

Latina/o Student Psychological Association

University of California, Irvine

ARTICLE I. NAME AND MISSION

Section A. NAME

Part 1. The official name of this organization is the Latina/o Student Psychological Association.

Part 2. This organization will use the name or its acronym, LSPA, in all publicity materials and correspondence.

Section B. MISSION

Part 1. To facilitate the professional and career development of aspiring psychologists and other service providers who desire an education beyond the baccalaureate degree.

Part 2. To assist undergraduates to develop a sense of community, highlighting the value of serving the Latina/o communities and other underserved groups.

Part 3. To promote students' educational experiences and expand multicultural awareness and training in the field of psychology.

Part 4. To build a connection between undergraduate students, faculty/ staff, and community leaders, establishing a strong social network, both on and off campus.

ARTICLE II. MEMBERSHIP

Section A. REQUIREMENTS

Part 1. Membership should be open to all University of California, Irvine currently enrolled undergraduate students.

Part 2. Membership is open without regard to race, color, creed, sex, physical ability, sexual orientation, national origin, and religious views.

Part 3. Members are required to attend 50% of the meetings per quarter and 50% of all LSPA sponsored events in order to be official members.

Section B. RIGHTS

Part 1. All official members have the right to cast one vote in elections.

Part 2. All members are entitled to attend all meetings and events.

ARTICLE III. OFFICERS

Section A. OFFICER TITLES

President

Vice President

Secretary/ Social Chair

Treasurer/Fundraising Chair

Graduate School /Research Chair

Community Service Chair

Public Relations Chair

Adds Position Title: Executive Intern

## SECTION B. GENERAL DUTIES

Part 1. Board members may only miss a total of two board or general meetings quarterly.

Part 2. Be on time to all meetings

Part 3. Must attend at least 75% of all club related events. Such as socials, volunteer events and fundraisers. This is meant to include any events that LSPA is represented as a whole organization.

Part 4. Members are required to keep an updated binder

Part 5. Any correspondence that is of LSPA context needs to be forwarded to the president.

Part 6. It is mandatory for every official to reply to all e-mails.

Part 7. Every officer needs to facilitate at least 2 board meetings a quarter (may co-facilitate both)

Part 8. Every quarter we must incorporate the five academic pillars

## SECTION C. INDIVIDUAL DUTIES

Amends Part 1. President to read,

Part 1. President: (1) supervise all activities sponsored/associated with LSPA (2) Facilitate board meetings (3) make executive decisions regarding organization events (4) Plan board retreats in collaboration with the Vice President (5) Quarterly evaluation with each individual executive board member

Part 2. Vice President: (1) Co-facilitate executive board meetings with President (2) Facilitate meetings in the absence of the President (3) Collaborate with President in organizing the board retreat (4) Organize the LSPA winter keynote event (5) In charge of filing incidence reports

Part 3. Secretary/Social Chair: (1) Responsible for recording and distributing the minutes of the LSPA board meetings weekly (2) Maintain an accurate record of all LSPA meetings such as flyers handouts, workshops sheets, sign-in sheets, etc. in a folder (3) Provide 2 social outings for members (4) Provide one social outing for executive board members (5) Organization and facilitation of the fundraisers and other social events (6) Keep in contact with the Cross Cultural Center (7) Provide summary of general meetings (8) E-mail general members weekly about upcoming events

Part 4. Treasurer/Fundraising Chair: (1) In charge of all monetary transactions (2) Create and facilitate fundraising events for the organization to engage in (2 per quarter) (3) Supervising budget at all times (4) Maintain contact with ASUCI (5) Sign off on all checks and reimbursements having to do with the LSPA account (6) Provide a weekly update to board about the budget and recent transactions

Part 5. Community Service Chair: (1) Inform and provide volunteer opportunities to members on a constant basis (2) Be in constant contact with the Center for Service in Action (3) Contact non-profits for opportunities (4) Create and facilitate community service events for the organization to engage in (2 per quarter)

Deletes part 4: (4) Chair of the community service committee

Adds Part 4

Part 6. Graduate School/Research Chair: (1) Look for research opportunities (2) Facilitate a graduate school/research workshop per quarter (3) Update and maintain a graduate school binder (4) Maintain contact with past LSPA members that are in or have attended graduate school (5) Maintain contact with the Social Science Academic Resource Center (6) Meets with general members about graduate school/research opportunities

Adds Part 6

Part 7. Public Relations Chair: (1) Update LSPA website (2) Development and promotion of flyers, posters, and announcements for all LSPA sponsored events (3) In charge of LSPA Facebook account

Removes: bulletin board as well as

Adds Part 8 to read:

Part 8. Executive Intern: (1) Assists with the development and posting of posters (2) Attend a minimum of 1/2 of the board meetings (3) Attend an executive board retreat (4) Attend 2 SSARC Leadership workshops (5) This is an appointed quarterly position

#### SECTION D. REQUIREMENTS FOR RUNNING AND HOLDING OFFICE

Part 1. All candidates/officers must be current undergraduate students at the University of California, Irvine.

