

# Organization of Latin American Students

## Constitution

# Table of Contents

Title Page.....	1
Table of Contents.....	2
Article I: Name.....	3
Article II: Purpose.....	3
Article III: Membership.....	3
Article IV: Executives.....	4
Article V: Meetings.....	6
Article VI: Elections.....	7
Article VII: Removal from Office.....	8
Article VIII: Amendments to the Constitution.....	9

## Article I: Name

The official name of this club is the Organization of Latin American Students. It may be referred to as OLAS (“The Club”)

## Article II: Purpose

The purposes of this Club include the following:

- 1) To Promote the music, dance, food, customs, networking, and all cultural expressions of Latin America and the Iberian Peninsula amongst the UTSC community.
- 2) To Encourage and Support the inclusion of all University students in the traditions and culture of the Spanish-speaking and Portuguese-speaking worlds.
- 3) To Facilitate the teaching and learning of the Spanish language among University students.
- 4) To Create constructive discussions around the problems that affect Latin American countries and participate in the process of identifying solutions for these problems,
- 5) To Strengthen communication and collaboration with other clubs, as well as the University of Toronto Scarborough Campus Students’ Union with the aim of enhancing campus life,
- 6) To Maintain constructive relationships with other cultural associations in the spirit of multiculturalism,
- 7) To Conduct effective fundraising events for local charities with the goal of promoting the well-being of society at large.

## Article III: Membership

- 1) Membership in the Club is open to all members of the University of Toronto Scarborough Campus Students’ Union (“SCSU”) as defined in the SCSU’s Club Directory 2022-2023.
- 2) The Club recognizes as voting members all those registered on the official mailing list. Any individual wishing to become a recognized member of the Club may extend his or her request to any of the executives through any means, provided that they are members of the SCSU.
- 3) Membership in the Club is exempt from fees. However, the Club may charge fees to members for the purpose of special events which may so require such as trips or pub nights. In any case, the payment of fees is completely voluntary and circumstantial.

- 4) The membership of this Club is also open to alumni and community members as associate, non-voting members.

#### Article IV: Executives

1. The Executive Committee will consist of (1) the President, (2) the Administrative Vice-President, (3) the Vice-President of Internal Affairs, (4) the Vice-President of Marketing, (5) the Vice-President of Finance, and (6) the Vice-President of Event Planning and Execution.
2. The responsibilities of each executive will consist of the following:
  - a. The President shall;
    - i. Oversee the operations, management, and success of the Club,
    - ii. Be the spokesperson for the group,
    - iii. Hold signing officer authority along with the Vice-President of Finance for financial purposes,
    - iv. Preside over executive meetings as well as general meetings, and
    - v. Ensure the transition of office to the future Executives.
  - b. The Administrative Vice-President or "AVP" shall;
    - i. Assume the duties of the President in his or her absence,
    - ii. Manage the scheduling of events and club meetings,
    - iii. Update member's list,
    - iv. Take notes and call roll during meetings,
    - v. Ensure, along with the President, the transition of office to future Executives.
  - c. The Vice-President of Internal Affairs or "VP Internal" shall;
    - i. Coordinate all organizational recruitment efforts,
    - ii. Oversee all permanent on-campus services and activities.
    - iii. Maintain contact between the Club and relevant academic departments and faculty.
    - iv. Communicate and find potential areas of collaboration between the Club and other on-campus associations.
  - d. The Internal Director shall;
    - i. Work closely with VP internal
    - ii. Reservation of rooms and equipment for LASA events

- iii. In charge of obtaining required information from each potential member:
  - 1) Name + last name
  - 2) Student ID
  - 3) Student email
- e. The Vice-President of Marketing or “VP Marketing” shall;
  - i. Assume responsibility for the Club’s image.
  - ii. Design and manage the posts for the Club’s social media accounts, Instagram and Facebook, including event promotions and updates.
  - iii. Ensure that the Club’s values and integrity are upheld through social media platforms and printed posters and flyers, used to promote the Club’s events.
  - iv. Develop and implement marketing strategies promoting the Club’s membership, hiring process, and events.
  - v. Attend, record and capture the Club’s events with photographs, videos, live videos, and stories.
- f. The Marketing Director shall;
  - i. Work under the direction of the Vice-President of Marketing to assume responsibility for the Club’s image through
    - 1. Assisting with the management of social media posts
    - 2. Answering messages, direct messages, and comments on Facebook and Instagram in a timely manner
    - 3. Assisting with recording and capturing the Club’s events with photographs, videos, live videos, and stories
    - 4. Assisting with printing, putting up, and handing out posters to promote the Club’s events
- g. The Vice-President of Finance or “VP Finance” shall;
  - i. Record all financial transactions of the Club,
  - ii. Hold signing officer authority along with the President for financial purposes,
  - iii. Maintain a budget of income and expenses along with receipts,
  - iv. Advise members on the financial position of the group, and
  - v. Prepare an annual budget for the group as well as budgets for specific events

- vi. Prepare SCSU audits and make sure they are being processed accordingly
- h. The Vice-President of Event Planning and Execution or “VP Events” shall;
  - i. Create effective teams,
  - ii. Schedule locations,
  - iii. Coordinate with external parties to provide food, entertainment, music, and other elements for the Club’s events
  - iv. Work alongside VPs of Marketing, External, and Finance in all areas relevant to their responsibilities,
  - v. Ensure that the events are carried out in a smooth and timely manner.
- i. The Events director:
  - i. Organize and plan future events under the leadership of VP events,
  - ii. Directly work towards the planning and regulation of specific events,
  - iii. Ensure planned events logistics in coordination with VP events are executed properly
  - iv. In charge of bringing volunteers and possible stakeholders to the events
- 3. Each member of the Executive Committee may appoint directors or coordinators to lead committees according to the requirements of their office.
  - a. Any committees created by members of the Executive Committee are to have an advisory role and do not possess executive authority of their own unless they are authorized by a referendum.

