

Constitution of the Association of Puerto Rican Students at MIT

Article 1 Organization

Article 2 Membership

Article 3 Government

Article 4 Meetings

Article 5 Expenditures

Article 6 Amendments

Article 7 Revision

ARTICLE I - ORGANIZATION

Section 1. The name of this organization shall be the Association of Puerto Rican Students (APR).

Section 2. The purpose of this organization is to further the following objectives:

- a. To improve the quality of life for all Puerto Rican students at the Massachusetts Institute of Technology
- b. To promote the Puerto Rican culture through social and cultural activities.
- c. To increase the enrollment of Puerto Rican Students at MIT through active recruitments at MIT, at our homes, or whenever the opportunity arises to bring students to MIT.
- d. To work in solidarity with other minority student groups or any other group which seeks our support.

Section 3. This student association shall be governed by these bylaws and also agrees to abide by the rules and regulations of MIT and the Association of Student Activities, as set forth by the MIT ASA Constitution. These bylaws and amendments shall be subject to review by the MIT ASA Executive Committee to ensure that they are in accordance with the policies of the MIT ASA.

ARTICLE II - MEMBERSHIP

Section 1. Membership in this organization shall consist of:

- a. Anyone of the MIT Community who demonstrates interest in the affairs and history of the Puerto Rican community and has paid the annual membership dues.
- b. Faculty Advisors shall be considered non-voting members and may join as required by the Institute or as desired by this organization.
- c. The membership of this organization will contain at least five MIT students and be more than half MIT students at all times.
- d. This organization will not discriminate based on any characteristic listed in the MIT's Nondiscrimination Statement.
- e. If APR charges any monetary dues, there will be exceptions made for students that cannot afford these dues.
- f. A member is considered in good standing if he or she assists to one third of the activities endorsed by the organization, published on a regular basis.

ARTICLE III - GOVERNMENT

Section 1. All legislative power shall be vested in the Membership. The Membership shall set its own rules of procedure. The Membership will have the power to elect the role of officers who see to the daily affairs of APR. The Membership is the final authority of APR.

Section 2. Officers:

- a. The officers of this organization shall be a President, Vice-President, Secretary, Treasurer, two Social Chairs, and External Liaison.
- b. All officers of this organization must be distinct MIT students.
- c. The officers for the following term shall be elected in the following order: President, Vice-President, Secretary, Treasurer, two Social Chairs, and External Liaison Chair.
- d. During any executive meeting, each of the above officers will have a vote with regards to an executive vote.
 - i. Executive votes shall be used in order to determine the best course of action for APR.
 - ii. If any officer believes that an executive vote does not agree with the general consensus of the Membership, he or she may request the President and Vice-President to ask the Membership for an official vote with regards to the subject at hand. If either the President or the Vice-President decides it is necessary, the motion to vote shall carry.
 - iii. A simple majority of the Membership is required in order to overturn an executive vote and their vote shall be conducted no later than 14 days after the Executive Vote has been cast.
- e. If, after the elections, any office is vacant aside from the President's office, then the officers may make an Executive Vote in order to appoint an active member that has shown interest in the office in question. If no members are interested in the position, the task will be divided among the officers until an active member has been appointed to this office.
- f. If the President's office is vacant at any point, the Vice-President shall take the President's office and the office of Vice-President shall be determined as described above for vacant offices.
- g. To be able to run for President or Vice-President, the candidate must have to be a member of the organization for at least half of an Academic Term.

Section 3. Officer's Duties:

- a. The President shall do the following:
 - Preside at all meetings of the organization
 - Serve as the official representative of the organization or appoint a proxy as may be necessary
 - Act as liaison with the Admissions Office, and the Office of Minority Education (Previously Vice-President)
 - Act as leader and delegate tasks for the organization of APR's activities
 - Generate an agenda prior to every meeting

- b. The Vice-President shall do the following:
 - Perform all duties of the President in his or her absence
 - Perform any other duties assigned by the Officer's Board
 - Act as liaison with the Latino Cultural Center
 - Supervise all committees deemed necessary by APR Executive Board
 - Take charge of the revision of the Constitution on the dates prescribed by Article VII.

- c. The Secretary shall do the following:
 - Keep a record on file of all meetings of this organization and make this available to all members.
 - Keep an updated list of all members and members in good standing.
 - Publish a written copy of all members and members in good standing to distribute them to the Membership
 - Act as editor of the organization's newsletter, and distribute it to the Membership
 - Maintain a hard copy and an electronic copy of the Constitution.

