



Hispanic Scholarship Fund-Scholar Chapter at Columbia University Constitution

Article I: Name

The official name of the organization shall be *The Hispanic Scholarship Fund -Scholar Chapter at Columbia University*. The name will be abbreviated as the *HSF Scholar Chapter at Columbia University*.

Article II: Purpose

The HSF Scholar Chapter exists to promote academic success and professional preparation among college students, while encouraging them to serve as role models and leaders in their communities.

The Scholar Chapter at Columbia University is a part of the 32 Hispanic Scholarship Fund-Scholar Chapters across the nation. The Hispanic Scholarship Fund (HSF) is the nation's leading Hispanic scholarship organization, providing the Hispanic community more college scholarships and outreach support than any other organization in the country. HSF's mission is to strengthen America by advancing the college education of Hispanic Americans. HSF will achieve this mission by increasing the rate of Hispanics earning a college degree.

Article III: Membership

Membership in this organization is open to all undergraduate and graduate students, faculty, staff and alumnae. The Scholar Chapter will not discriminate on the basis of race, sex, age, religion, creed, color, handicap, disability, veteran status, national origin, ancestry or sexual orientation. Members have the freedom to discontinue membership at any time.

Section 1: Who is considered a member?

A Scholar Chapter member is defined as student who attends a minimum of two meetings throughout the academic year. In order to be considered an active Scholar Chapter member, a student must attend at least half of the events each semester. There is no minimum quorum of students required for each meeting. Meetings are not compulsory for members, but attendance at meetings is necessary for club benefits. Only active members may vote or hold office.

Section 2: Benefits

Club members who have attended the requisite meetings as determined by the Hispanic Scholarship Fund are eligible for the HSF outreach material, the national HSF Community E-Newsletter, and HSF Alumni Mentorship Program.

Article IV: Executive Board

Section 1: Eligibility for Executive Board

The Executive Board will serve as the leadership team and represent the Chapter. The membership of the Executive Board shall include a Coordinator, Vice Coordinator, Treasurer, Secretary, Mentoring Chairs, Tutoring Chair, Academic Events Chairs, Publicity Chairs, Webmaster, Historian, First Year Representatives, Social Events Chairs and if applicable, Senior Advisor(s).

Section 2: Coordinator*



The Scholar Chapter Student Coordinator also known as President shall be the main liaison between the Hispanic Scholarship Fund and the Columbia Scholar Chapter.

The duties of the Coordinator include the following:

- Maintain regular communication with the Chapter supervisor and appropriate HSF staff.
- Enter all Chapter events and programs into Salesforce.
- Submit mini-grant applications and follow-up reports to conduct HSF approved programs to the Chapter supervisor and appropriate HSF staff.
- Write an agenda for each E-Board meeting
- Provide guidance and delegate responsibilities to the Executive Board
- Participate in the Coordinator recruitment and selection process as directed by HSF staff and ensure a smooth transition to the successive Scholar Chapter Coordinator by arranging at least one meeting with the incoming Coordinator before completion of the current term.
- Write an End-Of-Year Report and submit it by the deadline.
- Required to attend all scheduled event reviews and if not must make sure Vice Coordinator can do so.
- Oversee that there are transitional meetings between incoming and outgoing chairs

***As of 2011 the coordinator will not receive monetary compensation**

Section 3: Vice Coordinator

The Vice-Coordinator also known as the Vice-President shall serve as a HSF Scholar Chapter representative in case that the Scholar Chapter Student Coordinator is not present. The Vice President must be present at all the meetings and events.

The duties of the Vice-Coordinator include the following:

- Maintain constant dialogue with the coordinator and the rest of the executive board.
- Assist the coordinator with agendas and as well as with the End-Of-Year Report.
- Assist the coordinator with delegating responsibilities.
- Work in collaboration with regional Chapter Coordinators; i.e. NYU, Yale, and Harvard.
- Maintain relations with campus organizations in order to facilitate co-sponsorships
- Maintaining External Relation: Reach out to alumni, campus organizations and administration for support regarding specific events
- Confirm scheduled dates of events and reserve appropriate space in a timely manner

Section 4: Treasurer

The Treasurer shall manage the Chapter's budget as outlined by the Student Government Association at Barnard College and Columbia University. The Treasurer shall also provide updates on the budget at each Executive Board meeting and work with all the Chairs to come up with an outlined budget for their respective events at least two weeks prior to the scheduled event.

