual Chair commence. Ballot keeper will also collect ballots from members after speeches have been concluded.
 - Ballot keeper will collect and dispose the ballots from any members who leave before the completion of individual chair election process.

- Only active members are allowed to vote. Ballots will be passed out by the ballot keeper at the beginning of speeches for each individual Chair position. Members must stay for the duration of the entire election process for each individual Chair position. Therefore arriving late or leaving early will invalidate the vote.

- Upon completion of entire election process, ballots will be accounted. Elections results are to be announced immediately following that tallying process.

- C.** Candidate receiving a majority vote will be declared the winner.

- D.** In the event that an elected officer is unable to fulfill her term of office, there shall be an election to fill the vacancy at the next regular meeting or at a special meeting. Any eligible member except those already holding office may be nominated for the vacant office.
 - Resignation: The resignee officer will present a formal letter of resignation to the Steering Committee, in which they explain the reason for their resignation. There will be a turn around period of two school weeks (maximum) to nominate and elect a new officer onto the Steering Committee.

Section 3. Breaking ties during an election. In the event of a tiebreaker during elections, there will be a re-vote for the two candidates that have the most votes. If there isn't a tiebreaker after the re-vote, then the two candidates will have to leave the room. A conversation will proceed about each candidate until there is a clear majority vote.

Section 4. Petition by two-thirds of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the

next regular business meeting after presentation of the recall petition and shall be conducted as a special election. Recall will require a favorable vote of two-thirds of the total-voting members.

Article V. Meetings:

- Section 1.** The time, date and place of regular meetings shall be determined by the majority of the membership the first regular meeting of the term.
- Section 2.** General meetings shall be scheduled weekly during the academic year. Steering Committee meetings shall be scheduled bi-monthly during the academic year.
- Section 3.** The Co-Chairs or a member may call special meetings. All members must be given a minimum of 48 hours notice, weekends and holidays excluded, prior to the meeting time. Members will be contacted by phone call, email, or other sources.
- Section 4.** The quorum for regular and special meetings shall be 2/3 of the voting members.
- Section 5.** Rules of procedure for this organization shall be Robert's Rules of Order.

Article VI. Finance:

- Section 1.** Our fiscal/operating year will be from July 1- June 30.
- A financial report must be given to the Chair of Finance every June and December for review.
 - This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3), Internal Revenue Code.
- Section 2.** Membership dues will be paid every semester as decided by the Steering Committee. This money will be used to pay for HaU events such as social and retreats, or at Steering Committees discretion. Surplus money will be used at Steering Committees discretion. No alcohol beverages may be purchased with HaU funds, no exceptions.

Article VII. Committees:

- Section 1.** Standing committees: Academic committee, Historical archive committee, Community service committee, Public relations committee, Raza liaison committee, Social events committee, and Finance committee.
- Section 2.** For each standing committees mentioned above, the Officer who is responsible for that position is in charge of the committee. The

Officer will be elected once a year. Any active member must participate in at least one subcommittee.

Section 3. Academic committee: The academic committee is in charge of helping the Academic advisor plan workshops, gather information regarding scholarships and internships, and help coordinate HaU study hours.

- Historical archive committee: The historical archive committee is in charge of helping the Historian gather useful materials, such as photos and/or video footage that will be compiled in a scrapbook. These materials will also be useful for recruitment and advertising purposes for the organization.
- Community service committee: The community service committee is in charge of helping the Community service chair in planning and coordinating community service projects for HaU.
- Public relations committee: The public relations committee is in charge of helping the Public relations chair in advertising and designing HaU paraphernalia.
- Social events committee: The social events committee is in charge of helping the Social events chair in planning and organizing social events with HaU, as well as other organizations on and off campus.
- Finance committee: The finance committee is in charge of helping the Treasurer in planning and organizing fundraising events.

Article VIII.

Amendments:

Section 1. Proposed constitutional amendments by a member of the organization shall be presented to the Steering Committee, in writing, during their meeting time before it may be voted on.

- The Steering Committee is allowed one week to review and discuss the proposed constitutional amendment.
- Approval by two-thirds of the Steering Committee present at the Steering Committee meeting shall pass a proposed constitutional amendment, and then continue onto the next general body meeting for voting.
- At this time a Steering Committee member and a general body member must sign the proposed constitutional amendment to allow for it to be taken to the general body for voting.

Section 2. Approval by two-thirds of the members present at the general body meeting shall pass the proposed constitutional amendment.

- If two-thirds of general body agrees to pass the proposal it must then be forwarded to all other entities of HaU Inc.
- A formal memo detailing proposed amendment must be sent via e-mail to all entities of HaU Incorporated prior to Statewide Conference. Each chapter has one vote. In order for proposed amendment to pass within each chapter at least two-thirds of members must vote for the proposed amendment. There must be two-thirds votes amongst all chapters for the proposal to pass and amend the by-laws of Hermanas Unidas.
- Emergency amendments must be passed by general body and presented to Board of Directors prior to being implemented.
- Board of Directors have the right to veto any amendments passed.

Section 3. A copy of any alteration to this document must be filed in the Office of Student Development and International Programs and the Associated Students Inc.

Article IX

National Level: Board of Directors

Section 1. Board of Directors Roles/Duties:

- A.** Legal: Exercises fiduciary role to ensure that the organization is properly managed.
 - Maintains corporate status; ensures that proper paperwork is submitted to governmental agencies.
 - Insure that all chapters adhere to the by-laws (constitution) of HaU Inc.
- B.** Financial Duties: Reviews all chapters' (current general body and alumni associations) periodic financial reports on a bi-annual basis (June/December).
 - Insure compliance of 501(c)(3) status.
- C.** Planning: Establishes mission and program direction for organization
 - Updates by-laws and articles of incorporation.
 - Responsible for establishing new chapters.
 - Raise money, bring contacts, and provide resources to the organization.
 - Meet on an "as needed" basis but a minimum of 2 times a year

- Must attend Statewide Conference and Alumni Conference (A statement must be submitted to the board if an absence is unavoidable).

Section 2. HaU Inc will have 7 board members.

Section 3. There will be three positions within the board of directors:

- Chair of the Board – facilitates meetings
- Chair of Finance – reviews finance reports of all chapters
- Secretary – Gathers contact information from all chapters, takes minutes at meetings
- The board of directors will appoint these positions amongst themselves.

Section 4. Board Election Process

- Interested member must be an alumnus of HaU
- Interested member must submit a letter of intent and personal profile questionnaire to all alumni two months prior to election date (alumni conference) via e-mail
- Alumni will vote for 7 members at the annual alumni conference
- Interested members must attend alumni conference to be considered. (A statement must be submitted to the board if an absence is unavoidable)

Section 5. Term Limit

- A term will consists of two years
- There are no maximum number of terms a member can hold

Section 6. Recall/ Resign Procedures

- All board members are subject to recall. If alumni or general body feel board member is not fulfilling responsibilities, a formal letter must be presented to the board. The board must make a decision with 2/3 votes in favor of that decision
- If member wishes to resign, a letter informing the board must be submitted.

Article X. Ratification and Enactment:

Section 1. This constitution shall become the official governing document of the organization, upon ratification by a two-thirds vote of all entities of HaU Inc. as stated above, and approval and acceptance by the Office of Student Development and International Programs and Associated Students, Inc.