

HoPe Leadership Chapter Constitution

Article I – Name

Section 1.1

The official name of the organization shall be HoPe Leadership Chapter.

Article II – Establishment

Section 2.1

Establishment of a HoPe Leadership Chapter shall be established by the Executive Leadership of HoPe (Hispanic Organization Promoting Education), Inc. Petitions requesting the establishment of a HoPe Leadership Chapter shall be addressed to HoPe and shall be signed by the principal and the prospective advisor(s) of the academic institution.

Article II – Purposes

Section 3.1

The HoPe Leadership Chapters' mission is to increase the graduation rate among Hispanic high school students through leadership development, educational resources, and community service initiatives.

Article IV – Membership

Section 4.1

The membership classifications that shall be recognized are:

- a) HoPe Leadership Chapter Legacy Leaders
- b) HoPe Leadership Chapter Members

Section 4.2

Any individual attending the academic institution may become a HoPe Leadership Chapter Member upon completing a membership application and paying the membership dues.

Article V – Meetings

Section 5.1

General membership meetings shall be held at least once each month during the school year.

Article VI – Legacy Leaders

Section 6.1

The HoPe Leadership Chapter shall be directed by the HoPe Legacy Leaders.

Section 6.2

The Legacy Leaders of the HoPe Leadership Chapter shall consist of President, Vice President of Development, Vice President of Service, and Vice President of Communications. Each shall exercise the usual duties of the office to which he/she has been elected in accordance to the Bylaws of the HoPe Leadership Chapter.

Section 6.3

The Legacy Leaders of the HoPe Leadership Chapter shall submit a Legacy Leader Application via the HoPe (Hispanic Organization Promoting Education), Inc. website to be considered for the position.

Section 6.4

The Legacy Leaders shall manage the affairs of the HoPe Leadership Chapter, fill all vacancies, and consider and dispose of all matters regarding the HoPe Leadership Chapter.

Any duties not otherwise specifically mentioned which tend to better the welfare of the HoPe Leadership Chapter may be assumed by the Legacy Leaders, insofar as they are consistent with the objectives and mission of HoPe (Hispanic Organization Promoting Education), Inc.

Article VII – Advisors

Section 7.1

The HoPe Leadership Chapter Advisor(s) shall be teachers, counselors, or any other faculty from the respective high school.

Section 7.2

The Advisor must agree to advise the HoPe Leadership Chapter for a minimum of one year.

Section 7.3

Advisors limiting the progress and success of the HoPe Leadership Chapter are subject to removal by decision of the HoPe Leadership Chapters Director following an extensive review process.

Article VIII – Finances

Section 8.1

The HoPe Leadership Chapter dues will be paid directly to the local HoPe Leadership Chapter by the Member via the platform used by the high school. All chapters will be responsible for HoPe (Hispanic Organization Promoting Education), Inc. Dues according to the number of members claimed in each classification, times the amount of money established for that classification by HoPe (Hispanic Organization Promoting Education), Inc.

Section 8.2

The HoPe Leadership Chapter Advisor, in partnership with the Legacy Leaders, shall be responsible for the HoPe Leadership Chapter finances and will provide an annual audit to HoPe (Hispanic Organization Promoting Education), Inc. upon request.

Section 8.3

Proceeding year of establishment, the HoPe Leadership Chapter shall be responsible for the Legacy Leaders registration fee to the HoPe Youth Leadership Summit, as established by HoPe (Hispanic Organization Promoting Education), Inc.

Section 8.4

The HoPe Leadership Chapter shall not incur indebtedness on behalf of HoPe (Hispanic Organization Promoting Education), Inc. without prior approval of the HoPe Leadership Chapter Committee.

Article IX – Inactive Status

Section 9.1

A HoPe Leadership Chapter shall be placed on inactive status if its membership declines below ten (10) students for a period of 12 months.

Section 9.2

Assets of an inactive HoPe Leadership Chapter shall be forwarded to HoPe (Hispanic Organization Promoting Education), Inc.

Section 9.3

Application for reactivation shall follow the same procedure as a petition for a new HoPe Leadership Chapter. A HoPe Leadership Chapter that is inactive for two years shall be dissolved.

Article X – Discrimination Prohibited

Section 10.1

In administering its affairs, the HoPe Leadership Chapter shall not discriminate against any person on the basis of race, creed color, national or ethnic origin, sex, age, sexual orientation or physical disability.

Article XI – Dissolution

Section 11.1

HoPe (Hispanic Organization Promoting Education), Inc. reserves the right to dissolve a HoPe Leadership Chapter at any time if, in the judgment of the Executive Leadership, such action is in the best interest of HoPe (Hispanic Organization Promoting Education), Inc.

Article XII – Amendments

Section 12.1

To amend this Constitution, the proposed amendment must be presented, in writing, to the HoPe (Hispanic Organization Promoting Education), Inc. After review, the HoPe Executive Leadership will vote for adoption.

