**CONSTITUTION OF LATIN AMERICAN WOMEN IN BUSINESS**

**AT THE UNIVERSITY OF FLORIDA**

Stated below is Latin American Women In Business’s Constitution. It covers all the bylaws and regulations that demonstrate compliance and cooperation with the policies and regulations with the University of Florida. It identifies characteristics of LAWIB, its governance structure, and general operating parameters, processes, and guidelines.

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is Latin American Women In Business. The acronym used for this organization will be LAWIB for all professional and public matters. Latin American Women In Business will operate in Gainesville, FL.

**ARTICLE II. PURPOSE STATEMENT**

The purpose of LAWIB is to empower Latin American women business students across the University of Florida. We want to promote business studies and experiences in the workplace for female students with a Latin American heritage.

**ARTICLE III. COMPLIANCE STATEMENT**

Upon approval by the Department of Student Activities and Involvement, Latin American Women In Business shall be a registered student organization at the University of Florida. Latin American Women In Business shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

**ARTICLE IV. UNIVERSITY REGULATIONS**

Section A. Non-Discrimination

Latin American Women In Business agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment

Latin American Women In Business agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking.

Section C. Hazing

Latin American Women In Business agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D. Responsibility to Report

If this organization becomes aware of any such conduct described in this article, Latin American Women In Business will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator.

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. OFFICERS**

Section A: The elected officers of Latin American Women In Business shall be President, Vice-President, Treasurer, and Secretary.

* *Part 1:* The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees.
* *Part 2:* The Vice-President shall serve as an aide to the President and shall perform the duties of the President in her/his absence or inability to serve.
* *Part 3:* The Treasurer shall receive all funds of Latin American Women In Business; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement at the last meeting of each month of Latin American Women In Business and at other times when requested by the President or Vice President.
* *Part 4:* The Secretary will be in charge of taking notes and record the minutes on every meeting, social, discussion session, and event involved with Latin American Women In Business. The Secretary will also be held responsible for sending out weekly informative emails to all members, as well as keeping a point system of each member.

Section B: The committee officers of Latin American Women In Business that will be appointed shall be Marketing Officer, Public Relations Officer, Programming Chair, and Social Chair.

* *Part 1:* The Marketing Officer shall be appointed by a majority of vote during election meetings. This position is responsible for advertising and communicating events with the University of Florida student body and Gainesville community.
* *Part 2:* The Public Relations Officer shall be appointed by a majority of vote during election meetings and shall contact any special guest, company, or organization to ensure we have every bi-weekly meetings filled with activities and discussions.
* *Part 3:* The Programming Chair shall be appointed by a majority of vote during election meetings and will focus on technological improvements and advancements for the good of the organization. Will work hand in hand with the public relations and marketing officer to make sure we connect with recruiters and such. As well as reserving rooms for Latin American Women In Business meetings.
* *Part 4:* The Social Chair shall be appointed by a majority of vote during election meeting and will be in charge of organizing every social event held by Latin American Women In Business. Shall also keep all social media such as facebook, snapchat, instagram, and others updated regularly.

Section C: Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed. Exceptions can be made for those who graduate early, study abroad, or have to leave the University of Florida for any other reason.

Section D: Any officer of Latin American Women In Business may be removed from office through the following process:

* *Part 1:* A written request by at least three members of the organization shall be submitted to either the President, Vice President, Treasurer, or Secretary. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.
* *Part 2:* A two thirds majority vote of members present is necessary to remove the officer.
* *Part 3:* In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

**ARTICLE VII. ELECTIONS**

Nominations for all officers will take place annually at the general meeting prior to election meeting. Any member may nominate any other member, including himself or herself. Nominations may also be made during the election meeting prior to closing of nominations. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a runoff vote between the top two vote recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office. Elections should take place in April to allow for turnover between old and new board.

**ARTICLE VIII. STUDENT ORGANIZATION ADVISOR**

The student organization advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The student organization advisor should attend executive and general meetings at their convenience; however, the student organization advisor may not vote in any Latin American Women In Business matters. The student organization advisor will serve permanently, until they willingly leave, or ⅔ of officers vote against it. In the event that the student organization advisor is unable to continue in their position, officers may nominate a replacement at any time, to be confirmed by a majority vote of the members.

**ARTICLE IX. FINANCE**

Latin American Women In Business will be funded through the collection of semestral membership dues no more than $100 to be paid during the month of September and January. This fee covers the cost of t-shirts, travel to leadership conferences, and other operational expenses of the organization. LAWIB will also raise funds through car washes and similar activities, for t-shirts, travel to leadership conferences, and other operational expenses of the organization. Members are expected to participate in these fundraising activities.

**ARTICLE X. DISSOLUTION OF ORGANIZATION**

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to “Making a Stride of Gainesville”. Officers of LAWIB shall choose a nonprofit organization to get involved in.

**ARTICLE XI. AMENDMENTS TO CONSTITUTION**

Amendments to this constitution may be made at any regular meeting of Latin American Women In Business provided notice of the proposed amendment was given one week prior to a vote. Any member is eligible to propose an amendment, and proposals should be sent to any member of the executive board. Amendments require a two-thirds vote of the members in attendance at the meeting, and are subject to final approval by the Department of Student Activities and Involvement.