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, diverse cultures and current issues of Latin America in the university community.

To foster material connections between education and action, bridging the university with Latin American communities, on both local and global levels.

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 per quarter. Members will be notified of their status by ninth week of each quarter by the logistics chair via online spreadsheet or email. This membership will grant voting privileges for the following 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 in by ninth week. Upon suspension, members will be notified individually of their suspended membership status by a member of the Executive Board as soon as possible and of the requirements to be reinstated as a full voting member by meeting attendance requirements.

Article III. The Executive Board

Section 1. The Executive Board shall consist of the Co-Presidents, Finance Chair, Logistics Chair, Communications Chair, Social Chair, Co-Cultural Chairs, Political Chair, and Community Service Chair.

Section 2: 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 tenth week. All Executive Board members must be active members of OLAS.

Section 3: The Executive Board shall cultivate and prepare proposalson 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 4: The Executive board has the final vote on all matters of the expenditure of OLAS funds with a simple majority.

Section 5: The Executive Board is responsible for ensuring that the organization recognizes and celebrates Hispanic Heritage Month.

Section 6: The Executive Board may be convened by the Co-Presidents or by a majority of the members of the Board.

Section 7: The general descriptions of each of the aforementioned board positions are as follows:

The Co-Presidents are the chief executive officers of OLAS and are in charge of smoothly running the organization, this includes:

* Being in charge of community relations with other organizations within the UChicago community and abroad.
* 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 Executive Board
* 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 co-presidents lead the OLAS general and board meetings.
* The co-presidents are to divide the following tasks as they see fit: community relations, board accountability, project and event management

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.
* Maintaining communication to the campus through the use of the listhost
* Creating marketing materials such as posters, FB events, submission forms among others, to promote events and establish OLAS’s image.
* Having control and domain over OLAS’s social media presence
* Making sure all OLAS 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.

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.
* Presenting the current state of the budget and a report of spending at every weekly board meeting unless there is a unanimous vote that it is not needed
* The Finance Chair may recruit a Finance Assistant to aid them in their work when the Chair deems it necessary. The Assistant will be chosen by the Finance Chair via an application system when the Chair deems it necessary. The Finance Assistant does not have voting rights.

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 and Communications chair whenever possible.

The Cultural Co-Chairs are in charge of implementing events that highlight the diversity of Latin American culture, including:

* Creating events within the realm of dance, art, and language
* Leading and collaborating with the Cultural committee and may delegate any tasks to committee members as long as they are supervised by at least one chair
* Overseeing and planning the logistics behind the Cultural Show Art Fair
* Communicating and working with choreographers for the Cultural Show
* Working with the Logistics Chair to plan space for rehearsals and the Art Fair as well as reaching out to outside performers for the Cultural Show

The Political Chair is in charge of implementing events that foster a discussion around the state of Latin American politics, including

* Developing events that center around political issues and presenting all sides of said issue
* Promoting political awareness, change, and opportunities to participate in political efforts
* Collaborating with potential other RSO partners for larger campus events to increase political awareness
* Serving as the OLAS liaison to LAM and being involved in the logistics of the Latin American Policy Forum

The Community Service Chair is in charge of implementing various service opportunities that connect the university and the great Chicagoland area, including:

* Creating and overseeing at least one large service event or social campaign per quarter
* Collaborating with other RSO or university groups to increase involvement in events
* Managing the OLAS Alumni roster with local alumni and promote at least one event for the academic year
* Working with other relevant chairs to recruit and oversee Cultural Show volunteers
* Incorporating service elements into the Cultural Show when deemed necessary

Article IV. Committees

Section 1. OLAS has three committees: Political, Community Service and Cultural. The committees shall consist of general OLAS members. Each committee is led by a committee chair who has been elected to the OLAS Executive Board. Each committee must have a minimum of three members, including the chair. Committee chairs are elected in annual general elections and form part of the executive board with all the power thereof. Committees will have only one chair who is required to be present at board meetings. Each committee chair 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 three committees are as follows:

The chair 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 chair of the political committee is responsible for presenting both sides of a political issue for discussion by the membership. In addition, the chair of the political committee is responsible for inciting political awareness, change, and presenting the opportunity of participation in community political efforts. The chair 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 chair of the community service committee will be in charge of implementing *Impacta con OLAS.* *Impacta con OLAS* events are focused on connecting the university community to outside Latin American communities through service. The chair of the community service committee must oversee and implement at least one large service event or social campaign per quarter. The community service chair also manages the alumni roster for OLAS and hosts at least one OLAS Alumni event during the academic year. The chair of the community service committee also works with the dance and cultural committee chairs to produce the annual culture show. The chair 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 chairs 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 chairs of the cultural committee also works with the community service committee chair to produce the annual culture show. The chairs 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. They will also 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 chairs of the cultural committee also works with the cultural and community service committee chair to produce the annual culture show. The chairs of the cultural committee coordinates the recruitment of dancers and choreographers and organizes and oversees rehearsals for the culture show. The chairs of the cultural committee also recruits and manages all outside performers in the culture show.

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

Section 1. General member meetings will be held at least once a month 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. The executive board meetings occur at least every week and as needed.

Section 3. All members of the executive board are allowed one unexcused absence per quarter. An excused absence is approved by the Co-Presidents at least a day prior to the meeting that will be missed. Board members who fail to adhere to this will be subject to disciplinary review.

Section 4. If a member of the executive board is subjected to disciplinary review due to failure to comply with attendance or other duties of their position, they are to be notified by a member selected by the board and are offered time to defend themselves at the following board meeting where a majority vote will decide on their new status.

Section 5. Should a board member resign or be impeached, the Executive Board may appoint a proem until special elections are held.

Section 6. All Executive Board meetings are open to all general members, unless otherwise decided by a majority of the board in the previous meeting.

Section 7. 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 8. The Constitution of OLAS may be amended with a simple majority vote during a meeting of the general membership.

Section 9. The executive board is required to revisit the OLAS constitutions every Spring quarter.