

# **Constitution for the Organization of Latin American Students**

## **Article I. Purpose**

The purpose of the Organization of Latin American Students (OLAS) has three parts:

To serve as a general support group and advocate for all undergraduate and graduate students, staff and faculty of Latin American Heritage at the University of Chicago.

To promote education and celebration of the rich and diverse cultures of Latin America in the university community.

To foster material connections between education and action, bridging the university with its surrounding Latin American communities.

## **Article II. Membership**

*Section 1.* Every registered student in the university shall be eligible for membership.

*Section 2.* Associate members shall include all persons involved with OLAS who are not registered students; these may include faculty members, university staff and alumni. Associate members may not vote.

*Section 3.* Students at the university may become active members of OLAS by attending three OLAS events or meetings. New members will be notified of their status and the requirements to maintain it. In order to maintain active membership, a member must attend at least three OLAS meetings or events per quarter. Only active members are allowed voting privileges.

*Section 4.* Active membership may be suspended when a member fails to complete the attendance requirement for the previous quarter. Upon suspension, members will be notified individually of their suspended membership status and of the requirements to be reinstated. Suspended membership is to be treated as associate membership.

*Section 5.* Membership suspension ends when a member successfully attends three OLAS events in one quarter, and is lifted upon the attendance of the third event.

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## Article III. The Executive Board

*Section 1.* The Executive Board shall consist of the President, Vice President, Communications Chair, Logistics Chair, Finances Chair, Social Chair and the directors of the OLAS committees.

*Section 2.* Each member of the Executive Board shall be responsible for fulfilling their duties respective to their position as outlined by Article III, Section VII.

*Section 3:* The executive board members are elected by the active membership during the sixth week of spring quarter of the previous year and take office during eighth week after a week of training. All Executive Board members must be active members of OLAS.

*Section 4:* The Executive Board shall cultivate and prepare proposals in collaboration with OLAS committee directors on matters of policy and action for the consideration of the general membership. Each proposal shall be presented to the active membership at general meetings and shall be decided upon by a simple majority vote.

*Section 5:* The Executive board has the final vote on all matters of the expenditure of OLAS funds with a simple majority.

*Section 6:* The Executive Board is responsible for ensuring that the organization recognizes and celebrates Hispanic Heritage Month.

*Section 7:* The Executive Board may be convened by the President or by a majority of the members of the Board.

*Section 8:* The general descriptions of each of the aforementioned board positions are as follows:

The President is the chief executive officer of OLAS and is in charge of smoothly running the organization, this includes:

- Being in charge of community relations with other organizations within the UChicago community and abroad.

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- Capturing interest in OLAS from organizations, students, and others interested in Latin American Culture.
- Overseeing every event held by OLAS, making sure members are appropriately following their functions, and overseeing the OLAS committees.
- Working constantly with board members to support financial sponsorships, marketing materials, and event content.
- To run for president, a member must have attended at least seven OLAS meetings or events for two consecutive quarters.
- The president leads the OLAS general and board meetings.

The Vice President is the second in command and works with the president, this includes:

- Supporting community relation efforts within the UChicago community and abroad.
- Being in charge of the acquired and maintaining active members, through communication with the list-host and through communication with other organizations.
- Leading the day-of implementation of every event held by OLAS as well as overseeing with the president the proper functioning of events and committees.
- Making accountability checks to and among board members to ensure the best work environment possible.
- Working closely with the social chair to ensure the social cohesiveness of the organization.
- Leading general and board meetings when the president is not present.

The Communications Chair is in charge of everything related to communications, including:

- Keeping the campus community informed of the organization, events, and any OLAS sponsored activities, as well as Latin American themed events in Chicago.
- Keeping the website and Facebook page up to date, clean and attractive.
- Creating marketing materials such as posters, FB events, submission forms among others, to promote events and establish OLAS's image.
- Making sure all our events have an appropriate follow-up with additional information and photo uploads.
- Supporting board members in the creation of appropriate and professional looking marketing materials.

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The Finance Chair is in charge of everything related to the finances of OLAS, including:

- The acquisition of sponsorships with the support of the president to establish long-term relationships with organizations and companies interested in collaborating with OLAS.
- Budget management of OLAS and every OLAS event including suggesting appropriate budgets and creating budget documents for each event and updating the budget constantly.
- Reducing the amount of acquisitions done by the board and acquiring necessary materials.

The Logistics Chair is in charge of all logistics around the implementation of events as well as weekly meetings including:

- Functioning as the OLAS secretary, writing down minutes and sending post-meeting emails with discussed topics and next steps.
- Managing logistics of events and meetings such as space reservations and spearheading day-of logistics around set up and volunteers (with the support of the board).
- Creating schedules, timelines, and appropriate logistic documents for the implementation of events along with the executive board and relevant committees.
- Managing the OLAS file storage and physical storage of OLAS property.

