



LABOR COUNCIL FOR LATIN AMERICAN ADVANCEMENT

**DECLARATION OF
PRINCIPLES
&
NATIONAL CONSTITUTION**

Adopted by
THE FIRST NATIONAL MEMBERSHIP MEETING
April 11-13, 1975

REVISED

SECOND NATIONAL MEMBERSHIP
MEETING
April 13-16, 1978

THIRD NATIONAL MEMBERSHIP
MEETING
May 9-11, 1980

FOURTH NATIONAL MEMBERSHIP
MEETING
April 23-25, 1982

FIFTH NATIONAL MEMBERSHIP
MEETING
August 23-26, 1984

SEVENTH NATIONAL MEMBERSHIP
MEETING
August 24-27, 1988

TENTH NATIONAL MEMBERSHIP
MEETING
August 3-6, 1994

ELEVENTH NATIONAL MEMBERSHIP
MEETING
August 24, 1996

TWELVE NATIONAL MEMBERSHIP
MEETING
August 19-23, 1998
San Juan, PR

THIRTEENTH NATIONAL MEMBERHIP
MEETING
August 9 – 13, 2000
Chicago, IL

FOURTEENTH NATIONAL MEMBERHIP
MEETING
July 31 – August 4, 2002
Dearborn, MI

SIXTEENTH NATIONAL MEMBERSHIP
MEETING
August 2nd – 5th, 2006
San Antonio, TX

SEVENTEENTH NATIONAL MEMBERSHIP
MEETING
August 4th – 8th, 2008
Orlando, FL

EIGHTEEN NATIONAL MEMBERSHIP
MEETING
August 4th – 6th, 2010
Las Vegas, NV.

NINETEENTH NATIONAL MEMBERSHI
MEETING
July 25th – 28th, 2012
Orlando, FL

TWENTIETH NATIONAL MEMBERSHIP
MEETING
August 6th - 9th, 2014
Houston, TX

TWENTY FIRST NATIONAL MEMBERSHIP
MEETING
August 18-20, 2016
Orlando, FL

**TWENTY SECOND NATIONAL
MEMBERSHIP MEETING
August 8-11, 2018
San Juan, PR**

DECLARATION OF PRINCIPLES

Latin Americans are mostly working people. Therefore, we have a need for jobs with adequate pay, well-resourced and staffed schools to educate our children, decent housing and fair access to these things in the richest country in the world.

We Latin Americans have found the labor movement to be the most effective ally in the achievement of our needs and aspirations as working people.

As Latin American trade unionists, we have found that the organizational and political experiences we have gathered in our unions place us in a position to make a substantial contribution to both the Latin American community and to the labor movement in general.

The traditional enemies of the aspirations of workers to a decent life are also, in the main, the enemies of the aspirations of the Latin American people. It is, therefore, our intention to unite for a common goal in repelling the oppressive aims of such negative forces. To achieve these objectives, we must first improve communications and cooperation amongst ourselves, then between ourselves and the Latin community in general and, particularly, between ourselves as trade unionists and the rest of organized labor as a whole.

Accordingly, it is in this spirit that the LABOR COUNCIL FOR LATIN AMERICAN ADVANCEMENT is created in the pursuit of achieving social dignity, economic prosperity and political justice and a decent standard of living for every Latin American worker and their families, and to serve as a vehicle to attain the respect and equality to which every citizen of this great nation is rightfully entitled.

ARTICLE I

Name

This organization shall be known as the Labor Council for Latin American Advancement (LCLAA).

Headquarters

1. The National Headquarters will be located in Washington D.C. at a site to be determined by the National Executive Board. Membership records and official papers of LCLAA shall be located at the National Headquarters.
2. The National Executive Board shall have the authority to establish regional offices or change the alignment of Regions according to the needs of the organization and determine local chapters' jurisdiction.