- d. The Treasurer shall do the following:
 - Receive all funds for this club, dues for membership, and keep track of these in the APR Main Account
 - Pay all bills authorized by the Membership or an Executive vote
 - Prepare in written form a semi-annual financial report to be sent to all members of the student section, as well as to any other requesting parties
 - Keep an exact account of all receipts and expenditures

- e. The External Liaison shall do the following:
 - Administer and maintain APR's web page
 - Maintain APR's mailing lists.
 - Take pictures at APR events
 - Serve as liaison to APR Graduate and alumni community
 - Maintain an up-to-date list of alumni with major, year, current address, email address, and any other information this committee deems necessary.

- Maintain an up-to-date mailing list of alumni that have expressed interest in being contacted by APR.
- Coordinate at least one event per year in which alumni can interact with current APR members.

f. The two Social Chairs shall do the following:

- Coordinate organized social and cultural activities
- Advertise events that are open to the Membership and the MIT Community
- Create advertisements for APR events as required by the ASA, Finboard, or the Institute.
- Cooperate in the coordination of activities where the help of APR is requested
- Organize the intramural sports teams of APR
- Represent APR at all monthly referee meetings
- Communicate upcoming games to members.

Section 4. The officers shall be elected in the order established in Article III, Section 2. The elections shall take place once a year during the first week of May. The term of office for all officers shall consist of one year and will come into effect two weeks after the elections.

Election shall be conducted as follows:

- a. Nomination of candidates for the offices shall be made at 10 days prior to the Elections Meeting and may continue through an electronic medium up to 72 hours before 12:00 am of the day the Elections Meeting will be held.
 - Only voting members in good standing who intend to serve the entire year are eligible to run for office.
 - Candidates are guaranteed the opportunity to present their views and answer questions. If a candidate decides that he will not be present for the elections, he will have no opportunity to present his ideas in any way. The use of proxies is not allowed.
 - Members can accept nominations to as many positions as possible as long as they are eligible for such. As soon as a candidate assumes an office, his candidacy to other positions will be forfeited.
- b. A candidate will forfeit his or her candidacy to any position if he or she is elected to a higher position and accepts to occupy the office.
- c. Absentee Ballots shall be accepted when accompanied by the absentees name, the offices in question, the candidate's name being voted for, and signature of the absentee. Electronic ballots will be not be accepted. These ballots must be submitted within a period of 72 hours that ends at 12:00 am of the day the Elections Meeting will be held.

- d. The Executive Board will elect one of the current Officers to take care of the elections procedures. The person selected cannot be a running candidate and has the right to select a committee to help him or her in the process. The members of this committee can be any of the Membership, but cannot be running for any position.
- e. All the Members in good standing are allowed to vote in the elections.
- f. A simple majority of the membership is sufficient and necessary for election.

Section 5. The procedure for an officer removal shall be as follows:

- a. A petition signed by a simple majority of the membership in good standing must be presented to the Executive Board.
- b. Discussion of the removal of the officer shall be placed on the agenda of the next general meeting occurring at least seven days after the presentation of the petition.
- c. A two-thirds vote of the Executive board is required to remove an officer from office.

ARTICLE IV - MEETINGS

Section 1. This organization shall hold monthly general meetings on dates to be determined on a per term schedule. At least one meeting per year will be held in which the officers of this organization will be elected.

Section 2. The structure of the general meeting shall consist of a review of old business, discussion of new business, and postings of announcements.

Section 3.

Board Meetings shall be open to the Membership, but are specifically for officers in order to review old business, discuss new business, and post announcements as defined in the agenda of the meeting.

ARTICLE V - EXPENDITURES

In September and January of each year, the officers' board will decide with an Executive Vote upon the amount of money the Treasurer may spend on one purchase without approval by the Membership. Any single purchase that exceeds this limiting amount will be approved or disapproved by the Membership at a meeting. All money remaining at the end of the academic year will remain as property of the organization.

ARTICLE VI - AMENDMENTS

These bylaws must be amended by a simple majority of the membership in good standing of APR, provided the amendment has been proposed at least three days prior to the time of voting.

ARTICLE VII - REVISION

The Vice-President shall revise the Constitution of APR every two years to ensure that the constitution remains viable to the Membership beginning from this the year, 2008. A simple majority vote of the Membership in good standing is required to accept any major revisions.

Revised and updated March 2008 by the Officer's Board