



## **VENEZUELAN STUDENT UNION CONSTITUTION**

### **Article 1: Name**

The name of this organization shall be the Venezuelan Student Union - University of Houston; *hereafter referred to as VSU*.

### **Article 2: Purpose**

Promote the cultural values of Venezuela, while helping our members integrate and connect with their fellow countrymen and keeping our focus on academic excellence, supporting Venezuelan affairs and informing the Houston community on the current socio-economic situation in Venezuela. Furthermore, we seek to assist our peers attending the University of Houston using the experience and knowledge we have accumulated through time.

### **Article 3: Membership**

- I. This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).
- II. As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits

discrimination on the basis of sexual orientation, gender identity or gender expression.

- III. Membership will be open to all students at the University of Houston.
- IV. The VSU will maintain a membership of at least three (3) members at all times.

#### **Article 4:** Executive Branch

##### **Section 1:** Structure and Responsibilities

- I. The President shall:
  - a. Be first in the chain of command.
  - b. Schedule and rule meetings. Responsible for overseeing correspondence of the officers and members.
  - c. Be responsible for organizing, and setting up the year's agenda for the organization.
  - d. Be responsible for ruling over general assemblies, officers' meetings, and enforcing any and all sections of this constitution.
  - e. Elaborate VSU newsletter.
- II. The Vice President shall:
  - a. Be second in the chain of command and report to the President.
  - b. Assist and inform the President about fundamental needs of each committee.
  - c. Act as interim president in the absence of the President, in all organization's matters.
  - d. Create, establish and strengthen relations between other RSOs.
  - e. Help the President with the elaboration of the newsletter.
- III. The Treasurer shall:
  - a. Be third in the chain of command and report to the President and the Vice-President.
  - b. Be in charge of finances and fundraising by preparing estimated spending and expense reports for each event.
  - c. Give a biannual finance report of the organization.
  - d. Establish budgets for the different events and activities held through the academic year.

- IV. The Secretary shall:
  - a. Take minutes at each meeting, keep attendance records, and maintain notes of all committee's actions.
  - b. Mediate disputes between officers.
  - c. Maintain VSU's archive and documents organized in a properly manner.
- V. Volunteer Commissioner shall:
  - a. Plan the organization's volunteer events with the respective University authorities and VSU partners.
  - b. Keep track of the members volunteer hours through Get Involved.
  - c. Create, establish and strengthen relations between other volunteer organizations, non-profits, and local partners.
- VI. Outreach Commissioner shall:
  - a. Report to the Treasurer and the Secretary.
  - b. Plan the organization's events with the respective University authorities in regards of each matter.
  - c. Organize, and coordinate with other members the setup of each meeting, or event organized by the VSU.
  - d. Be responsible for presiding over the members who are part of the Events Committee.
- VII. Communication and Marketing Commissioner shall:
  - a. Be in charge of all the management of social media and information diffusion, mail, and email correspondence.
  - b. Be responsible for presiding over the members who are part of the Communication and Marketing Committee.

**Article 5: Amendments**

- I. The bylaws and constitution may be amended by a 2/3 majority vote of present members in the executive board.
- II. Proposal and discussion of the amendment must be done at least one meeting before the voting.

## **Article 6: Committees**

- I. The Communication and Marketing Committee will be responsible for:
  - a. Managing the content sent out in emails and social media networks.
  - b. Contacting people that will attend events arranged by the organization.
  - c. Promote, protect, and maintain the image of the VSU, which is a reflection of the core values and ideals of the organization.

## **Article 7: Election of Officers**

**Section 1:** Elections shall be sufficiently publicized to all members at least twenty days in advance.

**Section 2:** The nomination shall be submitted at most ten days before the election date, members may nominate themselves.

**Section 3:** The election process will take place at the end of the spring semester during the month of April.

**Section 4:** Each position will be voted on separately. The voting process will proceed as follows:

- I. President
- II. Vice President
- III. Treasurer
- IV. Secretary
- V. Commissioners

A nominee who is not voted into the original office, for which he or she was nominated, may be appointed for any of the remaining offices by the recently elected executive board.

**Section 5:** A nominee is voted into office with a simple plurality vote of the current membership.

**Section 6:** The term of office shall be one year, from the beginning of summer - the first day of the summer semester - to the end of the spring semester of the following year.

**Section 7:** In order for a member to become President, Vice President, or Treasurer they must first have served in another position for one (1) year.

## **Article 8: Removal of Officers**

- I. An officer shall be placed under probation from its position and duties if three (3) formal complains are submitted to any of the Top 3 officers (President, Vice President or Treasurer)
  - a. The officer under probation will undergo through a review process by the Top 3 officers to revise his/her past behavior and formal complaints.
  - b. The Top 3 officers will consult with the other officers to reach a final decision.
  - c. A vote will be made to decide if the officer under probation shall be removed from its position. If the officer is removed, his/her position shall be offered to aspiring member to fulfill the position for the rest of the academic year.

**Article 9: Anti-Hazing Clause**

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

**Article 10: Non-Discriminatory Clause**

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.