ARTICLE II

Aims and Objectives

1. The aims and objectives of the Labor Council for Latin American Advancement shall be to work within the labor movement and other organizations with compatible goals and ideals to promote growth within the labor movement and promote voter registration, voter education, voter protection and voter mobilization leading to greater participation and development and achievement of Latino Political Leadership with greater participation by workers in America of Latin descent and their families in the American political process; to maximize support for economic and social policies and legislation that are essential to advance the mutual interest of trade unions by ensuring equal benefits and protection of union membership for all workers, regardless of national origin, gender, sexual orientation, age, religion or race.
2. The Labor Council for Latin American Advancement is currently a 501(c)3 organization prohibited by law to endorse candidates for political office. Upon the organization obtaining a 501(c)4 status, LCLAA may endorse candidates for political office to the extent that is permissible by law.
3. The Labor Council for Latin American Advancement will not endorse or promote Candidates for positions of elected office within the labor movement, nor interfere with the internal affairs of any labor organization.

ARTICLE III

Membership

1. Any union member who is in good standing with his/her union or any union member who has retired in good standing, who believes in the principles and policies of the trade union movement and is willing to abide by the Constitution and Declaration of Principles of this

organization shall become a member by qualifying under the standards and requirements of this organization at the time of his/her application for membership.

2 Any member who is accepted by a local or state chapter is eligible to participate in the business meetings of such chapter. For purposes of casting a vote for election of officers of a local or state chapter or National Board, a new member must be in compliance with Section 5 of this article in order to be considered a member in good standing; incumbent members must have their dues paid-up prior to voting. When a Member of LCLAA belongs to more than one (1) Union, a single Union must be designated for membership.

3. Associate and student members shall be those persons upon whom membership is granted in accordance with the National Constitution of the Labor Council for Latin American Advancement. Associate and student members shall not be eligible to serve as national or State Chapter officers or as a member of the National or State Chapter Executive board. Associate and student members shall be entitled to attend membership meetings, shall have the right to voice and vote and will be recognized at such meetings by the presiding officer. Two Associate Members and a student under the age of 35 may serve on the Chapter Board, but may not serve as officers on the Chapter Board. However, a union member in good standing who is not classified as a student or Associate member and who is at least twenty-one (21) years of age is eligible to serve in any capacity on the National or State Chapter Boards, provided they are duly elected in accordance with the National Constitution of LCLAA.

4. All members shall abide by the Constitution, Robert's Rules of Order, and other internal rules as may be adopted by the National Executive Board. Cases of discipline and suspension shall be conducted by local chapters. The National Executive Committee shall act as the Board of Appeals with the right of appeal to the next National Executive Board Meeting. The Board of Appeals shall conduct appropriate hearings in accordance with the Constitution of LCLAA, not later than ninety (90) days after receipt of written charges for discipline cases.

5. Annual dues shall be set by the National Executive Board and paid on an annual basis. A two (2) or five (5) multiyear and lifetime membership will be made available (excluding National officers and board members) or as otherwise established by the National Executive Board. The member shall pay his/her Chapters dues directly to National LCLAA by March 31st if paid annually of each year in order to be considered a member in good standing. Except, when a member is currently paying their dues by way of payroll deduction and has signed a dues check-off authorization card with their employer which would be on file with the National Office of LCLAA with a copy sent by the National Office to the corresponding Local or State Chapter no later than (1) month after receipt of the new application form. Members that pay their annual dues after March 31st and at least one month prior to LCLAA's National Membership meeting shall be eligible to vote at its proceedings, **but will not be able to run for any elected position.** Where no chapter exists, such member shall have the status of member-at-large with all rights under The Labor Council for Latin American Advancement National Constitution.

** After 25 years of membership, a member in good standing (as defined in the constitution) shall be eligible for lifetime membership. This does not prohibit other members with less than 25 years from purchasing a lifetime membership with approval of the National Executive board.

