

La Casa Alliance of Student Organizations (LCASO)

BYLAWS

La Casa Alliance of Student Organizations (LCASO) at University of Illinois at Urbana-Champaign

ARTICLE I NAME

Section 1 The name of this council shall be the La Casa Alliance of Student Organizations at the University of Illinois at Urbana-Champaign, hereafter referred to as LCASO.

ARTICLE II PURPOSE

Section 1 LCASO is committed to bringing together Latina/o focused and multicultural Registered Student Organizations (RSOs) and building a supportive relationship with La Casa Cultural Latina. LCASO's goals are to promote the integration of the Latina/o community through collaboration of Latina/o focused and multicultural RSOs with campus and community programs; to enrich the cultural landscape, and to promote the achievement and development of individuals, organizations and the community at large.

ARTICLE III MEMBERSHIP

Section 1 **Members**

- a. The members of this council shall be currently active and recognized RSOs at the University of Illinois at Urbana-Champaign
- b. RSOs may become members by submitting a completed LCASO application and scheduling an introductory meeting with the Assistant Director/RSO Advisor.

ARTICLE IV PRIVILEGES AND RESPONSIBILITIES OF MEMBERSHIP

Section 1 **Privileges**

- a. **Funding:** LCASO RSOs can apply for funding for events through the La Casa Cultural Latina Co-Sponsorship Fund
- b. **Advising Support from La Casa Cultural Latina Professional Staff:** La Casa's staff provides guidance and support for student organizations, such as programming, programming, etc.
- c. **Storage:** Storage is available in the attic of La Casa. All items stored in the attic must be in a plastic bin, labeled on the top and sides with the RSO name, contents and date left. Access to the attic is limited to individuals on the organization's roster, during daytime hours of operation. The storage bin must be cleared out at the end of the year. Any items left at La Casa may be discarded.

Section 2 **Responsibilities**

- a. In order to be in good standing, each RSO must:
 1. Have 1 (one) representative at each monthly LCASO meeting (Each RSO is allowed 1 (one) excused absence per semester as long as you let the Assistant Director know beforehand)
 2. Co-sponsor at least 1 (one) META workshop or 1 (one) LRN each semester.
 3. Participate in and support the following La Casa's events:

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- i. Paleta Social
- ii. Que Pasa, La Casa?
- iii. Hispanic Heritage Month Events
- iv. Latino Family Visit Day
- v. Dia de los Muertos
- vi. Black and Latino Male's Summit
- vii. Black and Latina Women's Summit
- viii. Dia de las Madres Reception
- ix. Latina/o Congratulatory

ARTICLE V MEMBERSHIP MEETINGS

Section 1 Meetings will be held on the first Wednesday of the month at La Casa Cultural Latina, Room 104 at 6pm.

ARTICLE VI OFFICERS

Section 1 The officers of this council shall be the co-chairs of LCASO

- a. At least one of the LCASO co-chairs must be a student employee of La Casa Cultural Latina

Section 2 The co-chairs shall preside at all meetings and shall prepare the agenda for meetings. They will keep minutes of all meetings and send them to all organizations along with any updates between meetings.

ARTICLE VIII ADVISOR

Section 1 One of the Assistant Directors of La Casa Cultural Latina shall serve as the advisor of LCASO. (Assistant Director search on going). La Casa's Director will serve as the Advisor while the search is going on.

ARTICLE IV LA CASA CULTURAL LATINA CO-SPONSORSHIP FUND

Section 1 Applicant Eligibility

- a. Any RSO who is part of LCASO and is currently in good standing can apply for the La Casa Cultural Latina Co-Sponsorship Fund.

Section 2 La Casa Cultural Latina Co-Sponsorship Fund Approval

- a. The La Casa Cultural Latina Co-Sponsorship Fund Approval will be made up of the 2 co-chairs of LCASO and the Assistant Director.

Section 3 Funding Guidelines

- a. Programs must meet the purpose of the La Casa Cultural Latina Co-Sponsorship Fund as stated above.
- b. Requests for speakers or performers will not be accepted, La Casa will not be writing contracts on behalf of the RSO.

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- c. The maximum amount La Casa Co-Sponsorship Fund will allocate to an RSO is \$200 per semester.
- d. All advertisements, flyers, brochures, newsletters, etc., of events funded by the La Casa Co-Sponsorship Fund must have the following phrase printed on them: **Co-sponsored by La Casa Cultural Latina**.
- e. La Casa Cultural Latina Co-Sponsorship Fund Committee will make recommendations to the La Casa Assistant Directors for funding of the programs. The Assistant Directors will make the final approval. Any commitments made by the applicant prior to final approval are at the risk of the applicant.

Section 4 Funding Restrictions

- a. What La Casa Cultural Latina Co-Sponsorship Fund will ***not*** fund includes, but is not limited to:
 - a. Projects, activities, or services found in violation of state law and/or university rules, regulations, policies, and procedures or activities
 - b. Closed Events; Strictly social events and dances
 - c. Gifts (any form of recognition)
 - d. Events that are proselytizing in nature
 - e. Travel for Urbana campus faculty/staff/students
 - f. Postage
 - g. Political endorsements
 - h. Expenses for fundraisers
 - i. Equipment purchases
 - j. Wages or salaries
 - k. Events not held at La Casa may risk not being approved; We encourage that events are held at La Casa in order to further our mission.
 - l. Purchase of alcoholic beverages or any activity or communication which incorporates a reference to alcoholic beverages or promotes or is supported by an alcoholic beverage manufacturer, distributor, sales organization or vendor
 - m. Payments to members of campus organization for services rendered to that organization
 - n. Honorarium and/or salary or service payments to University faculty, staff and/or students
 - o. Purchase of any book, video or DVD that is available at the Urbana campus Undergraduate Library

Section 5 Application Procedures

- a. Co-sponsorship requests must be compliant with LCASO mission statement.
- b. Any application must be submitted 2 weeks before the event, submitted past the two weeks risks' not being approved.
- c. Only one application for an event will be considered, unless multiple RSO's are cosponsoring.
- d. The funding committee reserves the right to refuse any incomplete applications for review. Submitting a detailed budget for your event is important. The La Casa Cultural Latina Co-Sponsorship Fund Committee will make allocation decisions based upon the line item expenses listed in the application budget.

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Section 7 Fund Distribution Process

- a. Co-sponsorship will entail direct purchase of items by La Casa Professional Staff.