

**Chican@ Latin@ Certificate Student Association  
(ChiLaCSA)  
University of Wisconsin-Madison**

**Article I          Preamble**

1. The purpose of ChiLaCSA is to serve as an academic association affiliated with the Chican@/Latin@ Studies program at the University of Wisconsin -Madison and is student run and student led association. We seek to improve the visibility of the Chican@ and Latin@ community on campus by holding events that cater to integrity of the CLS program and to hold each other and the faculty and staff responsible for the education we receive. To ensure that the curriculum we are offered through CLS challenges students academically and philosophically. To hold events that cater to the Chican@ & Latin@ community and to improve our visibility on campus

**Article II          Name**

1. The official name of the organization is Chican@ Latin@ Certificate Student Association and will be referred to as ChiLaCSA.

**Article III          Membership**

1. Membership:  
ChiLaCSA is open to any UW Madison students, CLS certificate students and any community members. Since the decisions of ChiLaCSA will directly affect programming, curriculum and professors involved in the CLS program, only CLS certificate students will have voting rights. there will be no duties to pay in order to be part of the org
  - 1.1. members should fulfill their requirements by giving input as to how the CLS program will be conducted over the upcoming years.
  - 1.2. members who are CLS students may participate in the meetings and all ChiLaCSA related events.
2. Voting:  
Voting rights allow the CLS certificate students to take part in the decision making of ChiLaCSA matters. Voting rights should be granted to the Active Membership. Active membership is determined by coming to one meeting per month on a continuous base.

**Article IV          Meeting**

1. Structure
  - 1.1. Will set agenda before meeting time
  - 1.2. Approve agenda at the meeting
  - 1.3. Designate time limits for items on agenda

## **Article V            Elections**

1. Elections
  - 1.1. Elections shall take place at the end of April
  - 1.2. All candidates for office must be CLS certificate students
2. Nominations
  - 2.1. Any member may nominate an active member
  - 2.2. All nominated persons reserve the right to decline their nomination without explanation
3. Results
  - 3.1. The results for each election must be announced immediately after voting for each position has concluded.
    - 3.1.1. The candidates receiving the greatest number of votes in each of these elections shall assume office immediately after the election takes place.
  - 3.2. If two or more candidates should tie for most votes received.
    - 3.2.1. There should be a speech as to why they are running for a position.
      - 3.2.1.1. The speech should not be longer than 3 minutes
    - 3.2.2. A run -off election shall be held between those candidates involved in the tie.
  - 3.3. All elections shall be determined by a majority of those eligible voters present in person at the time of the elections.

## **Article VI           Officers**

1. Executive Board
  - 1.1. The officers of the organization are
    - 1.1.1. Co-chairs (two)
    - 1.1.2. Treasurer
    - 1.1.3. Secretary.
2. Position Descriptions
  - 2.1. Co-chairs (two)
    - 2.1.1. will run one year term
    - 2.1.2. main contacts for list serve
    - 2.1.3. ministration duties - send out updates

## 2.2. Treasurer

- 2.2.1. will keep finances
- 2.2.2. main financial contact
- 2.2.3. set up bank account for ChiLaCSA
- 2.2.4. send balance statements to secretary bi-weekly or monthly as needed
- 2.2.5. announcing account balance at every meeting where finances are relevant
- 2.2.6. come up with fundraising activities

## 2.3. Secretary

- 2.3.1. document everything
- 2.3.2. take minutes
- 2.3.3. send out minutes to ChiLaCSA members and CLS staff and community members

## 3. Term of Office

- 3.1. All officers shall hold office for a term of approximately one year. upon conclusion of the election meeting in april. the newly elected officers shall begin to exercise their duties right after the meeting.

## 4. Vacancies

- 4.1. Officer vacancies should be filled in the following manner:
  - 4.1.1. Elections will take place at an emergency meeting that will be called by the co-chairs.
  - 4.1.2. The election will follow section Article V Section 1.
  - 4.1.3. Elections for vacancies shall be determined by a majority of those eligible voters present at the time of the special election meeting.

# **Article VII      Amendments**

## 1. Amendment Process

- 1.1. Bylaws should be amended by a majority of active members and at least two officers present at the general meeting in which the amendments are voted on. proper notice the membership shall consist of distributing the proposed amendments at least one week before the general meeting in which the amendments will be voted on. these bylaws have been appropriately approved by ChiLaCSA membership.