5(a). Dues Check Off: The Officers and the National Board Members of LCLAA including all Local/State Chapters strongly encourages its entire membership, the AFL-CIO, CHANGE TO WIN, and other Labor Independent organizations, including all those who currently serve or will serve as bargaining committee members within their respective Unions to propose and if necessary engage in (hard) bargaining for the purpose of obtaining language in all Collective Bargaining Agreements that would provide legal authorization to all Employers to check-off dues deductions for regular membership in LCLAA. Local and State Chapter officers and members will be expected and encouraged to engage in membership drives within their respective chapter(s) jurisdiction(s) to promote growth and increase regular membership density in the Labor Council for Latin American Advancement. The National Office will be required to send to each Local or State Chapter, an updated list of members for each calendar month.

SAMPLE LANGUAGE; SECTION 5(a)

**LCLAA
Membership and Dues Check-Off Authorization Form**

Yes, I (NAME) want to join with and become, a regular member of the Labor Council for Latin American Advancement (LCLAA). I hereby request and voluntarily authorize my employer to deduct from my wages, commencing with the next payroll period an amount as shall be certified by the National Secretary-Treasurer of The Labor Council for Latin American Advancement (LCLAA), and remit monthly to the Secretary-Treasurer at LCLAA’s National Headquarters. This authorization shall remain in effect and shall be irrevocable unless I revoke it by sending written notice to both the Employer and the Secretary-Treasurer at LCLAA’S National Office, during the period not less than thirty (30) and not more than forty-five (45) days before the Annual Anniversary date of this authorization or the date of termination of the applicable contract between the Employer and the Union, whichever occurs sooner. This authorization shall be automatically renewed as an irrevocable check-off from year to year unless I revoke it in writing during the window period or unless I cease being a member of the Union representing the Bargaining Unit that I am affiliated with.

_____	_____	_____
Date Signed	Signature	Union Affiliation and Local
_____	_____	_____
Social Security	Name Printed	City, State and Zip Code
_____	_____	_____
LCLAA Chapter	Union Position	Phone

_____	_____
Address	Email

6. The National office, within 90 days of receipt, will reimburse to the chapters 50% of all dues received along with a roster of the names who paid dues. The money will be sent to the closest chapter to the member’s home location unless otherwise indicated by the applicant Reimbursement will be made to a chapter for renewal memberships and new memberships submitted to the National Office after June 30th of each year.

7. Retiree dues shall be one half (1/2) the amount of a regular and associate member dues. Student dues shall be \$5.00 per year and should be paid directly to the chapter. The chapter will keep retiree and student dues with no rebate to the national office. A list of retirees and student members shall be forwarded to the national office.

8. Members may be disciplined or suspended for failure to comply with the Constitution and/or such rules as are adopted by the National Executive Board or their Chapter with the approval of the National Executive Board. Disciplinary actions, including suspension, shall be taken by the Chapter to which a Member belongs or by the National Executive Board in the case of At-Large Members. A Member may appeal a disciplinary action taken by a Chapter to the National Executive Committee within ninety (90) days after the action is taken. The decision of the National Executive Committee may be appealed to the next scheduled National Executive Board Meeting and whose decisions shall be final and binding.

ARTICLE IV

National Executive Board

The National Executive Board shall be elected by the National Membership Meeting from among the membership in good standing of the Labor Council for Latin American Advancement. The Past Presidents and the Executive Director shall be ex-officio members of the National Executive Board. Additionally with the approval of the National Executive board, other National Executive officers may also be recognized as ex-officio members of the National Executive Board. The duties of the National Board shall be:

1. The National Executive Board shall direct the affairs of the organization and shall be empowered to transact all necessary business in the intervals between the National Membership Meetings and such other business as may be in the best interest of the membership at large. The National Executive Board shall also be empowered to apply and implement structural changes that the Committee of the Future may recommend in between sessions of the National Membership Meetings, and which would significantly strengthen LCLAA and contribute to the attainment of its overall goals, policies, and programs.

2. The National Executive Board shall designate the work, duties and responsibilities of Standing Committees.

3. The National Executive Board shall meet at least one (1) time a year and shall transact its business only at regular and special meetings.

