



Organization of Latin American Students (OLAS) St. George

Constitution

Updated Sept 2025

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Article I – Definitions

Executive Officers: Elected members who hold formal responsibility within OLAS. These include: President, Vice President Internal, Vice President External, Director of Finance, Director of Academics, Director of Events, and Director of Communication & Outreach.

Appointed Members: Members appointed by the executive team, such as: Graphic Designers, Video Content Creators, Academic Coordinators, Mentorship Coordinators, Event Coordinators, Dance & Cultural Coordinators, First-Year Representative(s), and Senior Advisors.

General Council: Volunteer members of the club who support OLAS initiatives but do not hold formal executive roles.

Good Standing: Members are in good standing when they do not have unresolved conflicts with OLAS. These members are eligible to vote, run in elections, and organize events.

Membership: Open to registered University of Toronto students and other university community members who have completed the OLAS membership form. Only registered UofT students can vote.

Organization of Latin American Students: St. George: A student-run cultural organization operating from the University of Toronto, St. George Campus hereinafter referred to as OLAS at St. George.

University Community: Includes students, staff, faculty, and alumni of the University of Toronto.



Article II – Purpose and Objectives

- 2.1 To protect, maintain and advance the interests of its members.
- 2.2 To promote Latin American cultural and social exchange to its members with the purpose of embracing the richness of Latin American roots and welcoming individuals of diverse backgrounds.
- 2.3 OLAS as an organization will not endorse any political party or candidate running for any government organization.
- 2.4 This constitution adheres to the principles and values enshrined in the Canadian Charter of Rights and Freedoms, Constitution Act, 1982 and to the policies that affect student groups at the University of Toronto.
- 2.5 Conversation Classes (Charlas) – These classes are offered with the purpose of furthering the knowledge of the Spanish, Portuguese, or Native Latin American Languages and culture on campus. Classes are open to all OLAS members free of charge. Classes can either be of a single language, or involve a language exchange, in which speakers of two different languages learn about each other’s respective language and culture.
- 2.6 Social nights – Minimum twice per semester, OLAS should host a social night whether in a pub, pool hall, OLAS office, dance club, etc.
- 2.7 Athletics – Organize a soccer team to participate in intramurals and athletic tournaments such as the clubs cup and organize occasional pickup soccer.
- 2.8 Alternative Funding - Host an event at least once a semester with the objective of getting funds outside of UTSU club funding. Examples of such events are bake sales and social events with ticket sales. In accordance with 2.3 Olas cannot endorse any political organizations, but it can seek sponsorship from private and public organizations.
- 2.9 Host educational, cultural, and social programming including:
 - 2.9.1 Conversation Classes (Charlas)
 - 2.9.2 Social Nights
 - 2.9.3 Athletic Activities
 - 2.9.4 Alternative Fundraising Events
 - 2.9.5 Celebración Navideña
 - 2.9.6 Educational Activism
 - 2.9.7 Undergraduate Research Day
 - 2.9.8 Valentine’s Day Events (Love Down South/Tequila Mucho)
 - 2.9.9 Latin American Cinema Nights



- 2.9.10 Overnight Trips
- 2.9.11 Dance Lessons and Cultural Workshops
- 2.9.12 Latin American Community Events
- 2.9.13 Support for the academic journal El Paradigma Sur: OLAS is affiliated with this journal and will support it when needed but will not be responsible for content creation or editorial duties.

Article III – Executive and Appointed Members

3.1 All executive positions are eligible to vote within OLAS and selected by the student body through a self nomination and general public vote, requiring a majority (51%) approval.

Elected Positions:

- President (1)
- Vice President Internal (1)
- Vice President External (1)
- Director of Academics (1)
- Director of Finance (1)
- Director of Events (1)
- Director of Communication & Outreach (1)

3.2 All appointed positions are non-voting and selected by the executive team through an application process, requiring a majority (51%) approval.