Section 12.2

No rules, regulations or bylaws shall be adopted which are contrary to this constitution.

HoPe Leadership Chapter Bylaws

Article I – Membership

Section 1.1

The HoPe Leadership Chapter membership shall be open to all students. The HoPe Leadership Chapter shall not discriminate against any person on the basis of race, creed color, nationality or ethnic origin, sex, age, sexual orientation or physical disability.

Section 1.2

HoPe Leadership Chapter members are defined as eligible high school students who have paid their membership dues.

Section 1.3

Membership will be divided into two categories.

Regular Membership: Dues paid shall be \$25.00.

Free Membership: Dues paid shall be \$0.00.

Membership dues are paid once a year.

Section 1.4

All HoPe Leadership Chapters shall receive \$7.00 for every eligible Regular Membership. \$18 will be invoiced to the chapter per member to cover the National Dues and T-shirts in accordance with deadlines established each school year.

Article II – Legacy Leaders

Section 2.1

All interested HoPe Leadership Chapter Legacy Leaders shall submit a Legacy Leader Application on the HoPe (Hispanic Organization Promoting Education), Inc. website by the scheduled deadline.

Section 2.2

Legacy Leader Qualifications

- a) Must be a high school student.
- b) Must have a minimum of a 3.0 weighted grade point average (GPA).
- c) Must be driven, organized and exemplary.
- d) Must be able to commit for one (1) full academic year.
- e) Must demonstrate past leadership capabilities.
- f) Must be in good standing with the respective academic institution.
- g) Must complete a Legacy Leader Application in order to be considered for the position.
- h) If selected as a Legacy Leader, he/she will be invited to attend the HoPe Youth Leadership Summit in July.

Section 2.3

Legacy Leader Responsibilities

Subsection 2.3 A: President Responsibilities

- a) Represent the HoPe Leadership Chapter at school functions.
- b) Lead and oversee all HoPe Leadership Chapter meetings, events, and functions.
- c) Prepare an agenda for all HoPe Leadership Chapter Executive Leadership Meetings.
- d) Schedule and implement all HoPe Leadership Chapter monthly meetings.
- e) Responsible for submitting all Monthly Chapter Reports.
- f) Lead and implement all Membership recruitment events.
- g) Responsible for recruiting prospective Legacy Leaders.
- h) Coordinate with Advisor to reserve rooms for all HoPe Leadership Chapter functions. .
- i) Accountable for the success of all HoPe Leadership Chapter functions.
- j) Attend the HoPe Youth Leadership Summit (July), HoPe Legacy Retreats (monthly), and HoPe Leadership Awards (May).
- k) Must maintain a clean discipline record. Failure to do so will result in the removal as a Legacy Leader.

Subsection 2.3 B: Vice President of Development Responsibilities

- a) Oversee all fundraising efforts of the HoPe Leadership Chapter.
- b) Organize fundraisers to financially sustain the HoPe Leadership Chapter.
- c) Organize, lead, and implement a fundraiser per month.
- d) Work with advisor to maintain updated budget report.
- e) Assist in the planning and development of all HoPe Leadership Chapter meetings, events and functions.
- f) Provide assistance and support to the HoPe Leadership Chapter President when requested.
- g) Responsible for submitting amount of funds raised to President for the Monthly Chapter Report.
- h) Attend the HoPe Youth Leadership Summit (July), HoPe Legacy Retreats (monthly), and HoPe Leadership Awards (May).
- i) Must maintain a clean discipline record. Failure to do so will result in the removal as a Legacy Leader.

Subsection 2.3 C: Vice President of Communications Responsibilities

- a) Maintain and update all HoPe Leadership Chapter social media accounts
- b) Provide HoPe Leadership Chapter updates to all members through innovative techniques (Announcements, Posters, Emails, Remind App, Etc.)
- c) Design and create innovative media (videos/pictures) to raise awareness about the HoPe Leadership Chapter events and functions.
- d) Advertise all HoPe Leadership Chapter functions through social media, posters, school resources, word of mouth, etc.
- e) Organize, lead and implement the HoPe Week in March.
- f) Responsible for updating the HoPe Membership Meeting Attendance Database.
- g) Assist in the planning and development of all HoPe Leadership Chapter meetings, events and functions.
- h) Provide assistance and support to the HoPe Leadership Chapter President when requested.

- i) Responsible for submitting amount of students who attended the General Membership Meeting and Social Media Data to President for the Monthly Chapter Report.
- j) Attend the HoPe Youth Leadership Summit (July), HoPe Legacy Retreats (monthly), and HoPe Leadership Awards (May).
- k) Must maintain a clean discipline record. Failure to do so will result in the removal as a Legacy Leader.