4. The National Executive Committee shall have the authority to fill vacancies on the National Executive Board or in any other elected office except for a vacancy in the office of the President, which shall be automatically filled by the Executive Vice-President. Such vacancies shall be filled for the unexpired term.

5. The National Executive Board shall be limited to forty-five (45) elected positions including the President, Executive Vice-President, Secretary-Treasurer and six (6) Vice-Presidents. The Executive Director is excluded from this limit since he is an ex-officio member of the National

Executive Board. LCLAA will reserve at least one position in its Executive Board which will always be filled with a labor leader of 35 years of age or younger so that she/he may give voice to the concerns that pertain to the Latino youth within the organization and labor movement as a whole. The manner by which this young individual(s) is to be selected will be determined by the LCLAA National Executive Board.

6. National Officers and Executive Board Members shall be automatic delegates to the National Membership Meeting.

7. All Past National Presidents shall be ex-officio members of the National Executive Board.

ARTICLE V

Executive Committee

There shall be an Executive Committee of the Labor Council for Latin American Advancement. It shall consist of the Executive Officers and the six (6) Vice Presidents

ARTICLE VI

Labor & Corporate Advisory Board

There shall be a Labor, Non-Profit and Union Friendly Corporate Advisory Board that shall be appointed by the National Executive Board on the recommendation of the Officers. LCLAA Chapter and LCLAA State Council Presidents may be appointed to the Advisory Board.

ARTICLE VII

Officers

1. Officers of this organization shall be elected by the delegates at National Membership Meetings and said Officers shall also be members of the National Executive Board.

2. The Officers shall consist of a President, an Executive Vice-President, six Vice-Presidents, and one Secretary-Treasurer.

ARTICLE VIII

Duties of Officers

1. The President shall preside at all meetings, including National Executive Board Meetings; he/she shall be an ex-officio member of all Committees except the Nominating Committee; shall appoint all committees; shall perform such other duties as may be prescribed in these By-Laws or assigned to him/her by the national membership or the National Executive Board; and shall help coordinate the work of the officers and committees.

2. The Vice-Presidents shall act as aides to the President. In the absence of the President, the Executive Vice-President shall perform the duties and exercise the powers of the President. In the event of a vacancy in the office of President by reason of death, resignation, or otherwise, the Executive Vice-President shall automatically become the President for the unexpired term.

3. The Secretary-Treasurer shall be responsible for keeping and reading accurate records of the proceedings of all meetings; maintaining an accurate record of the membership; preparing for the use of the presiding officer a complete "order of business," showing in order what must come before the membership and/or the National Executive Board for action; shall receive and keep a detailed record of all membership fees and donations, and shall stipulate the source of income; shall record and report all disbursements; shall report to National Membership Meetings and to the National Executive Board; shall receive and deposit all funds in a bank designated by the National Executive Board and maintain accurate records thereof, together with an accurate record of all disbursements; shall maintain books covering financial operations, assets and liabilities; and shall sign such papers, instruments, drafts and checks as are incidental to the office or as directed by the National Executive Board; and shall perform all other duties incidental to the office or directed by the National Executive Board.

3.(a) The Secretary-Treasurer shall forward the minutes of the proceedings for the Executive Board and Membership Meetings to the Executive Board within sixty (60) days after the meetings.

4. The Executive Committee will meet in the absence of the full board. The Executive Committee will only meet when business must be conducted and a meeting of the full board cannot be convened due to time constrain. The Executive Committee will have the authority to act on finances, policies and decisions affecting the Labor Council for Latin American Advancement.

5. Three consecutive unexcused absences to properly called meetings without proper and justifiable cause shall constitute grounds for the immediate vacancy of any elective position. Except for emergency meetings, a Thirty (30) day meeting notice shall be mailed or e-mailed to those required to be in attendance. Such vacancies shall be filled for the unexpired term by the Executive Board.

ARTICLE IX

National Membership Meetings

1. The National Convention of the general membership shall be held every two (2) years, with elections to be held every (4) years.