Appointed Positions:

- Academic Coordinators (2)
- Mentorship Coordinators (2)
- Graphic Designers (1–2)
- Video Content Creators (2)
- Event Coordinators (2)
- Dance & Cultural Coordinators (2)
- First-Year Representative (1)
- Senior Advisors (1–2)

3.3 If no member is willing to take any of the positions(s), the remaining officers will share the duties and responsibilities of the vacant positions until someone can be found to fulfill



the position(s) through a by-election and a majority of 50% + 1

Article IV – Duties of Executive Members

4.1 President (1)

- 4.1.1 Leads OLAS and oversees executive operations.
- 4.1.2 Chairs all general and executive meetings.
- 4.1.3 Represents OLAS to the University of Toronto and broader community.
- 4.1.4 Ensures constitutional compliance and strategic direction.
- 4.1.5 Has signing authority over all club and university matters.
- 4.1.6 Prepares annual report in collaboration with VP Internal, VP External, and Director of Finance.

4.2 Vice President Internal (1)

- 4.2.1 Oversees internal operations including academics, mentorship, and finance.
- 4.2.2 Manages internal team coordination and CCR records.
- 4.2.3 Supports the financial and academic portfolios.
- 4.2.4 Academic and Mentorship Coordinators, as well as Director of Academics and Director of Finance, report through this portfolio.
- 4.2.5 Assumes the President's duties if needed.
- 4.2.6 Has signing authority at the university level (non-financial).

4.3 Vice President External (1)

- 4.3.1 Oversees external operations including events and outreach.
- 4.3.2 Supports the communication, outreach, and events portfolios.
- 4.3.3 Supervises Director of Events and Director of Communication & Outreach.
- 4.3.4 Develops external relationships and public engagement.

4.4 Director of Academics (1)

- 4.4.1 Organizes academic programs, Charlas, and research showcases.
- 4.4.2 Coordinates Academic and Mentorship Coordinators.



- 4.4.3 Liaises with the Latin American Studies department and El Paradigma Sur.

4.5 Director of Finance (1)

- 4.5.1 Manages budget, funding applications, and financial records.
- 4.5.2 Primary financial signing officer.
- 4.5.3 Leads fundraising and sponsorship initiatives.
- 4.5.4 Moderates internal funding requests.
- 4.5.5 OLAS members must request funds in advance or submit reimbursement requests with receipts to the Director of Finance.

4.6 Director of Events (1)

- 4.6.1 Leads planning and logistics for events.
- 4.6.2 Oversees Event Coordinators, Dance & Cultural Coordinators, and First-Year Rep.
- 4.6.3 Ensures inclusive and high-quality programming.

4.7 Director of Communication & Outreach (1)

- 4.7.1 Leads branding, social media, marketing, and sponsorship outreach.
- 4.7.2 Coordinates Graphic Designers and Video Content Creators.
- 4.7.3 Maintains consistent engagement with members and external partners.

Article V – Duties of Appointed Positions

5.1 Academic Coordinators (2)

- 5.1.1 Curate and distribute monthly academic newsletters.
- 5.1.2 Manage Spanish and Portuguese language hours.
- 5.1.3 Communicate with academic departments and faculty.

5.2 Mentorship Coordinators (2)

- 5.2.1 Lead the OLAS Mentorship Program.



- 5.2.1 Coordinate "Cafecito with Profs" and related academic engagement.

5.3 Event Coordinators (2)

- 5.3.1 Plan and execute OLAS social and community events.
- 5.3.2 Manage logistics including booking, catering, and promotion.

5.4 Dance and Cultural Coordinators (2)

- 5.4.1 Organize and lead dance workshops (e.g. salsa, bachata).
- 5.4.2 Integrate cultural traditions and education into events.

5.5 First-Year Representative (1)

- 5.5.1 Represent the interests of first-year students.
- 5.5.2 Assist in new member engagement and first-year outreach.