The duties of the Treasurer include the following:

- Manage the Chapter's budget as outlined by the Student Government Association at Barnard College and Student Development and Activities at Columbia
- Submit monthly budget reports to SGA and SDA as required
- Keep track of all receipts including those that pertain to mini grants
- Provide updates on the budget at each Executive Board meeting
- Work with all the Chairs to come up with an outlined budget for the respective events
- Present written or electronic budget report to board members every week



- Attend all scheduled event reviews

Section 5: Secretary

The Secretary shall be responsible for taking minutes at meetings and emailing them to the Executive Board, emailing the blurbs of upcoming events to members, promoting events in other list-serves, and generating sign in sheets for meetings and non-mentoring events.

The duties of the Secretary include the following:

- Take minutes at Executive Board meetings
- Email meeting minutes to the Executive Board after every executive board meeting
- Email general body members regarding upcoming events
- Generate and manage sign in sheets for each meeting
- Keep track of attendance of executive board and members for all events and meetings via the sign in sheets
- Generate and update active member lists based on attendance
- Update the Executive Board Google Calendar weekly, which will display confirmed events and spaces
- Update and organize the cu.hsf.chapter@gmail.com and the contact list

Section 6: Mentoring Chairs

There shall be two Mentoring Chairs in charge of the HSF/Children's Arts and Science Workshop (CASW) Mentoring Program. The duties include the following:

- Plan, budget, and implement a minimum of 3 relevant high school workshops per semester
- Establish an outline of potential workshops at the beginning of the school year
- Lead a meeting with a representative of the Children's Arts and Science Workshop (CASW) at the beginning of each semester to discuss goals of the program
- Maintain constant communication with the Children's Arts and Science Workshop (CASW) to ensure high school student interest and involvement
- Actively recruit volunteers
- Ensure any volunteer who works with minors signs the Volunteer Form
- Complete an assessment of each workshop including details about the activity, number of volunteers, number of students reached and an overall evaluation of the event by the students
- Ensure Coordinator enters assessment into Salesforce and keeps a copy in the Mentoring Chair resource binder
- Hold at least two transitional meetings between outgoing and incoming mentoring chairs

Section 7: Academic Events Chairs

There shall be two Academic Events Chairs. The duties include the following:

- Plan, budget, and implement a minimum of 2 academic events/workshops per semester which promote academic and pre professional success
- Provide the necessary information of events to the Publicity Chairs two weeks prior to the event in order to create flyers
- Email blurbs of event two weeks prior to the Publicity Chairs and Secretary
- Collaborate with campus resources such as the Academic Success Program, Fellowship Office, Office of Multicultural Affairs, Career Center, etc.
- Collaborate with other student organization that have similar goals
- Complete an assessment of each event including details about the activity, number of students reached and an overall evaluation of the event by the participants



- Ensure Coordinator enters assessment into Salesforce and keeps a copy in the Academic Events Chair resource binder
- One of the academic events should be in conjunction with the first year representative

Section 8: Publicity Chairs

There shall be two Publicity Chairs preferably one from Columbia and one from Barnard but this is subject to variation. The duties include the following:

- Conduct publicity campaigns on campus to attract student members, which includes (but is not limited to) information tables during NSOP and activities fairs on campus and flyers.
- Update and maintain Facebook page
- Organize flyer committees prior to big events
- Keeps copies of fliers for the Historian to use on scrapbook as well as to include in the Publicity Chair resource binder

Section 10: Webmaster

There shall be one Webmaster in charge of creating and updating on a regular basis a website for the Scholar Chapter. The Webmaster, should help the Historian compose an end of semester newsletter highlighting the Chapter's events and email the newsletter to all the members with the approval of the Coordinator.

Section 11: Historian

The Historian must attend all meeting and events and take pictures. S/he shall compose and budget for an end of the school year scrapbook and compose a newsletter highlighting all chapter events.