2. Special meetings may be called by the President or petitioned by at least one-third (1/3) of the members of the National Executive Board. The only business that may be transacted at a special meeting is that for which the meeting was called.

3. Written notice of any meeting of the national membership shall be given at least sixty (60) days prior to the meeting. In the event of an emergency, not less than fifteen (15) days written notice.

4. Resolutions to the National Membership Meeting shall be submitted in writing to the Secretary-Treasurer no later than thirty (30) days prior to the date of the meeting. Constitutional Amendments to the membership meeting shall be submitted in writing to the Secretary-Treasurer no later than ninety (90) days prior to the date of the meeting. Late resolutions or Amendments to the Constitution will be directed to the National LCLAA Officers at the National Membership Meeting, and the appropriate committee(s) to determine if the Resolution(s) or Amendments to the Constitution were submitted in a timely fashion or should be considered further.

5. Delegates to the National Membership Meeting shall be elected by local LCLAA chapters, international unions, AFL-CIO state central bodies, selected AFL-CIO local central bodies and local unions on the basis of the formula outlined in Section 7 of this Article. Delegates shall be elected no later than Thirty (30) days prior to a scheduled Convention. **Only members in good standing of LCLAA may be elected or selected as Delegates.**

6. Delegates shall be entitled to voice and vote and the concept of “One Person-One Vote” will be observed. There will be no voting by delegation or by membership strength.

7. Selection of Delegates to attend National Membership Meetings will be based on the following formula:

LCLAA Local Chapters or Local Unions

Up to fifty (50) members	8 Delegates
51-100 members	12 Delegates
101-1000 members	16 Delegates
Over 1000 members	20 Delegates

International Unions

1,000,000 members and over	15 representatives
700,000-1,000,000	12 Delegates
500,000-700,000	10 Delegates
250,000-500,000	8 Delegates
100,000-250,000	6 Delegates
Under 100,000 members	4 Delegates

AFL-CIO State Central & Selected Local Central Bodies	4 Delegates
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National LCLAA will not be responsible for the expenses of Delegates and/or observers to any National Membership Meetings.

8. The Convention Rules shall be drafted by the Rules Committee and shall be approved by the National Executive Board prior to the Convention. The second order of business for the Convention shall be to adopt the Convention Rules. Until the new Convention Rules are adopted by the full Convention, the Convention shall be governed by the rules adopted by the immediately previous Convention. The third order of business shall be the report of the credentials committee to determine the number of properly seated delegates for the convention.

ARTICLE X

Nominating and Election Committee

Nominating and Election Procedure for National, Local and State Charter Elections

1. A Nominating and Election Committee shall be appointed by the President, with the approval of the National Executive Board, at least sixty (60) days prior to the National Membership Meeting where the elections will be held.

1(a). For State or Local Chapter elections the above same procedure will apply. The President of the State or Local Chapter will appoint with the approval of the Local or State Chapter Executive Board a nomination and election committee at least sixty (60) days prior to the membership meeting, where the elections will be held.

2. It shall be the duty of the Nominating Committee to identify the slate(s) of eligible officers and executive board members to the membership who will stand for election or reelection in accordance with the established procedures. Other nominations may be made from the floor provided the candidate(s) has met and informed the Nominating and Credentials Committee of their intent to run and has satisfied all of their eligibility requirements prior to nominations being taken.

3. It shall be the responsibility of the Nominating and Election Committee to notify all members in good standing of the proposed slate(s), As far in advance as possible.

4. No member of the Nominating and Election Committee shall be a candidate for office.

5. In the event that any member of the Nominating and Election Committee shall become a candidate for office, he/she shall immediately resign from this committee.