5.6 Graphic Designers (1–2)

- 5.6.1 Design promotional materials, digital and print.
- 5.6.2 Maintain a consistent visual identity for OLAS.

5.7 Video Content Creators (2)

- 5.7.1 Create and manage video content for OLAS platforms.
- 5.7.2 Develop event recaps, promotional videos, and online presence.

5.8 Senior Advisors (1–2)

- 5.8.1 Must have held a previous OLAS President or VP position.
- 5.8.2 Provide strategic guidance and institutional knowledge.
- 5.8.3 Do not hold project responsibilities, help mediate conflict resolution or voting rights unless requested/permitted by the PVP.
- 5.8.4 Act as head of the Appeals Committee, locating non-voting OLAS team members or general members from the community to mediate the appeals process.

Article VI – Selection of Executive Members



- 6.1 A general election will be held every year in April and a second election will be held in September to fill any remaining positions.
- 6.2 This election shall be made by an anonymous vote by OLAS at St. George members during a general meeting. The candidate who receives the plurality of the votes cast will be declared the winner.
 - 6.2.1 In the case that there is only one candidate for a position at the time of an election, they must still be approved by a majority of 51%.
- 6.3 The exception includes a position other than the President opening at a random time due to resignation or removal. In this case, a by-election will be held if there is more than one willing candidate to fill the position. In the case that there is one willing candidate, the executive council will appoint the candidate President and the members of OLAS at St. George will ratify the appointment by vote.
 - 6.3.1 On the occasion that there is more than one willing candidate general elections will be held at the earliest convenience.
- 6.4 To be eligible for an executive position the following rule must apply. Under the University of Toronto student organization policy, the nominee must be a registered University of Toronto student.
- 6.5 Preferred credentials for the position of President rest on the following criteria of experience: (a) Having held a previous executive position, either as an executive officer or executive member, in a responsible manner, without the threat of impeachment or any other form of removal.
- 6.6 Preferred credentials for the position of Vice-President Internal/External rest on the following criteria of experience: (a) Having held a previous executive position, either as an executive officer or executive member, in a responsible manner, without the threat of impeachment or any other form of removal.
- 6.7 Preferred credentials for the position of Director of Finance rest on the following criteria of experience: (a) Handling money and accounts, or any form of bookkeeping experience.
- 6.8 Appointed positions will be chosen through an application process approved by the current executive team. The application process varies according to each position. The selection must be on a 51% majority of the executive members.
- 6.9 An Executive member that has been impeached, removed or has resigned can run for any given position only after their eligibility has been evaluated, by the general membership, using as criteria their reasons for leaving and subsequent conduct.



Article VII – Term of Office

- 7.1 All Executive Officers shall serve one-year terms commencing in April, after General Elections are held under normal circumstances. In case of by-elections the term commences immediately after elections are held and lasts until the end of the regular term.
- 7.2 Once executive officers are elected, they are to share duties with the outgoing executive team in order to learn their positions, until that time when their term commences.

Article VIII – Finances

- 8.1 The President and the Director of Finance shall have signing authority over all finances of the OLAS at St. George.
- 8.2 All funds remaining in the OLAS at St. George account at the end of term will be carried over to the next term office.
- 8.3 Any event which has 30% of its cost covered by participants, and the participants themselves input more than a total of \$100 should:
 - 8.3.1. Split the total payment into separate deposits, each at a different point in time before the event.
 - 8.3.2. Have as a stipulation that once a deposit due date has already passed, all deposits made are non-refundable.
 - 8.3.3. An exception to the previous article should be a death in the family, unforeseen medical occurrence, etc.
 - 8.3.4. Any case that does not fall into the above mentioned categories shall be reviewed by the executive.
 - 8.3.5. Before making a deposit, participants of the event must be told that the deposit is non-refundable.
- 8.4 Budget transparency required at meetings by President and Director of Finance
- 8.5 All deposits for events are non-refundable unless due to emergency circumstances.
- 8.6 Members must submit a funding request or reimbursement form with receipts to the Director of Finance for any transactions used to support the OLAS during events. These



expenses must be pre approved or disputed through the Director of Finance. If a member paid for something outside of the scope of the events and requested a reimbursement, it must go through the Director of Finance and the President.

