

## **Article I. Hermanas Unidas de UCSD**

In the Winter of 2010, nine inspiring young women gathered women from diverse backgrounds and they all joined together to establish a Chicana/ Latina based group at the University of California, San Diego. These strong and motivated women recognized the lack of support and resources offered to Chicana/Latina women and wanted to make a change. They set to provide those resources themselves and for the many future women of UCSD. This is a non-profit organization that is working towards el “Poder de la mujer” focusing on a common goal of pursuing a higher education for Chicana/Latina women through academics, community service, and collegiate networking. This organization has an open door policy to all interested members. Members from different genders, religions, ethnicities, and sexual orientation are more than welcome to join.

## **Article II. Statement of Purpose**

A. To reach out to the Chicana/Latina community and provide resources as well as a family networking system guided by the three pillars of Hermanas Unidas. Our three pillars are:

- i. Academics: Through the emphasis of academics not only do we empower our minds but our future as well.
- ii. Community Service: In the struggle to empower ourselves we must remember our communities and empower them as well.
- iii. Social: In stressing Hermandad, a family network is created to foster an environment of mutual respect and unity, while supporting individual interests and talents.

B. To provide a place where women can come together and be themselves. We accept any and all ideologies. We are a network attempting to provide a healthy transition to and from the university.

C. Hermanas Unidas raises awareness and educates the campus and the community at large about Chicana/Latina issues through influential programming and dialogue.

## **Article III. Nonprofit Statement**

Hermanas Unidas de UCSD at UCSD is a non-profit student organization.

A. This corporation is a nonprofit PUBLIC BENEFIT CORPORATION and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

B. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3), Internal Revenue Code

#### **Article IV. Requirements for Membership**

The General Body of the chapter consists of currently registered students of the chapter's institution. The chapter may allow other students and members of the community to participate in Hermana Unidas events.

A. Active members must complete a minimum of twenty-four hours of community service per academic year as provided by community service chair and a minimum of thirty study hall hours per academic year. These minimum requirements may not be over-ridden by an Individual Chapter Charter Addendum. Active membership entitles a member to the privilege of voting and running for Steering Committee. Special exceptions regarding active membership can be made at steering committees discretion.

B. Membership dues will be paid every semester/quarter as determined by each steering committee. These funds will be used to pay for HaU activities or at steering committee's discretion. No alcoholic beverages may be purchased with HaU funds.

#### **Article V: Frequency of Organization Meetings:**

General Body Meetings are on Wednesdays at 7:15 at the Women's Center of UCSD, from Week 1 through Week 10, every academic quarter (Fall, Winter, Spring).

Steering Meetings take place every Monday of the Academic year; minutes are taken by the secretary of the organization, and is put into an official agenda.

All accounts, agendas, and knowledge of membership are made available to all of the general body.

#### **Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers:**

Election Process:

- Announced 3 weeks before voting date (eligibility lists made available to all)
- *Active Membership is required to vote and run for a position*
- Elections occur over 1 day period
- Nominations occur 2 weeks prior to elections
  - Active members can nominate a candidate; any member can second
  - At time of nomination, member must accept or decline (decline is final)
    - 3 day grace period in which nomination can be rescinded
    - Member can only run for one position, none previously held
    - Co-Chair nomination requires 1 year previous service in steering
    - Nominees must be present at election and present speech

- Timekeeper Required
  - Co-Chairs: 4 minute speech and Q&A period (each candidate)
    - All Candidate Q&A period
      - Same ? answered by each; each has 30 seconds to respond
  - Other Chairs: 2 minute speech
    - All Candidate Q&A period
      - Same ? answered by each; each has 30 seconds to respond
- Official Ballot Keeper
  - Distribute ballots to active members before each position speech
  - Collect ballots from active members after speeches have concluded
  - Collect and dispose ballot from any member who leaves before the completion of individual position election process
- One Candidate Running (in case)
  - Yes/No vote ballot is provided
  - Majority “YES” vote is required to obtain position
- Voting Procedure
  - Only active members allowed to vote
  - Voting member must stay for entire duration and process for each position; late arrival or early departure voids their vote
  - Candidates running for the same position must leave the room while their opponent presents their speech
  - Upon completion of the entire election process for each position, ballots are counted, tallied, and election results are announced
- Breaking Ties
  - Re-vote of those individual whose votes were tied
  
- Special Elections
  - Shall follow Election Process as stated above
  - Can happen at any time during the year
  - Candidates do not need to have active membership status
    - Must complete hours by end of semester/quarter to become active member
  - Both active and non-active members are allowed to vote