6. No member shall be eligible for election to a national, state or chapter office of this organization unless he/she shall have been in continuous good standing with the National LCLAA, a local and state chapter, where they exist, and his/her union for a period of twenty-four (24) months immediately preceding the election. A member in good standing is a member who has paid their dues by March 31 of each year or in accordance with Article 3, Section 5. This criteria will not be applied to the establishment of a new state or local chapter. This criteria will not be applied where none of the nominated candidates meet the criteria at state or local chapter election. In these cases the matter will be referred to the National Office of LCLAA for resolution,

7. Effective with the conclusion of the 20th National Membership meetings, all non-incumbent National Officers and National Executive Board Members in addition to satisfying all eligibility requirements as stipulated in the National Constitution of LCLAA, to be eligible for any National office must have a letter signed by their International or National Union President endorsing their position to serve on the National Board of LCLAA. Furthermore, upon the closing of the 20th National Membership meeting all non-incumbent elected National Executive Board members, in order to be eligible for office on the National Board of LCLAA, must also be employed as a full time Officer or Representative in whichever Labor body they serve, and

maintain their membership in good standing with.

8. Uncontested candidates for Officers' and Executive Board Members positions will be deemed to have been elected by acclamation without the need for a paper ballot.

9. If there are nominations from the floor, those so nominated shall be listed in a printed ballot in the order in which nominated. Ballots not completed shall be declared to be null and void.

10. Elections of Officers' positions will be conducted in the following order:

- A. President
- B. Executive Vice President
- C. Secretary/Treasurer
- D. Vice President(s)
- E. Recording Secretary (State or local chapters)
- F. Executive Board Members

11. Once the election is concluded, the Election and Nominating Committee will immediately retire to tally the vote. The Committee will conduct the tally as expeditiously and accurately as possible. After the Committee completes the tally of the vote, it will immediately announce the results to the meeting. In case of contested races, the Committee shall announce the actual vote for each candidate.

12. All ballots will be immediately packaged and sealed for safe keeping by the National, Local and State Office. Thereafter, the sealed package can only be unsealed and opened by the Nominating and Election Committee.

13. A full report of the Chapter and State Elections, minutes of the meeting pertaining to the elections and ballots must be mailed to the National Office, confirming, the election results.

14. Only members in good standing are entitled to vote as defined in Article III

ARTICLE XI

Term of Office

1. National Executive Board Members and Officers shall serve a term of four (4) years, starting on the first day of elections at the National Convention of the General Membership, and shall continue to serve until their successors are elected.

2. All properties and assets of the organization in possession of each outgoing officer must be relinquished to his/her appropriate successor, or to a designated representative of the National Office of LCLAA.

ARTICLE XII

Standing Committees

369921416. All chairperson and members of Standing and Special committees shall be appointed by the President with the approval of the National Executive Board. Each committee shall consist of at least 5(five) and no more than 9(nine) board members. Complete records and reports of each Committee shall be made and kept by the Committee Chairperson (or his/her designee) and be made available to the National Executive Board at each National Board meeting. All committees must adhere to the committee guidelines.

369921417. There shall be thirteen (13) Standing Committees and their duty guidelines are as follows:

Standing Committees

- A. Fundraising Committee
- B. Membership Committee
- C. Voter Education & Mobilization Committee
- D. Community Liaison Committee
- E. Women's Committee
- F. Committee of the Future
- G. Civil & Human Rights Committee
- H. Finance Committee
- I. Young Workers Committee (Young Task Force Committee)
- J. Veterans Committee
- K. Constitution & Bylaws Committee
- L. Resolutions Committee
- M. LGBTQ Committee

369921418. Special Committees as may be deemed necessary in connection with National Membership Meetings shall be appointed by the President with the approval of the National Executive Board. The number of committees, the size and scope of each committee will be made in accordance with the goals of conducting an efficient and successful convention. An example of such committees are as follows;

Special Committees

- A. Convention Steering Committee
- B. Convention Rules Committee
- C. Host Committee
- D. Credentials Committee
- E. Media Committee
- F. Nominating & Election Committee
- G. Sergeant at Arms

All committee chairs should make a report at National executive board meetings.

