



Latino Association of Business Students

Associate Chapter of the Association of Latino Professionals in Finance and Accounting

Constitution
As of May 18, 2011



Article I **Name**

This student organization shall remain named Latino Association of Business Students (L.A.B.S.) as it was established in the fall semester of 1992.

Amendment I

This student organization shall become an affiliate chapter of the Association of Latino Professionals in Finance and Accounting (ALPFA). However, the name shall remain the same. *Spring Semester 2005*

Article II **Mission**

To enhance the professional skills of the students by providing activities and events that promote growth and personal development. Some of the issues we profoundly believe in are leadership development, career planning, and life-long learning.

Article III **Membership Requirements and Bill of Rights**

1. Members must be current students.
2. Members must pay dues in order to vote.
3. Members have the right to nominate students for office during the nomination period.
4. Members have the right to vote for the election of officers, given that they joined prior to nomination period. Voting rights are effective for new members after election results.
5. Members must follow the organization's Constitution.
6. No person will be discriminated based on race, religion, sex, or national origin.

Article IV **Officers**

1. These are the following positions: President, Vice-President, Treasurer, Corporate Relations, Marketing Director, Public Relations, Secretary, Internal Student Relations, External Student Relations, Philanthropy Chair and Social Chair.

2. Term of office is one school year. If a position becomes vacant during this time there will be a second election period TBA during the present term.
3. The removal of an officer will be done according to Article X.
4. Selection and replacement of an officer will be done according to Article IV

Officer Responsibilities

President

- Assist and oversee officers.
- Prepare agenda for both General and Board Meetings.
- Fill all paperwork required by UIC.
- Attend meetings required by UIC.
- He/She will represent the organization on or off campus in exception of financial matters.
- Chair meetings as defined by Article V.
- To be informed of any action taken by officers and members in name of the organization.

Vice-President

- Assist the President in his/her duties.
- Insure that his/her fellow officers meet all responsibilities.
- He/She will act in place of any absent officers upon direction of President.
- Assist in proposal preparation for events, conferences and related issues (for financial matters must work with Treasurer).

Treasurer

- Keep account of the organization's funds.
- Collect and record all membership dues and other income.
- Certify the membership status of students on request.
- Will chair funding committee.
- Prepare and distribute proposals and semester budgets.
- Maintain a petty cash fund for events and meetings.
- He/She will represent the organization on or off campus for financial matters.

Secretary

- Keep a recording of all minutes and other relevant material for the organization.
- To maintain committee reports form all committee chairs.
- Control: member attendance sheets, membership form sheets, board office hours sheets and officer schedule sheets.
- Report of any important member recognition dates.

- Keep members informed of scholarships and financial aid opportunities.
- Maintain organization's Listserv.

Public Relations

- Reservation of rooms for meetings and events.
- Contact, assign meeting dates, and accommodate for corporate speakers.
- Aid in marketing meetings and events (will work in conjunction with Marketing Director).
- Maintain a list of employers and corporate contact list.
- Prepare resume book (paid members only) for corporate speakers.
- Write thank you letters for guest speakers.

Marketing Director

- Will handle all marketing material.
- Provide information of all possible marketing possibilities for the organization.
- Prepare a flyer distribution schedule including the board and the marketing committee.
- Will chair marketing committee.
- Will direct all marketing endeavors and report back to the board.

Social Events Chair

- Will suggest and present social ideas to the board.
- Once approved (financially) he/she will prepare and market the event (in conjunction with the Marketing Committee).
- Will direct the day of the event and recruit volunteers in necessary.
- Progress report will be necessary during board meetings.

Amendment I

1. The webmaster position will be added to the e-board.
2. The internal student relations position and the external relations position will be combined into the "student relations director" position.
3. Officers' responsibilities should those stated in the "E-Board Positions – Description" document.

Article V **Meetings**

1. General meetings will be held on scheduled dates.
2. Special meetings may be requested, provided that 3/5 of membership agrees. Meeting may be called any time or place on campus allowing Four (4) days for notification.
3. Quorum for a general meeting is 1/3 of voting membership.
4. Quorum for special meeting is 3/5 of voting members.
5. General Meetings must be held on campus.
6. Majority:
 - A. Simple Majority- Consist of 50% and one (1). In order to pass motions during meetings simple majority must be in agreement.
 - B. Special Meetings- Consists of meetings that require a quorum of 3/5 of voting members, need a 66% majority to pass this motion.

Article VI **Elections**

1. Elections are held during the spring semester.
2. There are always at least five officers to be elected: President, Vice-President, Treasurer, Secretary and Public Relations.
3. Nomination of a member must be done at the elections meeting and nomination must be second by Special majority as specified in Article V.
4. The organization must have a ballot box for the members that need to cast an absentee ballot.
5. Nominations will be held on the date established.
6. The newly elected officers assume office next meeting.
7. If there is a tie in ballots a second election for the position shall be held next meeting between the two candidates.
8. Special election may take place when approved before finals week. The officer elected may assume office immediately.

Article VII **Advisors**

1. The advisor must be a UIC faculty or staff member.
2. Simple Majority of voting members shall elect the advisor.
3. Responsibilities will be to sign all UIC registration forms and other duties as assigned.

Article VIII **Membership Dues**

1. Dues are \$25.00 for the year or \$15.00 for the semester.
2. Summer due is included.
3. Dues are payable two weeks following submission of membership form.

Amendment I

Dues are \$30 for the year or \$15 for the semester and include the dual membership of LABS and ALPFA and a LABS t-shirt.

Article IX **Handling of Organization Funds**

The treasurer is the primary officer designed to handle all of the organization's finances, he/she shall be responsible for depositing at the students organization's account.

Article X **Expulsion of Members**

1. A motion to expel a member must be made at a general meeting.
2. The vote for expulsion shall take place during the next general meeting.
3. There must be 2/3 majority of voting members for the approval of an expulsion.
4. The member has the right to prepare a defense on his or her behalf. The member can present an argument to the organization on the charges brought against him or her.

Article XI **Amendments**

1. Amendments to the organization's constitution are introduced in writing at a general meeting.
2. Amendments must be signed by 2/3 of the voting members present in order to be passed.
3. Amendments not passed by the end of finals week of the semester in which they are presented are null.