This Constitution is the Approved and Official Constitution for:

Club Name: PODER Latinos Unidos
From the People of Color Council
Number of Pages: 6
Date Approved: 4/32/19

Club Officer
Position: President
Name: Julissa Lorenzo
Signature: [Signature]
Date: 4/10/19

Council Coordinator
Name: Devin K. Ford
Signature: [Signature]
Date: 4/9/19

Student Association Vice President
Name: Anyssa Evelyn
Signature: [Signature]
Date: 4/22/20
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Article I

Name

The official name of this organization shall be PODER Latinos Unidos, and may be abbreviated to PODER.

Article II

Purpose

The purpose of PODER is to provide members the opportunity to learn, understand, and embrace the political and cultural issues occurring within the Latinx community. We also strive to provide social, cultural and community opportunities to our members within the institution and throughout the Buffalo community.

Article III

Qualifications of Membership

Section I – Any undergraduate student of the University at Buffalo may become a member of the PODER Latinos Unidos. This club honors the Student Association’s full participation policy of undergraduate students.

Section II

Non-Voting Members

1. Any graduate University at Buffalo student or faculty member may be a non-voting member of the club
2. In order to become a voting member one must attend
   a. Five club meeting(s), event(s), and/or community service(s) per year.

Voting Members

3. Only undergraduate University at Buffalo Students may be voting members of the club
4. In order to become a non-voting member one must attain a total of 4 points. Points can be accrued through attending events, and correspond to the following values:
   a. Club meetings – 1 point
   b. Events – 1 point
   c. Community service – 1 point

Section III

Members Rights

1. PODER shall be open to all interested registered University at Buffalo undergraduates who are willing to abide this constitution and SA’s constitution.
2. Members shall have the privilege to participate in all free events without paying for any nominal fees, unless it is not a free event.
3. Members have the right for views and/or grievances to be heard at general meetings and/or to a PODER Officer.
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4. All voting members shall be entitled to one vote at every elections for each E-Board position.

Article IV

Officers

Section I – Only full-time undergraduate University at Buffalo students may be officers of the club. All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this club.

Section II – E-Board members shall serve one full year beginning at the conclusion of the spring semester, including the summer and winter breaks. Unless there are special circumstances such as graduation, leave of absence, medical emergency, family emergency, or resignation.

Section III

1) President
   a. Be the chief executive of PODER
   b. Create the agenda for every executive board meeting
   c. Keep in direct contact with the Vice President
   d. Call as well as preside over meetings of PODER
   e. Maintain external communication with the SA administrative offices
   f. Take care that this constitution and the laws of the student body are faithfully executed
   g. Perform any administrative power or duty not provided for in this constitution
   h. Will be in attendance of all executive board meetings

2) Vice President
   a. Keep in constant communication with the President
   b. Exercise presidential office upon absence
   c. Assume presidential office upon vacancy
   d. Be responsible for managing club emails and proposals
   e. Will be in attendance of all executive board meetings

3) Treasurer
   a. Keep in constant communication with the President
   b. Work with the president to apply for grants
   c. Keep a record of monthly expenses
   d. Keep complete and accurate account of the club’s funds
   e. Put in requests for use of club funds
   f. Prepare the annual budget request packet with the President
   g. Report to the president on all relevant financial matters
   h. Will be in attendance of all executive board meetings

4) Secretary
   a. Take detailed minutes at club meetings
   b. Be responsible for requesting room reservations, food permits and tabling
   c. Be responsible for maintaining and completing all required paperwork
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d. Maintain complete and accurate records of all club meetings
e. Will be in attendance of all executive board meetings

5) Activities Coordinator (2)
a. Organizing, hosting and setting up club events
b. Work in conjunction with clubs for collaborations alongside President
c. Coming up with a minimum of (1) new event per month

6) Publicity Coordinator (2)
a. Responsible for club social media
b. Responsible for creating fliers for all general body meetings
c. Responsible for attending other Student Association club meetings
d. Will be in attendance of all executive board meetings