The Social Chair is in charge of creating a positive social environment and image within and around OLAS, including:

- Creating social events, parties, and city outings for the board, for OLAS members and for interested members to learn more about the organization.
- Dealing with all logistics around these events with support of the finance chair for budgeting and the logistics chair for other logistics.
- Implementing creative ways through which the board, and the organization can reach a higher cohesiveness and a better social and organizational environment.
- Supporting the logistics chair whenever possible if not organizing a social event.

## **Article IV. Committees**

*Section 1.* OLAS has five committees: Language, Dance, Political, Community Service and Cultural. The committees shall consist of general OLAS members. Each committee is led by a

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committee director whom is elected with the executive board. Each committee must have a minimum of three members, including the director. The committee director serves as a member of the executive board and is required to report the committee's status at each board meeting. By a majority vote, the executive board may choose to allow two directors to serve as the heads of a committee in which case only one of the directors is required to be present at board meetings. Each committee director works closely with the board and president to design and implement the content and structure of proposed events.

*Section 2.* The responsibilities of each of the five committees are as follows:

The director of the language committee will be in charge of implementing *Habla con OLAS* at least three times per quarter. *Habla con OLAS* events focus on the use and appreciation of the languages of Latin America. The director of the language committee shall serve as a liaison to Latin American language programs at the university and in the surrounding community with the intent of fostering connections.

The director of the dance committee will be in charge of implementing *Baila con OLAS*. *Baila con OLAS* events focus on the practice and appreciation of Latin American music and dance. The director of the dance committee also works with the cultural and community service committee directors to produce the annual culture show. The director of the dance committee coordinates the recruitment of dancers and choreographers and organizes and oversees rehearsals for the culture show. The director of the dance committee also recruits and manages all outside performers in the culture show.

The director of the political committee will be in charge of implementing *Politica con OLAS*. *Politica con OLAS* events are focused on the education, awareness and discussion of prominent issues of Latin American politics. The director of the political committee is responsible for presenting both sides of a political issue for discussion by the membership. In addition, the director of the political committee is responsible for inciting political awareness, change, and presenting the opportunity of participation in community political efforts. The director of the political committee also serves as the OLAS liaison to LAM and is involved in the logistics for the Latin American Policy Forum.

The director of the community service committee will be in charge of implementing *Impacta con Olas*. *Impacta con OLAS* events are focused on connecting the university committee to outside

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Latin American communities through community service. The director of the community service committee must oversee and implement at least one large service event or social campaign per quarter. The community service director also manages the alumni roster for OLAS and hosts at least one OLAS Alumni event during the academic year. The director of the community service committee also works with the dance and cultural committee directors to produce the annual culture show. The director of the community service committee is in charge of the recruitment and oversight of volunteers for the culture show as well as the incorporation of elements of service into the show.

The director of the cultural committee will be in charge of implementing *Cultura con OLAS*. *Cultura con OLAS events* focus on the education, practice and appreciation of the diverse cultures of Latin America. The director of the cultural committee also works with the dance and community service committee directors to produce the annual culture show. The director of the cultural committee is in charge of the art fair at the culture show as well as the authentic incorporation of Latin American culture into the culture show.

*Section 3.* The executive board may, by a majority vote, establish new committees as needed, including temporary committees.

### **Article V. Meetings, Attendance, Removal from Office, and Amending the Constitution**

*Section 1.* General member meetings will be held on the odd weeks during the quarter and shall consist of membership bonding/study break and opportunities for the general membership to offer feedback and vote on event proposals.

*Section 2.* OLAS Events shall occur on the even weeks during the quarter and are proposed by the board and committees to be voted upon by the general membership.

*Section 3.* The executive board meetings occur at least every other week and as needed.

*Section 4.* All members of the executive board are allowed one excused absence and one unexcused absence per quarter before they will be considered for impeachment. An excused

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absence is approved by the president and vice president at least a day prior to the meeting that will be missed.

*Section 5.* If a member of the executive board is nominated for impeachment due to failure to comply with attendance or other duties of their position, they are to be notified and are offered time to defend themselves at the following board meeting where a majority vote will decide on their new status.

*Section 6.* Should a board member resign or be impeached, the Executive Board may appoint a proem until official elections are held.

*Section 7.* At least half of the Executive Board meetings and all committee meetings are open to all general members.

*Section 8.* Membership attendance requirements are suspended for students studying abroad or observing a leave of absence. Issues of attendance will be at the discretion of the executive board by a simple majority vote.

*Section 9.* The Constitution of OLAS may be amended with a simple majority vote during a meeting of the general membership.

*Section 10.* The executive board is required to revisit the OLAS constitutions every Spring quarter.