#### Recall/Resign Process

- Recall

- All officers are subject to recall
- Co-Chair and Board of Directors have the right to ask for resignation of any chair after consulting with steering committee
- Failure to resign = steering committee can recall chair through unanimous vote
  - Board of Directors must be informed
- Board of Directors reserves the right to recall any chair at any time if chair is violating Governing Chapter Charter, HaU Alcohol Policy, and/or HaU Code of Conduct
- Resign
  - Officer presents written statement of resignation to steering committee
  - Special Elections announced within 24 hours of receipt of resignation

New chair should be in place within 2 schools weeks of resignation

Steering Committee Positions:

- i. Co-Chairs (2 positions): Oversee all projects, facilitates meetings, and provides practical planning for some projects. Creates written agenda to be distributed at general meetings. Main representatives of HaU. Plans and facilitates semester retreats. Must attend Co-Chair retreat, Conference Planning Committee (CPC), and Annual Statewide Conference. Helps coordinate annual conference and end of the year banquet. Maintains contact between chapters. One of the two co-chairs shall be listed on and have access to the HaU on-campus bank account.
- ii. Academic Chair (1 position): Coordinates HaU study hall. Obtains information regarding scholarships and internships. Creates class lists and provides general guidance and assistance with academic questions. Coordinates development and distribution of scholarship(s). Provides a minimum of one academic workshop per month. Tabulates study hours completed by members of HaU.
- iii. Student Advisor (Appointed by Co-Chairs): Facilitates member appreciation. Shares knowledge of being an active member and an experienced college student.
- iv. Alumni Liaison (1 position): Serves as the liaison between current students and alumni. Keeps the alumni and members informed of each other's events.
- v. Community Service Chair (1 position): Encourages and organizes community service projects, minimum of one per month. Keeps group informed of ongoing community service projects. Tabulates hours completed by members of HaU.
- vi. Herstorian (1 position): Documents HaU events by means of photography, video equipment, etc. Compiles all pictures in a scrapbook. Responsible for maintaining all governing documents of HaU.

vii. Public Relations (1 position): Responsible for publicity for all HaU events. Provides marketing material used for recruitment and advertising purposes. Designs HaU paraphernalia and any publication. Maintains web page for their chapter.

viii. Campus Liaison (1 position): Serves as the liaison between HaU and the community, on and off campus. Informs community about HaU events and vice-versa. Coordinates involvement of HaU in community events.

ix. Secretary (1 position): Takes minutes of general and steering committee meetings and posts them electronically to be viewed by all members. Keeps attendance at events to track membership status and creates monthly calendar of events. Updates phone list and posts them electronically to be viewed by all members.

x. Social Chair (1 position): Responsible for planning and organizing all collegial networking events with the purpose of fostering Hermandad.

xi. Treasurer (1 position): Responsible for the chapter's development efforts, as well as chapter finances. Develops budgets, handles group funds and allocates money for events. Collects dues from members and provides monthly financial reports to all members and posts electronically. All chapter funds are to be held in an on-campus account. No off-campus accounts are permitted, nor are any individuals allowed to hold HaU funds in personal accounts. At minimum, the Treasurer and one Co-Chair are to be the signatories on the on-campus bank account.

### Steering Committee Mandatory Events

In addition to accepting the responsibilities of a steering committee position, each steering committee member is required to attend the Statewide Conference and Steering Orientation. Co-Chairs are also required to attend Co-Chair Retreat and Conference Planning Committee (CPC). The purpose of these events is to foster hermandad and further develop HaU chapters' leadership. The Statewide Conference is typically held in the spring. Steering Orientation, Co-Chair Retreat, and CPC are typically held in the summer. Every effort will be made by alumni to announce Steering Orientation, Co-Chair Retreat, and CPC dates at the Statewide Conference, with location to be determined. It is the assumed responsibility that each steering committee member will attend these important events. If steering committee members are consistently absent from this event, the Executive Board will be required to take action.

**Article VII: Risk Management:**

Hermanas Unidas de UCSD at UCSD is a registered organization at the University of California, San Diego, but not part of the university itself.

Hermanas Unidas de UCSD at UCSD understands that the University does not assume legal liability for the actions of the organization.

Hermanas Unidas Inc. has its own code of conduct and liability form, that every member and participant of the organization must sign, in terms of not keeping Hermanas Unidas de UCSD legal liable for the actions of the member.

Link to the form:

<https://docs.google.com/document/d/1eAslN92Y43QHPymoAm9zZ0mbxqQ02dAj32QxaprOnDc/edit>