Article V

Government

Section I Meetings

1. There are two types of meetings:
a. General membership meetings
b. Special meetings
2. General Membership Meetings:
a. Inform members of upcoming events and changes in the club
b. Must occur at least once a month
3. Special Meetings:
a. Include but not limited to amendment changes, vacant officer positions, impeachment hearings, re-elections, and/or elections
4. Quorum for special meetings must be thirty-five (35) percent of the voting membership
   a. Quorum must be met for all special meetings

Section II Elections

1. Only voting members of the club may be allowed to nominate, run for office, and vote in the club elections
2. Officer elections MUST take place before the last day of classes of the spring semester of that year
   a. In the event an election has taken place after the last day of classes of the spring semester and there are vacancies, the officers who were elected will remain as the officers for the summer, however, a new election must take place by the first of October of the upcoming fall semester
3. A nomination period at the discretion of the club
   a. Candidates may be nominated for multiple positions only if the club approves this prior to the nomination period beginning
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4. The election will preside in this order:
   a. President
   b. Vice President
   c. Treasurer
   d. Secretary
   e. Activities Coordinator (2)
   f. Publicity Coordinator (2)

5. The candidate will be elected based on most votes received.

6. The newly elected E-Board will take office after the last day of classes of the spring
   semester of their elected year.

7. Voting members must be present in the election rooms AT ALL TIMES at the start of a
   candidate beginning their opening speech for an PODER E-Board position
   a. Leaving the election room while a candidate is at the podium at any time voids
      your vote for that PODER E-Board position
   b. To keep your vote eligible, you must hand in your vote after hearing the
      candidates opening statement, and remain seated during the Q&A process.

Section IV Candidacy Requirements

1. Must be a registered full-time undergraduate student of UB
2. Must be in academic good standing
3. Must be a voting member of PODER

Section V Impeachment/Removal Process

1. Grounds for removal of an officer are as follows
   a. Violation of the undergraduate student association policies
   b. Violation of the rules and regulations set forth in the current University student
      rules and regulations
   c. Failure to perform the duties of the office as set forth in the constitution and
      bylaws of the club
   d. Failure to uphold the provisions of this constitution and bylaws

2. The procedure to call for removal are as follows:
   a. The club must notify their Council Coordinator as well as the Student Association
      Elections and Credentials Chair
   b. A petition with at least twenty percent of the clubs voting membership signatures
      must be submitted to an executive board officer
   c. The President will call a special meeting which will occur one week after the
      petition has been submitted
   d. At this meeting the charges against the offending officer will be presented, as well
      as the offending officer will present their defense either in person or in writing
   e. At the same meeting, the voting membership with a two-thirds (2/3) majority vote
      shall decide the removal of the offending officer
f. If the offending officer is removed, the guidelines in this constitution under “Officer Vacancy” are to be followed

g. All documentation regarding the removal of the offending officer must be submitted to the Student Association administration for further review

Section VI Resignation/Vacancy of Office

1. In the event an officer wishes to resign:
   a. The resigning officer must inform the current executive board
   b. The resigning officer must inform the Student Association administration so that officer information can be updated

2. In the event an officer position becomes vacant
   a. If the president position becomes vacant, such vacancy shall be filled by the Vice President
   b. If a vacancy occurs for the position(s) of Vice – President, Treasurer, Secretary, Activities Coordinator (2), and/or Publicity Coordinator (2).
      i. A special election will be called. The special election will follow the exact guidelines of Section 2: Elections
      ii. The President may appoint the new officer with the approval of the voting membership

1. The nomination process will be as follows:
   a. The President appointment must be a voting member of PODER
   b. The president will call a special meeting within a week of the announcement of the appointment, Quorum must be met
   c. The appointed position must gain at least thirty-five percent of the voting membership’s approval
   d. Upon approval the appointed position will be effective immediately
   e. Upon disapproval the guidelines for a special election will be followed

Article VI

Amendments

1. Any voting member may propose an amendment to the club constitution
2. An amendment can be voted on after one week it has been presented
3. A two-thirds vote must be gained for the amendment to be passed
4. The amendment will put into effect during the beginning of the academic semester
5. Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.
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6. Once passed, the amendment(s) and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval

Article VII

Dissolution of the Union

1. When the Union dissolves, all properties under PODER shall be returned to the Student Association