Part 2. All candidates/officers must be official members of LSPA.

Part 3. All candidates/officers must be physically present to serve a one-year term.

Part 4. All candidates/officers must hold a GPA of at least a 2.7.

## SECTION E. ELECTIONS

Part 1. Applications will be distributed to the members during week 1 of the Spring Quarter. Applications are due on Friday of week 3. Elections will be held during week 4.

Part 2. Elected board members will shadow current board members during weeks 6 through 8.

Part 3. Elected board members will officially take office during week 9.

Part 4. All official members can cast one vote. Absentee voting is prohibited.

Part 5. A 2/3rds vote of the general members and the approval of the Advisor will determine the selection of the new Executive Intern.

Part 6. Each member that casts a vote must have at least attended 6 LSPA meetings total.

Adds E1. SELECTION OF EXECUTIVE INTERN and Part 1 and Part 2

### E1. SELECTION OF EXECUTIVE INTERN

Part 1. Applications will be distributed to the members during week 7 of each quarter. Applications are due on Friday of week 9. Interviews will be held during week 10.

Part 2. A 2/3rds vote of the Executive board and the approval of the Advisor will determine the selection of the new Executive Intern.

## SECTION F. REMOVAL FROM OFFICE

Part 1. Officers may be removed from office for failure to perform duties or for violation of membership clause.

Amend Part 2 to read,

Officers to be removed will be notified in person and in writing by the president, at least one week prior to the President's meeting with the Advisor. It will be up to the discretion of the President and the Advisor to make an ultimate decision.

Delete Part 3.

Part 4. Any officer may resign by submitting a letter to the President. The President may resign by submitting a letter to the Vice President.

Renumber accordingly.

#### SECTION G. TERMS OF OFFICE AND VACANCIES

Part 1. A term is defined as week 9 of spring quarter of the election year to the eighth week of spring quarter the following year.

Amend Part 2 to read,

Part 2. Should a vacancy occur there will be an announcement to all current members. There will be another nomination procedure and election for the vacant position. If a vacancy were to occur it would be up the discretion of the Board and Advisor

Part 3. The President and Vice President will assume the duties of the vacant position until it is filled.

#### ARTICLE IV. MEETINGS

Part 1. General meetings will be held weekly except on official holidays, week five, and finals week.

Part 2. Board meetings should be held weekly at the discretion of the executive board.

#### ARTICLE V. COMMITTEES

Part 1. There will be no standing committees for LSPA.

Part 2. Committees may be appointed by a majority vote of the board members at a board meeting of LSPA.

Part 3. In appointing such committees, LSPA board members must specify the purpose and chair or co-chair of that committee, and establish its duration.

#### ARTICLE VI. FACULTY/ STAFF ADVISOR

Part 1. The faculty/staff advisor (from the University of California, Irvine community) shall be chosen by the executive board and may serve more than one term of office.

#### ARTICLE VII. BY-LAWS AND AMENDMENTS

##### SECTION A. BY-LAWS

Part 1. By-laws can be added to this constitution by a simple majority vote of the entire membership at a regular meeting of LSPA.

Part 2. This constitution takes precedence over any and all by-laws.

Part 3. University policies and state and federal laws take precedence over constitution and any and all by-laws.

SECTION B. AMENDMENTS

Part 1. This Constitution shall have been presented to the Membership of the Organization and shall be ratified by a majority vote thereof.

Part 2. This Constitution may be amended or repealed by a two-thirds (2/3) majority vote of the Members of the Organization then in residence at UCI.

Part 3. Any amendment to this Constitution shall be attached hereto and made a part hereof for all purposes.

Date approved by organization\_\_\_\_\_

Signature of Presiding Officer\_\_\_\_\_

Reviewed by Office of the Dean of Students\_\_\_\_\_

Date\_\_\_\_\_

This Constitution and any amendments and changes hereto shall be kept on record with the Dean of Students Office and shall be available to any Member of the Organization for inspection during reasonable office hours.

Law that the organization creates only for members

ARTICLE VIII. FINANCIAL MANNERS

SECTION A. RESPONSIBILITIES

Part 1. Registration campus organization must follow the University of California policies applying to campus activities, organizations, and students.

Part 2. The University of California shall have the right to audit the financial records of this organization.