ARTICLE XIII

Local and State Chapters Guidelines

1. Local and State Chapters of LCLAA will be chartered by the National Office subject to compliance with the National Constitution, State and Local Chapter membership guidelines approved by the National Executive Board, and other policy decisions of National LCLAA.
2. LCLAA State and Local Chapters shall affiliate with the appropriate AFL-CIO bodies, Change to Win, and/or Independent Labor organizations at their respective state and localities. In the case where a LCLAA State Chapter does not exist, the AFL-CIO, Change to Win and/or Independent Labor organizations guidelines shall govern which Local Chapter in the State is entitled to such affiliation. The guidelines shall also govern in those cases where the jurisdiction of an AFL-CIO, Change to Win and/or Independent Labor organizations Central Labor Body encompasses more than one existing LCLAA Chapter.
3. State and Local Chapters must fully comply with the National Constitution, the State and Local Chapter guidelines, and national policy decisions of National LCLAA. Failure to comply will subject the State or Local Chapter to discipline and/or removal of charter by the National Executive Board, following investigation of the alleged failure to comply.
4. If a Chapter is dissolved, all assets, properties, records, books, minutes of the Chapter shall be turned over to the National Secretary Treasurer. All Chapter members shall be notified of dissolution of the Chapter by the National Office.
5. The National Executive Board shall be empowered to grant Charters to Chapters which have met the criteria described in this Constitution.

Pre-Chapters applying for Charters must fulfill and maintain the following requirements:

- A. The Pre-Chapter must consist of a minimum of ten (10) LCLAA Members in good standing who live or work within the geographic area described in the application and who represent no less than four (4) International Or National Unions (when possible) or whose Local Union address is within the area specified on the Charter application.
- B. A Pre-Chapter applying for a Charter must agree to adopt Chapter Bylaws in conformity with the National Constitution and policies of LCLAA and to submit such Bylaws for approval to the National Executive Board.
- C. Activities of all Chapters must comport in full with the requirements of the National Constitution and Chapter Guidelines. Failure to comply with those requirements will subject the Chapter to discipline or revocation of the Charter by the National Executive Board, following investigation of the alleged failure to comply.
- D. Chapters must conduct their activities in accordance with their Chapter Bylaws.
- E. Each Chapter shall seek to promote the goals of LCLAA. Chapter leadership should take into account and reflect the Ethnic, Gender, Union and General Diversity of the membership of LCLAA.
- F. A report of the Chapter's finances shall be made at Local Chapter Executive Board meetings. A financial report shall be made at Chapter Membership meetings on a quarterly basis during the Calendar year.
- G. All Local/State chapters will be required to hold elections of not more than three years and reserve at least one position to serve in their local chapter executive board for an associate member or student and a labor leader of 35 years of age or younger so that she/he may give Voice to the concerns that pertain to the Latino youth within the Organization. The manner by which this young individual is to be selected will be determined by the local chapter executive board
6. Once the request for a charter application is approved by the National LCLAA office. The new Chapter must elect their official officers who will become the Chartered Officers of the new Chapter within 45 days after the Charter application has been approved. The National LCLAA office will provide a set of standard By-Laws for new chapter(s). National office will maintain a record of all local and state chapter bylaws.
7. **RECORD KEEPING STANDARDS:** The Chapter shall be responsible for its revenues and expenses in providing, managing, or otherwise conducting the business affairs of the Chapter. The Chapter shall keep current, and complete minutes of proceedings of its members, officers, and committees having any authority of the Chapter. The Chapter shall keep at its principal office, a current record of the names, addresses, and telephone numbers of its members entitled to vote. National LCLAA shall provide administrative and technical assistance to its chartered chapters when requested by the Chapter.
8. **FINANCIAL ACCOUNTING RECORDS & ANNUAL REPORTS:** The Chapter shall open and maintain bank accounts to be used in general operational activities of the Chapter as well as an accounting of all expenditures. A Chapter shall maintain financial records of all accounts

with correct entries made with respect to all financial transactions of the Chapter, including all income and expenditures. Based on these records, the officers of the chapter shall prepare an annual report of the financial activity of the chapter. The report must include a statement of revenue, expenses, changes in fund balance, and a balance sheet for all funds. Copies of these reports are due to the National office by March 31st of every year of the preceding year, sent to National President and National Secretary Treasurer. All records, books, and annual reports shall be kept at the chapter's principal office and shall be maintained for at least three years after closing of the accounting period. Chapters may request assistance from the National office with respect to the compliance requirements mentioned herein. The National office will provide an annual financial report upon completion of reports submitted by the Chapters.

