

LASO Constitution

October 26, 2001

Executive Board

Acting President:	José Jimenez-Herazo
Vice President:	María Masó
Secretary:	Anna Williams
Treasurer:	TBA
Public Relations Officer:	TBA
Advisor:	Jennifer Jimenez

History

There has not been a recorded history of LASO (Latin American Student Organization) or a constitution. All we know is that the name LASO was introduced in the late 70's from the LAO (Latin American Organization).

Mission Statement

LASO is an organization dedicated to the education of its members as well as the community at large about various aspects of the Latin American culture. We are an organization committed to creating a strong Latino/a presence on campus as well as fostering a support network among the Latin American Students here at Bard. LASO is also dedicated to the free exchange of ideas in a supportive environment and creating networks with communities outside of Bard. LASO is open to any individual, regardless of race, gender, religion, class, creed, and national origin who is willing to learn and contribute. The presence of LASO is necessary for creating diversity and bringing cultural awareness to Bard College. LASO provides a forum for cultural expression and serves as a way to bring the complex socio-political issues of Latino/as into an academic setting.

Membership

LASO is an organization that welcomes all individuals regardless of race, gender, religion, class, creed, and national origin. Weekly General and Board meetings will be run based on an agenda. If a member would like an issue, concern, or idea discussed at a meeting, they should request a place on the agenda. Anything dealing with the organization shall be dealt in meeting form. We hope to create an atmosphere where we respect each other. We encourage members to leave personal issues outside of the organization and our meetings. Since we are such a small community, we ask that everyone work hard to prevent personal relationships from interfering with the functioning of the organization.

Membership Guidelines

Anyone can be a member of LASO. In order to be considered a member you must:

- Attend more than half of the meetings for every given semester.
- Assist with setting up events.
- Give ideas about types of events.

- Make sure the Board is doing its work.
- Voice your opinion in the meetings.
- Ask for recommendations from LASO for programs.

Executive Board

The Executive Board consists of five officers. In order to be elected as an officer, you must:

- Have been an active member for a minimum amount of two semesters.
- Indicate leadership skills in the community, inside or outside of the organization.
- Demonstrate an interest and commitment to the organization.
- Be aware of his or her responsibilities as an officer.

Executive Board Statement of Duties

Executive Board members must be role models for the members within the organization as well as for the community at large. The Board members should keep in mind, when making a decision or taking an action, that it will have an impact on the organization. Depending on the situation, it can either jeopardize or increase the level of respect for the organization.

The President:

- Has to be responsible and organized.
- Will supervise the organization.
- Will plan events for the semester.
- Will chair the meetings with the Vice-President.
- Will consult with the organization if there are any internal or external conflicts with the organization which may be affecting its performance.
- Will coordinate events and delegate tasks.
- Will serve as a LASO representative in the greater community by attending/participating in on- and off-campus lectures, conferences, etc.
- Will write informational pieces in the school newspapers about events.
- Will supervise/revise any information from and about LASO.
- Will ensure compliance with the constitution.

The Vice-President:

- Will serve as a LASO representative in the greater community by attending/participating in on- and off-campus lectures, conferences, etc.
- Will be responsible for Presidential duties if the President is unable to fulfill his/her duties.
- Will work with the president in planning events.
- Will supervise and assist with the delegation of tasks to the Treasurer, Secretary, and Public Relations Officer.
- Will assist the president in doing his or her job.
- Will be responsible for the LASO closet and key in the Campus Center.

The Treasurer:

- Will manage the organization's finances.
- Will be responsible for submitting a proposed budget at the start of every semester.
- Will keep the budget updated.
- Will submit check requests.
- Will meet with President and Vice-President to discuss any monetary conflicts.
- Will be in charge maintaining an accurate record of LASO budgets.
- Will help the organization budget its expenses for events.
- Will work with the Planning Committee and Student Association Treasurer.
- Will provide regular financial updates to the membership and the Executive Board.

Secretary

- Will take minutes at meetings.
- Will be responsible for any out going materials (i.e. memos, e-mails, official letters etc.).
- Will be responsible to pass on the information that needs to be inputted on to the web page to the web designer.
- Will jot down the minutes during LASO Board and regular meetings.
- Will distribute minutes to all members the next day, especially to the Board for their own records.
- Will delegate power with the Vice President among the web publisher and the advertising officer.
- Will be responsible for the maintenance of LASO stationary and the correspondence.
- Will maintain an up-to-date E-mail list of all LASO members, active or inactive.

Web-Designer

- Responsible for the LASO website.
- Responsible for keeping the webpage updated by inputting recent information weekly or bi-weekly depending on the information available.
- Will report back to the Board on accomplishments.
- Work with Henderson Computer Center, make sure all board members are included in the LASO e-mail address.
- Should always strive to keep the webpage appealing to the public, but have all changes/revisions approved by members of the Executive Board before posting them.

Advertiser

- Will create banners for both Kline and the Campus Center to promote our events.
- Will Make flyers for events. (These must be approved by the Board before they are posted.)
- Once the posters are ready for posting, they must be distributed amongst all members for posting.

Elections

Elections should be held every spring semester, preferably in the third week of April. A minimum of eight (8) members or seventy-five percent (75%) of LASO membership,

including those running for an office, must be present at the meeting for elections to be held. Members must be present to be nominated and elected.

- Anyone wanting to be an officer must have been an active member of LASO for two semesters. There are only special circumstances when there is someone who is overwhelmingly devoted and serious about wanting to be a Board member and has throughout his/her membership shown the Board that he or she is responsible that a person having less experience will be allowed to run for office.
- Nominations will be held at the meeting the week before elections. The elections will be done by secret ballot. The ballots will be counted and the winners will be announced during the same meeting.
- Once elections have been held, all former officers must promptly begin training of new officers.

Removal of Office

An officer will be removed when he or she is not complying with their assigned duties. If an officer is having difficulty completing their duties, the Board encourages them to discuss the issue with the Board and seek a resolution. If a resolution cannot be established or the officer does not meet the terms of the resolution, a written warning by the President and Vice-President will be sent to the officer. Following the written warning, the Board will meet and discuss the issue with the officer. A decision regarding the officer's removal will be made immediately following the second meeting with the Board. The final decision regarding removal is the responsibility of the President and Vice President.

Finances

At the start of every Fall and Spring semester, LASO has to submit a proposed budget to Planning Committee. The Board will meet and discuss tentative events for the semester along with a proposed amount and a cost description. The Treasurer will be responsible for preparing and submitting the budget to the Board to review and sign. Eight original copies must be submitted to the Planning Committee. In most cases, the full amount requested will not be allotted. The decisions are based on the previous semester's budget and the quality of the proposed budget. If for any reason LASO used up all their funds and is in need of additional funding, the organization must submit a proposal to the Planning Committee requesting money from the emergency fund.