

# **Latinas In Higher Education Club**

## **Article 1: Organization**

### **A. Name**

The name of the club will be the Latinas In Higher Education Club.

### **B. Purpose**

The purpose of the Latinas in Higher Education Club at LAVC is to empower and support Latina students in their pursuit of academic and personal success. Our mission is to create a supportive community that fosters leadership development, academic achievement, cultural awareness, and professional growth among Latina students at Los Angeles Valley College.

### **C. Dues**

In order to participate in the club, all officers and members must pay the ASO Fee.

### **D. Meetings**

The Latinas In Higher Education Club will meet twice a month on the second and fourth Tuesday from 12:00 pm to 1:00 pm

## **Article 2: Membership**

### **A. Eligibility**

In order to become a club member, LAVC students must pay the ASO fee.

### **B. Special Requirements For Members**

Membership of Latinas in Higher Education is not limited on the basis of age, race, ethnicity, sex, gender, immigration status or religion.

There will be no inactive members or alumni members. Membership will be composed of Associated Student Union members only. All membership lists are filed in the Associated Student Union Office.

## **Article 3: Officers and Elections**

### **A. Titles and Duties of Officers**

#### **a. President**

The President serves as the club's leader, overseeing and coordinating all club activities. Their responsibilities include presiding over meetings, setting the agenda, and providing overarching guidance to ensure the club's mission is accomplished. Additionally, they serve as a vital bridge between the club and external entities, advocating for its causes.

b. Vice President

The Vice President works closely with the President, stepping in when necessary and supporting various club activities. They are responsible for assisting in the planning and execution of events, and coordinating with other officers. In the absence of the President, the Vice President may assume their responsibilities and leadership role.

c. Treasurer

The treasurer must manage the club's finances, maintain records of financial transactions, handle budgets, and provide financial reports to members as needed. They play a pivotal role in fundraising matters and ensuring financial transparency. Keep track of the budget and what items would be sold for club days and fundraising.

d. Secretary

The secretary maintains essential club records, including meeting minutes and communication. They help keep members informed and organized, fostering effective communication within the club.

e. ICC Representative

The ICC Representative is responsible for representing the Latinas in Higher Education Club at Inter-Club Council (ICC) meetings, communicating discussions, decisions, and issues to the President and club members during club meetings. They serve as the club's voice and advocate for the club's interests in the ICC meetings. They report club activity to ICC members.

f. Alternative ICC Representative

In the event of the unavailability of the ICC Representative to attend an ICC meeting, the alternative ICC Representative must attend the meeting, ensuring the club's interests are well-represented.

g. Social Media Manager

The Social Media Manager for the Latinas in Higher Education Club creates engaging content, manages multiple platforms, fosters audience interaction, and promotes events.

B. Officer Elections

All officers should be elected preceding the last two weeks of the semester.

C. Special Elections

Upon an emergency, a special election may be held at the regular meeting of the club after notice at the immediately preceding regular meeting. The process of election will be the same as for the regular election in terms of voting and eligibility requirements

D. Term of Office

Officers shall be elected for one semester. No student should hold the same office twice.

E. Special Requirements as to Scholastic Standing or Other Rules

- All the club members must have paid the ASO fee every semester in order to be part of the club
- All club officers must be regularly enrolled students, have a “C” average at the time of election and maintain “C” average during their term of office.
- All club members must be enrolled students in good standing and maintaining at least a “C” average.

F. Replacement Due to Ineligibility

Any member that has not paid the ASO fee or that has missed multiple club meetings shall be removed from the club until further notice.

G. Definition of Quorum in Regard to Council

- Quorum should be at least a majority of members who attend.
- No group may set up a rule whereby the elected officers make all the decisions for the group.

H. Appointment of Committees

Standing committees should be appointed for regular services and given recognition by membership on the council. Work should be delegated to as many as possible.

## **Article 4: Club Rules**

- A. Club rules as set up by the Los Angeles Community College Board of Trustees will be reviewed by the president and advisor with the membership at a meeting of each club early in each semester.
- B. A club may be discontinued by lack of interest or disciplinary measures on the recommendation of the ASU Senate, with the approval of the Vice President of Student Affairs.

## **Article 5: Amendments to the Constitutions**

- A. Method of Origination:  
Any member should have the right to propose an amendment.
- B. Requirements for Adoption.  
No constitution should be adopted by less than a majority of the voting membership.

## **Article 6: Parliamentary Procedure**

- A. Parliamentary procedure will be in accordance with this Constitution.  
All procedures not approved for by this Constitution, shall be governed by "Robert's Rules of Order, Newly Revised Edition."