Section 12: First Year Representatives

There shall be two first year representatives: One from Columbia University and one from Barnard. Together duties shall include:

- Plan, budget, and implement at least one event per semester targeting freshmen
- The first semester one event should be in conjunction with the academic chairs
- Increase freshmen representation from their respective school
- Columbia University representative should be responsible for considering all Columbia schools including but not limited to CC, SEAS and GS.

Section 13: Social Events Chairs

There shall be two Social Events Chairs. The duties include the following:

- Plan, budget, and implement a minimum of 1 event(s) throughout the year to encourage bonding
- Collaborate with other student organizations
- Completes an assessment of each event including details about the activity, number of students reached and an overall evaluation of the event
- Ensures Coordinator enters assessment into Salesforce and keep a copy in the Social Events Chair resource binder

Section 14: Tutoring Chair

There shall be one Tutoring Chair. The tutoring chair is responsible for overseeing the operations and success of the tutoring program. This requires great organizational and leadership skills. The tutoring chair has to be able to diligently handle tutoring related issues within a reasonable amount of time.



The duties of the tutoring chair include, but are not limited to the following:

- Coordinating the program to provide supplementary educational services to high school students in Washington Heights
- Recruiting a sufficient amount university-level tutors through outreach initiatives such as emails promoting the program and informational sessions
- Planning and coordinating training sessions for the tutors
- Providing the tutors with material related to the subjects they will be tutoring in, so that they can refresh their memory of the subject
- Providing the tutors with the necessary information that they will need to tutor each week (where to meet to receive the metro card, where to meet to give back the metro card, what subjects are they tutoring etc.)
- Maintaining contact with the Children's Arts and Science Workshop organization discussing program logistics such as metro cards for the tutors, what subjects the students need help with, taking pictures of the tutoring sessions, etc.
- Maintaining an organized archive of which tutors attended which sessions
- Monitoring the progress and success of the program through regular meetings with the tutors
- Receive and implement feedback from the tutors, students, and C.A.S.W.
- Coming up with solutions to any difficulties that may arise and risk the success of the tutoring program
- Evaluate the efficiency of the program and initiate changes that will improve the overall success of the program

Section 15: Resource Binder

Each E-Board member shall maintain a resource binder. Each officer must also complete an "End-of-Year" Report that outlines the officer's thoughts about the position and any recommendations and advice. The resource binder shall help with record keeping and ensure a smooth transition of leadership.

Section 16: Officer Selection

At the end of each school year elections will be held for existing positions. Any new positions as determined by the board will be filled through application and interview process. The coordinator and past Executive Board members must attend the interview of potential officers.

Section 17: Terms of Office

The Coordinator shall be chosen at the end of the spring semester and hold office for a year. The remainder of the board shall be chosen at the beginning of the fall semester and serve a year.

Section 18: Officer Replacement/Removal

Officers may be replaced or removed as requested by a minimum of six Scholar Chapter members. Petitions for replacement must be submitted in writing to the Executive Board. The E-Board is responsible for assessing the situation and call for a majority vote on the matter. The Scholar Chapter Student Coordinator is subject to the contract signed with the Hispanic Scholarship Fund.

Article V: Meetings



The Hispanic Scholarship Fund requires that the Scholar Chapter Coordinator and the Executive Board plan a minimum of 8 meetings over the course of the academic year. These meetings must meet the following expectations:

- I. Introductory meeting
- II. Meetings focused on on-campus academic support
- III. On-campus programs focused on career development or graduate school preparation
- IV. Outreach programs focused on HSF and community scholarships
- V. Outreach programs focused on Latino youth in preparation for college
- VI. Outreach programs focused on on-campus college student retention

Article VI: Dues

The Scholar Chapter will not charge dues.

Article VII: Amendments to By-Laws

Any active member may propose an amendment to the constitution. Members must provide written notice of the proposed amendments to the Executive Board to analyze and review. Furthermore, members will be informed of the proposed amendments.

In order to pass an amendment, a quorum of active members must be present to vote and the amendment must pass by a two-thirds majority.

Article VIII: Agreement to abide by university policies

The Scholar Chapter agrees to abide by the policies of Columbia University, Barnard College, as well as all federal, state and local laws.