## Article V: Meetings

- 1. The Club will hold two General Meetings, one per semester.
  - a. The Administrative Vice-President will make the agenda for each General Meeting available to all voting members at least three (3) days before it takes place.
  - b. All members registered on the Club’s official mailing list are eligible to vote.
  - c. The Fall General Meeting is to take place before September 31st. The purpose of this General Meeting is to:
    - i. Welcome new members,
    - ii. Outline the Club’s purpose and goals for the year,
    - iii. Present the planned events for the year along with a budget,

- iv. Open the application process for positions within the Club,
  - v. Vote on any proposed constitutional amendments or referenda.
- d. The Winter General Meeting takes place between seven (7) and fifteen (15) days after the results of the General Elections are made available to all members. The main purpose of this General Meeting is to:
- i. Ratify the election of incoming executives,
  - ii. Make a detailed review of the events carried out throughout the year,
  - iii. Present the annual financial report,
  - iv. Discuss the details for the end-of-year social or any events still to take place during the current year.
  - v. Vote on any proposed constitutional amendments or referenda.
- e. Proxy voting is allowed for referenda in General Meetings. The non-attending voting member must communicate the name of the individual voting on his behalf to the President or, in his absence, to the Vice-President External.
- f. An individual who is a member of the SCSU but has not communicated to the Executive Committee his or her desire to be added to the mailing list, as mentioned in *Article III, 2)* is not eligible to propose or vote on amendments to the constitution or referenda.
2. The Club will hold Executive Meetings every 2 weeks on a day and time fixed by the executives at the beginning of the year.
- a. Expenditures of over \$100 must be approved by two-thirds ( $\frac{2}{3}$ ) of the Executive Committee in an Executive Meeting. The unauthorized use of funds constitutes neglect of duty and is subject to impeachment.
3. The quorum for both General Meetings and Executive Meetings is fifty percent plus one (50%+1) of the members of the Executive Committee.

## Article VI: Elections

1. The President is elected by a simple majority vote and each member of the Executive Committee is appointed by the Old and New President.
2. Before January 25th, The Executive Committee will nominate a candidate for Chief Returning Officer (“CRO”) to the Clubs’ coordinator for approval

3. Before February 1st, The President will send a mass email to all registered members, the Clubs' Coordinator, and the SCSU's Vice-President of Campus Life announcing the designated dates for:
  - a. The nomination period,
  - b. The campaign period,
  - c. The cooling-off period, and
  - d. The voting period, along with voting locations.
4. Starting February 1st, there will be a (7) seven-day nomination period during which all candidates for executive positions must submit a written statement of interest to the President.
5. Starting February 8th, the campaign period will take place over the following (7) seven days. During this period, no more nominations will be accepted.
6. Starting February 15th, the cooling-off period will begin. No candidate is allowed to campaign during this period. This period may not last longer than (3) days.
7. The election period will take place over (2) two consecutive days following the cooling-off period and under the supervision of the CRO.
8. At the end of the first day of voting, the CRO will be responsible for preserving the integrity and secrecy of the ballots
9. At the end of the second day of voting, the CRO will be responsible for counting the votes. The count is to take place in a study room booked by the CRO in advance.
10. Only the Executive Committee, the CRO, and the candidates will be allowed inside the designated room for the counting of the ballots while the counting takes place.
11. Immediately after the count has been completed, the CRO will announce the names of the elected executives to all registered members.
12. In the event that one or several positions are left unfilled, the retiring Executive Committee will be responsible for the designation of individuals to fill the vacant positions, counting on the approval of SCSU's Vice-President Campus Life.

## Article VII: Removal from Office

1. A member of the Executive Committee may be removed if he or she:
  - a. Fails to perform or neglects their corresponding duties OR,
  - b. Willingly acts in a way contrary to the principles or behaviour standards of the Club, the University, or the SCSU.



2. In order to remove a member of the Executive Committee, a request is to be submitted to the SCSU's Vice-President Campus Life outlining the reasons for removal along with:
  - a. The names, student numbers, emails, and signatures of thirty percent (30%) of the Club's membership OR,
  - b. The signatures of two-thirds ( $\frac{2}{3}$ ) of the total number of members of the Executive Committee.
3. The Club is to hold a referendum between seven (7) and twenty (20) calendar days from the day on which the request is officially received by the SCSU. The process can follow the guidelines stated in *Article VI: Elections*.
4. The executive facing removal must be given the opportunity and the means to communicate their defence to the general membership before the referendum takes place. They will be notified of the removal through a written letter received within 7 days after the request has been submitted.
5. If the executive is removed, the remaining members of the Executive Committee will designate an individual to fill the vacant position by a simple majority.

### Article VIII: Amendments to the Constitution

1. Any registered voting member may propose an amendment to this constitution.
2. An individual who is a member of the SCSU but has not communicated to the Executive Committee his or her desire to be added to the mailing list, as mentioned in Article III, 2) is not eligible to propose or vote on amendments to this constitution.
3. The voting procedure for any constitutional amendments will take place during the General Meeting following the proposal of the amendment. In order for the request to take place, the majority of votes (at least 5 out of the 6 participants in the executive team)
4. The proposed amendment must be communicated to the President before the agenda for the General Meeting is published. The introduction of the amendments after the agenda is made public is left to the discretion of the President.