Subsection 2.3 B: Vice President of Service Responsibilities

- a) Responsible for organizing and implementing a minimum of one community service project per month.
- b) Lead and oversee all community service projects.
- c) Track all HoPe Leadership Chapter member community service hours.
- d) Responsible for logging all community service hours on the Community Service Database.
- e) Actively seek out opportunities for HoPe Leadership Chapter members to receive community service hours.
- f) Build and maintain communication with feeder elementary & middle school liaisons for community service projects.
- g) Provide assistance and support to the HoPe Leadership Chapter President when requested.
- h) Attend the HoPe Youth Leadership Summit (July), HoPe Legacy Retreats (monthly), and HoPe Leadership Awards (May).
- i) Must maintain a clean discipline record. Failure to do so will result in the removal as a Legacy Leader.

Subsection 2.3 E: Additional Legacy Leader Responsibilities:

- a) Must attend 75% of all Chapter Executive Leadership Meetings.
- b) Must respect all administration, faculty, and staff.
- c) Must work with Advisor(s) to execute the mission of the HoPe Leadership Chapter.
- d) Must execute all procedures set by these bylaws and constitution.

Article III – Advisors

Section 3.1

The HoPe Leadership Chapter advisors shall be teachers, counselors, or any other faculty from the high school where the HoPe Leadership Chapter is established.

Section 3.2

At least one Advisor must be present at the HoPe Leadership Chapter monthly meetings, in accordance with the regulations of the academic institution. In accordance with the regulations of the academic institution, Advisors are encouraged to attend HoPe Leadership Chapter functions, including but not limited to: Legacy Leader meetings, Service Project meetings, and Fundraisers.

Section 3.3

Advisor will work with Legacy Leaders to reserve rooms for meetings, events and all functions of the HoPe Leadership Chapter, including the fundraising requests.

Section 3.4

Advisors will work with Legacy Leaders to maintain record of all revenues and expenses of the HoPe Leadership Chapter.

Section 3.5

Concluding the academic school year, the Advisor(s) will report to HoPe (Hispanic Organization Promoting Education), Inc. a summary of the HoPe Leadership Chapter activities including the following:

Subsection 3.5 A: Chapter Reports

- a) Number of HoPe Leadership Chapter seniors graduating high school.
- b) Number of graduating seniors eligible for the HoPe Leadership Chapter Commencement Recognitions.

Section 3.6

Serve as guidance and support for the Legacy Leaders.

Article IV – Apprentices and Committees

Section 4.1: Apprentices

Subsection 4.1 A: Purpose

- a) To provide students the opportunity to explore the position of Legacy Leader and receive training a year in advance. Apprentices are partnered up with a specific Legacy Leader based on interest, potential, and opportunity.

Subsection 4.1 B: Responsibilities

- a) Support Legacy Leaders in developing and carrying-out their position-specific projects.
- b) Provide assistance and support to Legacy Leaders during monthly general meetings.
- c) Participate in Chapter Executive Leadership conversations, development, and planning when requested.
- d) Take attendance at monthly meetings and corresponding events
- e) Apprentices are required to attend:
 - i. At least one (1) of the two (2) Legacy Leader meetings every month
 - ii. All of the general meetings
 - iii. All events hosted by their partner Legacy Leader

Subsection 4.1 C: Qualifications

- a) Apprentices must maintain a minimum 3.0 GPA.
- b) Must be in good standing with the high school.
- c) Must be willing to commit to working a full year as an apprentice.
- d) Must complete an Apprentice Application in order to be considered for the position.

Section 4.2: Committees

All committees shall be formed and directed by the HoPe Legacy Leaders, as follows:

- a) Logistics - President
- b) Fundraising - Vice President of Development
- c) Service - Vice President of Service
- d) Marketing - Vice President of Communication

Article V – Meetings, Events, and Activities

Section 5.1

One General Membership meeting shall be hosted per month, in which curriculum will be provided (August – April).

Section 5.2

A minimum of one (1) community service projects/initiative shall be conducted per month.

Section 5.3

A minimum of one (1) fundraising project/initiative shall be conducted per month.

Article VI – Governance

Section 6.1

The Chapter Legacy Leaders will establish the agendas for all meetings, events, and activities of the HoPe Leadership Chapter, with the support and guidance of the Advisor.

Article VII – Commencement Recognitions

Section 7.1

All eligible HoPe Leadership Chapter members can receive a commencement cord. Requirements include:

Subsection 7.1 A: Requirements:

- a) Must be a graduating senior where the HoPe Leadership Chapter is established.
- b) Must have a cumulative 3.0 weighed high school grade point average (GPA).
- c) Must be an official HoPe Leadership Chapter **Regular** Member.
- d) Must meet one of the following requirements:
 - i. Be a HoPe Legacy Leader in good standing
 - ii. Attend 6 HoPe Leadership Chapter Meetings
 - iii. Accumulated 25 hours of community service hours with the HoPe Leadership Chapter throughout high school career.

Article VIII – Amendments

Section 8.1

To amend these Bylaws, the proposed amendment must be presented, in writing, to HoPe (Hispanic Organization Promoting Education), Inc. After review, the HoPe Executive Leadership will vote for adoption.

Section 8.2

No rules, regulations or bylaws shall be adopted which are contrary to this constitution.