



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

DOMINICAN STUDENT ASSOCIATION (QUISQUEYA)

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the Dominican Student Association (Quisqueya) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

The Dominican Student Association (Quisqueya) exists to create a supportive community for students of Dominican heritage and those interested in Dominican culture. Our mission is to celebrate and share Dominican traditions, history, and values with the entire University of Rochester campus through cultural, educational, and social programming.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's CCC site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member- An active member must attend at least 50% of general body meetings each semester and participate in at least 1 of organization-sponsored events per semester, unless permitted otherwise.
- C. All University of Rochester faculty, staff, graduate students, and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization. Associate members are welcome to attend events and participate in discussions but do not have voting rights.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as one-half (1/2) of the active membership plus one 1 officer.

SECTION TWO - VOTING

- A. A vote will only count if the meeting has enough members present to meet quorum and is officially recognized as valid
- B. All active members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

A. President - Must have served as an active member for at least one full academic year, unless no one else is qualified.

B. Vice President - Must have served as an active member for at least one full academic year, unless no one else is qualified.

C. Business Manager - Must be an active member, unless no one else is qualified

D. Secretary - Must be an active member in good standing and responsible for recording meeting minutes, maintaining organizational records, and managing official communications.

E. Social and Cultural Co-Chairs - Must be active members who work collaboratively to plan and coordinate social gatherings and cultural events that promote community engagement and celebrate cultural diversity.

F. Community Outreach Chair- Must be an active member responsible for coordinating volunteer opportunities, service initiatives, and partnerships with community organizations.

G. Publicity Chair - Must be an active member responsible for promoting the organization's events and initiatives through social media, flyers, and other communication platforms.

H. Historian(s) - Must be an active member(s) responsible for documenting the organization's activities, maintaining archives, and preserving photos, records, and historical materials.

I. Freshman Reps - Must be first-year students and active members who represent the interests of freshman members and assist the executive board with events and initiatives.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution and abide by the constitution's guidelines.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.

- E. The **President and Vice President** shall preside over meetings and maintain organization within the club by communicating with officers and delegating responsibilities necessary to ensure the organization functions effectively and fulfills its stated purpose. The President shall serve as the chief executive officer and official spokesperson of the Dominican Student Association and shall oversee the welfare of all offices within the Executive Board. The President shall also make appointments to fill vacancies pending Executive Board approval and shall have the authority to make executive decisions regarding the admission or dismissal of Executive Board chairs.
- F. The **Senior Advisor** shall serve as the chief advisor to the Dominican Student Association and shall provide guidance with the permission of the President. The Senior Advisor shall maintain a complete understanding of the organization's constitution, including the responsibilities of each Executive Board member, and shall assist in ensuring that the constitution is upheld. The Senior Advisor shall remain neutral during voting decisions made by the Executive Board.
- G. The **Business Manager** shall be responsible for maintaining all financial matters of the organization and keeping detailed records of all transactions. The Business Manager shall maintain accurate and up-to-date financial records of all funds, assets, and liabilities affecting the organization's financial status. The Business Manager, together with the President, shall be responsible for preparing and managing the annual budget, including allocating funds for conjoining organizations when applicable. The Business Manager shall preserve all financial records for future reference and shall be responsible for submitting all funding requests to the Students' Association.
- H. The **Vice President** shall maintain a current copy of the organization's constitution and ensure that it is accessible for inspection by members of the organization, Senators, and members of the Students' Association. The Vice President shall assume the responsibilities of the President in the President's absence. In addition, the Vice President shall serve as Chief of Staff and oversee all chairpersons while coordinating committee activities across the organization. The Vice President shall also oversee voting procedures during both general body and executive meetings. When necessary, the Vice President may form and supervise a judicial review committee responsible for interpreting and upholding the Dominican Student Association Constitution.
- I. The **Secretary** shall be responsible for administrative organization within the Dominican Student Association. The Secretary shall take roll at all meetings, tally votes, maintain an accurate list of organization members, and record and preserve meeting minutes. The Secretary shall also oversee the organization of the DSA office, maintain attendance records, and ensure that membership directories are available for inspection when requested. In addition, the Secretary shall assist in preserving historical records, programs, and documents relevant to the organization's operations.
- J. The **Social and Cultural Co-Chairs** shall be responsible for planning and coordinating cultural programs and social activities for members of the Dominican Student Association. These events may include outings, game nights,

parties, and other gatherings that promote interaction and cultural celebration among members. The Social and Cultural Chairs shall also communicate regularly with members of the Social and Cultural Committee and ensure that the committee meets at least once per month, or more frequently when necessary, depending on upcoming events.

- K. The **Community Outreach Chair** shall oversee community relations and coordinate all community service initiatives conducted by the organization. The Community Outreach Chair shall organize at least two community service events each semester and maintain communication with members of the Community Outreach Committee. The committee shall meet at least once per month or as needed based on the nature of upcoming service projects. The Community Outreach Chair shall also work to establish relationships within the Rochester community and invite community participation in major events whenever possible.
- L. The **Publicity Chair** shall be responsible for promoting all meetings, programs, and events organized by the Dominican Student Association. Publicity efforts may include flyers, posters, handouts, emails, social media posts, and other forms of communication intended to reach the organization's audience. The Publicity Chair shall also coordinate with members of the Publicity Committee and determine the frequency of committee meetings, which should occur at least once per month when necessary.
- M. The **Historians** shall be responsible for documenting and preserving the history and activities of the Dominican Student Association. They shall maintain records of all major events, programs, and initiatives through photographs, videos, and written summaries to ensure that the legacy of the organization is accurately represented. The Historians shall collaborate with the Publicity Chair to maintain digital archives, highlight milestones, and assist in showcasing the organization's achievements throughout the academic year. They shall also ensure that all media and documentation are properly stored and accessible for future Executive Board members.
- N. The **Freshman Representatives** shall consist of up to two elected members from the freshman class serving during their first academic year. Freshman Representatives shall develop at least one program or event each semester designed to engage new members and promote Dominican culture and community on campus. They shall serve as a direct connection between the Executive Board and the freshman class by relaying information, gathering feedback, and encouraging participation in DSA activities. Freshman Representatives shall also assist officers with event planning and promotion while helping to strengthen community engagement within the organization. Additionally, they shall

coordinate at least one Executive Board bonding activity every two months to promote collaboration and unity among leadership members.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Election Procedure - Nominations shall be taken from any active member at the election meeting. Elections shall be conducted by secret ballot.
- B. Term of Office - The term of office for all positions is one academic year. Officers will take office immediately following the final meeting of the spring semester. Outgoing officers are responsible for transitioning incoming officers.
- C. Timing of Elections - Elections will occur annually during a meeting in the spring semester. Elections must be held at least two (2) weeks or earlier before the last day of classes each semester.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The Dominican Student Association (Quisqueya) of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Dominican Student Association (Quisqueya). Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The Dominican Student Association (Quisqueya) abides by the nondiscrimination policy of the University of Rochester.

Emily Gonzalez Date; 3/16 President, Dominican Student Association (Quisqueya)

5/6/26

Ryan Lin

Ryan Lin

Date Chair, Student Organization Administration & Review Committee