

CONSTITUTION
of the
LATINO EDUCATION ASSOCIATION
of
SAN JOSE CITY COLLEGE

ARTICLE 1

NAME

This organization shall be known as the San Jose City College Latino Education Association of LEA.

ARTICLE II

NATURE AND PURPOSE

The purpose of the San Jose City College Latino Education Association is to recruit and retain Latino staff and to advance their leadership potential and success at San Jose City College; and to be a support group for San Jose City College Latino students through scholarships and other programs.

ARTICLE III

MEMBERSHIP AND DUES

Section 1 – Membership

LEA membership is open to classified and administrative staff members.

Section 2 – Dues

LEA membership dues are \$10.00 per month for classified employees and \$15 per month for faculty and administrative employees.

ARTICLE IV

LEA OFFICERS

Section 1 – Officers

The officers shall be two Co-Chairs, Recorder, Treasurer, and Past President. All officers, with the exception of the Past President, shall be elected by and from dues paying members of the Latino Education Association.

Section 2 – Duties of Officers

A. Two Co-Chairs

1. Assure each meeting is planned effectively, conducted according to constitution (call meetings, set agenda)
2. Provide leadership with effective strategizing and networking
3. Coordinate with committee to create and review constitution
4. Deal with group matters in an orderly and efficient manner
5. Build and lead members of LEA (reach out to new members)
6. Represent the organization and serve as spokesperson of the group (face of LEA to campus, serve as liaison between other groups on campus)
7. Coordinate with committees to assure event planning is on task

B. Recorder

1. Ensures meetings are effectively organized and minuted
2. Maintains effective records and administration
3. Sends meeting invites
4. Upholds governing document (constitution)
5. Coordinates communication and correspondence

C. Treasurer

1. General financial oversight
2. Financial planning and budgeting
3. Finance report at every meeting
4. Banking, book keeping and record keeping
5. Allocate funds for events

D. Past President

The Past President shall serve as a consultant to the President and other officers.

Section 3 – Election of Officers

A. Election

1. Form election committee during February meeting.
2. Email election announcement and description of roles to LEA members at least one week before March meeting.
3. Call for nominations at March meeting.
4. Election committee develops online ballot.

5. Online ballot opens at least one week before April meeting.
6. Online ballot closes at least one day before April meeting.
7. Election committee reviews election results before April meeting.

During April meeting, announce winners of LEA elections. Coin flip used to break a tie, if necessary.

B. Installation

The duly elected officers shall take office on June 1.

C. Terms of Office

The terms of office shall be one year.

ARTICLE V

COMMITTEES

Section 1 – Description of Committees

Special interests of the organization shall be served by the following committees:

- a. Fundraising Committee will be responsible for the raising of funds from other sources. Activities may include fundraising banquets.
- b. Scholarship Committee will be responsible for the publicity and distribution of scholarships and the selection of recipients.
- c. La Raza Commencement Committee will be responsible for coordination of the annual Latino graduation.
- d. Latino Heritage Month Committee will be responsible for the coordination of the events taking place in September and October.

ARTICLE VI

MEETINGS

Section I – General

The San Jose City College Latino Education Association shall meet ~~twice~~ at least once a month or as called by Co-Chairs.

Section II – Executive Board

The San Jose City College Latino Education Association Executive Board shall meet at least once a month or as called by Co-Chairs.

ARTICLE VIII

AMENDMENTS

LEA will revisit Constitution every five years to amend as necessary. Amendments to this Constitution must be approved by a two-thirds majority of dues-paying members of LEA.

Approved: September 1992

Edited: August 1995

Edited: September 2018