Article IX – Strike System and Settlement of Disputes

● 9.1 Strike System

- 9.1.1 OLAS follows a 3-strike system for accountability.
- 9.1.2 Upon receiving 2 strikes, the PVP (President, VP Internal, VP External) and affected parties will meet to resolve the issue.
- 9.1.3 A 3rd strike results in removal from the team for the rest of the year.
- 9.1.4 Examples of Strikeable Offenses (non-exhaustive): Lack of communication (online or in person); Absences from meetings without notice; Failure to fulfill role duties in a timely manner

Note: The strike system is meant to promote accountability, not punishment. If you are struggling or need support, speak with the PVP. OLAS is a space for growth, not stress.

● 9.2 Settlement of Disputes

- 9.2.1 All conflicts and disputes regarding outside and between OLAS team members affecting the functionality of the group, behavioural misconduct, misrepresentation or negatively affecting the reputation of OLAS must be brought to the PVP.
- 9.2.2 The PVP will: Speak to each member involved individually, assess the issue and decide next steps, and only host a group meeting if appropriate and after all individual meetings.
- 9.2.3 If there is to be a meeting, there shall be a vote within the executive officers as to the formation of a special committee. There should be a 75% majority which will determine the next steps in this case.
- 9.2.4 Issues can be submitted as a formal written complaint to any OLAS Executive member and allow for 30 days for complaint to process
- 9.2.3 A Senior Advisor may be asked to mediate or support as needed.

● 9.3 Appeals Process



Note: The appeals process ensures fairness and transparency, giving members the opportunity to have decisions reviewed by an impartial committee.

- 9.3.1 Any member who receives a strike, removal, or disciplinary action has the right to appeal within 14 days of the decision.
- 9.3.2 Appeals must be submitted in writing to the Senior Advisor, clearly outlining the grounds for appeal.
- 9.3.3 The Senior Advisor will convene an Appeals Committee composed of 2–3 individuals, which may include non-voting OLAS team members or general members from the broader community. The Senior Advisor cannot serve as the sole member of this committee.
- 9.3.4 The Appeals Committee will review the written appeal, gather any necessary information, and meet with the involved parties if appropriate.
- 9.3.5 The Appeals Committee will make a recommendation to the PVP regarding whether to uphold, modify, or overturn the original decision.
- 9.3.6 The PVP will consider the recommendation and issue a final decision within 30 days of receiving the appeal. This decision is binding and concludes the appeals process.

Article X – Amendments

- 10.1 Suggested amendments shall be directed toward any OLAS Executive Officer.
- 10.2 These suggestions shall be voted upon by the OLAS executive officers after being broadly discussed in a general meeting. Executive members that are not also executive officers may express opinions in such a meeting, but ultimately have no voting rights in Constitutional matters.
- 10.3 Amendments shall be agreed upon by the OLAS general membership with a majority of the votes cast (50% + 1) before being instituted.

Article XI – Meetings

- 11.1 General meetings must be held at least two times per year, at least one per term.



- 11.2 The President or Vice President of OLAS at St. George must call all meetings.
- 11.3 Notification should be made at least two weeks prior to the meeting.
- 11.4 Executive Members meeting must be held at least once per month.
- 11.5 General members are welcome to attend Executive Officers' meeting
 - 11.5.1 General members do not hold voting right in these meeting

Article XII – Resignation

- 12.1 A written document must be submitted for the records which will be released to the executives and members.
- 12.2 Must give 2 weeks notice to allow the Board of Directors to adjust to the change and outcome of resignation.

End of Constitution