

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the Latin American Tutoring Program for the purpose tutoring immigrants from Latin America seeking assistance learning English.

Articles

I. The organization shall be known as the Latin American Tutoring Program.

II. **Purpose:** The group will pair students with Latin American Immigrants who attend English Classes at the Latin American Community Center (LACC). Students will provide one on one or small group tutoring sessions for one to two hours a week. Students may structure these lessons according to the needs of their Latin American partner, occasionally presenting materials for additional outside study. These resources are available at the LACC, but the students may provide any additional materials they find useful.

III. **Affiliation:** The group will work with the Latin American Community Center in Newport, Delaware. Adult students from Latin American countries attend English classes at the Latin American Community Center.

IV. **Membership Qualifications:** Full time, matriculated undergraduate students at the University of Delaware who are interested in assisting the Latin American community or practicing Spanish language or education skills may become members of this organization. Students must be unprejudiced and respectful towards their tutoring partners. If a student does not follow these guidelines they will not be eligible to participate. Anyone who does fulfill these requirements is eligible to participate in the program, however in order to be an official voting member, students may only miss 4 of the weekly tutoring sessions with their partners a semester.

V. **Non-Discrimination Clause:** The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

VI. **Duties and privileges of membership:** Students who do not miss more than 4 of the weekly tutoring sessions per semester are considered members of the organization, and this grants them voting privileges for officers as well as amendments to the Constitution.

VII. **Non-Voting Membership:** Part time or graduate students, alumni, community and honorary members. Are not allowed to vote, hold office, nor count towards the group's membership.

VIII. **Absence Policies:** If a member misses more than 4 of the weekly scheduled tutoring sessions per semester they will no longer be considered a member for that semester and voting privileges will be suspended. However, even if a member misses more than 4 sessions they are still encouraged to continue volunteering for the semester as time permits them.

IX. **Policies and Procedures for Disciplining/Removing members:** Any member who is disrespectful against other members or to their tutoring program will be asked to leave the organization indefinitely.

X. **Officer Qualifications:** All Officers **MUST** be full time matriculated undergraduate students at the University of Delaware with a **minimum** GPA of 2.25.

XI. **Officers:** There will be three Officers, President, President-Elect, and Treasurer.

Section 1: President - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President will organize carpools to the Latin American Community Center, conduct training sessions for new members, correspond regularly with the Latin American Community Center, as well as any other duties which must be accomplished to further the organization. The President shall also be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (*including Start-of-the-Year, Mid-Year and End-of-the-Year packets.*) The President will receive all information from the Activities and Programs Office from an undisclosed email database. Finally, the President will further interest in the organization by attending the RSO fairs, placing flyers in Trabant, and any other public relations needed to sustain membership in the organization.

Section 2: President Elect - A President Elect will be elected in the beginning of the spring semester each year, and will shadow and help the president in order to train and prepare for the upcoming year. The President Elect will become the President in the Fall of the following year. Thus, the President Elect can not be a senior.

Section 3: Treasurer: The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board

XII. **Election of Officers:** Elections for President-Elect will be held at the end of each fall semester. Elections for Treasurer will be held at the end of each spring semester. The current President will call a meeting for elections. Those wishing to run for a position will come prepared with a speech. The members will deliver their speech at the elections meeting. Once their speeches have been read, the President will call for a vote. Votes will be conducted through a secret ballot, and the President will count the votes privately and announce the winner at the same elections meeting. If there is a tie between two members in a race involving more than two members, the President will call for a re-vote, but group members may only vote for one of the two members who tied for the position. If there is a tie between two members, or every members running has an equal number of votes, the President will decide who will hold the position. The officers who are elected will assume the position at the beginning of the following semester.

Section 1: Procedure for Disciplining/Removal of Officers: Conditions for removal of an officer include if an officer fails to abide by the qualifications of membership, missing more than five tutoring sessions per semester or showing disrespect either towards other members of the organization or towards their tutoring partner. The complaint will be brought before the President, who will investigate the matter and call for the appropriate action. If a complaint is brought against the President, the matter should be brought to the advisor, who will call for the appropriate action.

Section 2: Resignations: If an officer decides to resign from office, the President, or in the case of the President's resignation the President Elect, will immediately call for an election meeting, and elections will follow the procedure outlined in Article XII.

Section 3: Officer Transition: Officer transitions will be facilitated by the President / President Elect system. Through this system, the President Elect will learn all of their responsibilities and how to perform them by working with and shadowing the President throughout the year. Treasurer transitions will be facilitated by the University of Delaware Treasurer's training sessions. The previous Treasurer will also be asked to remain available through email for any additional questions the new Treasurer may have.

XIII. **Meetings:** This group will hold at least one introductory/interest meeting at the beginning of each semester. At this meeting the purpose and function of the group will be explained, and schedules will be collected to later be arranged by the President. A second meeting will be held as a tutoring training session for the new group members. A wrap up meeting will be held at the end of the semester. There will also be one election meeting per semester. This may be the same meeting as the wrap up meeting. The President may also call additional meetings as he/she sees fit.

XIV. **By-Laws:** A 2/3 vote or simple majority of either the executive board is required to change or create a by-law.

XV. **Procedures for decision-making:** Look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.

XVI. **Selection of an Advisor:** The advisor **MUST** be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as advisor. Students will nominate a candidate. Students will describe the candidates qualifications to the group. If there is more than one candidate for the position, a vote will be held according to the procedure outlined in Article XII. The advisor's duties include providing guidance for the organization, developing leadership skills, and should be familiar and agree with the objectives of the organization.

XVII. **Disbursal of organizational assets should the group become defunct:** The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XVIII. **Quorum:** The minimum number of members who have to be present at a meeting in order for business to be conducted/decisions to be made is 30% of membership. It is a protection against the possibility that a small number of individuals within an organization might get together and make and act upon decisions without proper representation of its members. The President must also be in attendance.

XIX. **Rules for Ratifying the Constitution:** Approval of changes to the constitution requires a 2/3 or simple majority vote of the entire organization and approval by the Activities and Programs Office.

XX. **Rules for amending the Constitution:** Adding articles/sections to the constitution requires a 2/3 vote of the entire membership and advance notice to all members of the proposed change.

Signatures:

President: Kalvin Schum

President-Elect: [Signature]

Activities & Programs Staff: [Signature]

Date: 10/26/09