** This is all in accordance with IRS guidelines for 501(c)3 non-for profit organizations.

9. **LOGOS:** When applicable, Chapter agrees to cooperate with National LCLAA to protect the Logos of "LCLAA" and other identifying trademarks from unauthorized use by anyone or any entity who does not have authority from National LCLAA to display or otherwise make use of such logos or trademarks. Chapter further agrees to maintain the high standards of National LCLAA in its use of such service marks and logos.

10. With the approval of the National Executive Board, National LCLAA will serve as an advocate at the national level to inform the public, corporate leaders and elected officials of LCLAA's achievements as well as the needs and issues concerning the Latino Labor community.

11. **RESTRICTIONS:** Unless authorized by National LCLAA Executive Board, LCLAA members are not allowed to use Local, State, or National LCLAA assets, any variation of the LCLAA name or symbol, either directly or implied, for monetary or material gain. LCLAA members are prohibited from using scholarship, GOTV money or other LCLAA property for personal monetary or material gain. Neither shall such members contribute or assist toward a non-member's gain of LCLAA assets in an unauthorized manner.

12. In accordance with the needs and resources of the Organization, the National Executive Board of LCLAA shall have the authority on a prospective basis, to temporarily suspend or limit granting charters for the purpose of forming new State or Local Chapter(s). Where no Chapters exists, such members shall be members at large with all rights reserved to them under the Constitution. All existing State or Local Chapters shall continue to operate and function as defined in Article XIII of the National Constitution of LCLAA.

ARTICLE XIV

Oath of Office

Please raise your right hand and repeat after me:

"I _____ DO SOLEMNLY SWEAR TO UPHOLD THE PRINCIPLES AND POLICIES OF THE LABOR COUNCIL FOR LATIN AMERICAN ADVANCEMENT AS PRESCRIBED BY OUR DECLARATION OF PRINCIPLES AND NATIONAL CONSTITUTION AND THE LABOR MOVEMENT.

“THAT I CARRY OUT THE DUTIES AND RESPONSIBILITIES OF THE OFFICE TO WHICH I HAVE BEEN ELECTED TO THE BEST OF MY ABILITY AND TO ALWAYS ACT IN ACCORDANCE WITH THE AIMS, OBJECTIVES AND POLICIES OF THE LABOR COUNCIL FOR LATIN AMERICAN ADVANCEMENT.

“THAT I WILL TURN OVER TO MY APPROPRIATE SUCCESSOR IN OFFICE AT THE CLOSE OF MY OFFICIAL TERM ALL THE PROPERTIES AND ASSETS OF THE ORGANIZATION IN MY POSSESSION.

“ALL OF THIS I SOLEMNLY PROMISE, SO HELP ME GOD”

ARTICLE XV

Amending Procedures

These Constitution may be amended upon a two-thirds (2/3) vote of the members of the Labor Council for Latin American Advancement, present and voting at any National Convention of the general membership of the organization, provided that a copy of the proposed amendment shall have been circulated to the National Executive Board and to the LCLAA Chapters at least sixty (60) days prior to the Membership Meeting at which the amendment is offered for adoption, and a copy of same is thereafter filed with the Secretary-Treasurer and available for inspection by all members.

***Disclaimer:** Where there are discrepancies between the English vs. Spanish Declaration of Principles and Constitution of the Labor Council for Latin American Advancement (LCLAA), the English revised version shall be deemed the official version of this document.