ARTICLE I – NAME

This organization shall be known as COLSA (Colombian Student Association).

ARTICLE II – PURPOSE

The association shall be non-profit, non-political, non-religious, and non-biased. The purpose of COLSA is to unite, support, and promote Colombian culture at the University of Oklahoma.

ARTICLE III — MEMBERSHIP

Qualifications

Membership is open to all students of the University of Oklahoma and associate members must be “members of the University community (faculty, staff, spouses)”. 

No discrimination

Membership or participation cannot be based on “race, color, religion, national origin, age, sexual orientation, disability, veteran status, marital status, or political belief. No discrimination based on gender unless the very purpose of the organization would be defeated if sex discrimination were not allowed, provided however, that the purpose of the organization must be consistent with public policy as established by prevailing University Community standards.

Non-related OU people might not be members per THE UNIVERSITY OF OKLAHOMA STUDENT CODE. However, COLSA encourages the participation of non-OU related people through the figure of sponsorship.

Sponsorship examples include: Donating equipment to the organization, providing funds for organization endeavors, etc. Sponsors might attend the meetings and events programmed by COLSA. Sponsors can not be members or the staff in the organization.
Eligibility

Eligibility is based upon interest in the association’s activities and purpose.

Fees

Association’s Executive Committee shall decide membership fee. The length of a regular membership is one year, and is due at the beginning of each Academic year. However, special fees may be applied to those students who decide to join the association for a shorter period of time.

Termination

Termination of membership is subjected to the following conditions:

1. End of Academic year
2. Five consecutive absences to regular scheduled meetings during a semester.
3. Any member shall be spelled for misconduct by majority vote.
4. Person not enroll at the University of Oklahoma

ARTICLE IV – OFFICERS

Officers

The association has five (5) officers, President, Vice-President, Treasurer, Secretary, and Historian. Also, there are four (4) chairs.

Duties

Officers are responsible for keeping the association functioning and maintaining internal cohesion of its members.

Eligibility

All officers are chosen by vote, they must be currently enroll at the University of Oklahoma, and be members of the association. They must work as representatives as the association’s best interest.

Removal or Resignation

Any officer can and should be removed in any event of misconduct or failure to fulfill duties and functions.

Any officer can resign at any moment by submitting a letter to the executive committee.
President

The president shall represent the association in all campus activities; keep in touch with sponsors, and other associations on behalf of COLSA.

President is responsible for setting the meetings, supervise all activities and events, enforce the constitution, and calls for extraordinary meetings.

Vice-President

The Vice-President assists the president and takes over the duties in any temporary or permanent absence for the remaining academic year if necessary.

Prepares the order or business and all the equipment necessary for meetings. Coordinate with President all events and sponsorship activities.

Treasurer

Treasurer keeps records of funds and prepare reimbursement forms.

Prepares the report of found for every meeting

Prepares the annual budget.

Secretary

Keeps record in every meeting and prepares the minutes for the next meeting.

Keeps record, files, and paper work properly.

Prepares COLSA’S annual schedule, and print meeting order of business.

Historian

Keeps track of all events and activities. Historian shall keep a book or journal with all flyers, pictures, tickets, newspaper articles, and all information related to COLSA’S activities.

Committee Chairman

The committee representatives shall report their proposals and activities in each meeting.
ARTICLE V – ADVISOR

Advisor shall be a full time faculty/staff working at the University of Oklahoma.

Advisor shall promote unity among members of the association, and contribute to the expansion of Colombian culture on the University Campus.

ARTICLE VI – MEETINGS

General Meetings

General meetings are to be held every two weeks, and shall be scheduled at executive committee’s discretion.

Extraordinary Meetings

Extraordinary meetings can be scheduled at any moment by the president. However, notice shall be send at least 24 hours prior to the meeting.

Quorum

In order to have quorum, at least half of the members plus one shall be present to vote.

Minutes and Order of Business

A minute shall be made for each meeting. At the beginning of meetings, previous minute shall be read followed by order of business.

ARTICLE VII – EXECUTIVE COMMITTEE

Executive Committee

The four (5) officers shall compose executive committee. Those officers are:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Historian

Representative Committee

A chairman from each committee shall compose representative committee.
ARTICLE VIII – CHAIRS

1. Cultural Chair

This chair shall promote and organize conferences, cultural speeches and activities such as Colombian Nite, and Independence Day.

2. Public Relations Chair

This chair shall contact and work with sponsors, speakers and other associations to coordinate events.

3. Education and Welcome Chair

This chair shall recruit and advise new students, and represent the association in any orientation event.

4. Sports and Social Chair

This chair shall organize sport tournaments, social gatherings, birthday and holiday celebrations.

5. Webmaster Chair

This chair shall work on web page design and maintenance, and update information of databases

6. Publicity Chair

This chair shall work on publicity, ads and fliers design, t-shirt design and web page maintenance.

Chairs

Chairs shall be elected by COLSA members or officers in extraordinary cases, and are responsible for reporting activities and events of executive committee.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Executive committee shall represent parliamentary authority.

Executive committee shall review the constitution, and in special events will convene to an emergency meeting.
ARTICLE X – AMENDMENTS

Constitution amendments shall be decided and approved by majority vote. Majority is considered as at least half plus one member of the association.

Any member of the association is entitled to promote an amendment. A proposed amendment shall be presented to executive committee, and then discussed and vote in a general meeting.

ARTICLE XI- ELECTIONS

Date

Elections shall be held during the last month of the Academic year.

Candidate Eligibility

Candidate Eligibility is limited to current members, who must be students of the University of Oklahoma.

Nomination Procedure

Any member of the association can nominate a candidate for any executive position.

Members of the executive committee can be re-elected, and there are no limitations for candidature.

Extraordinary Elections and Change of Officers

In case of officer’s removal or resign, a call for extraordinary meeting is made.

1. President: In event of president absence, Vice-President takes over the duties for the remaining Academic year. In the extraordinary event of absence of the two main officers, an extraordinary meeting is made to vote for a new President and Vice-President.

2. Vice-President: In the event of Vice-president absence, extraordinary meeting is called to elect a new Vice-President.

3. Treasurer: In the event of Treasurer absence, an extraordinary meeting is called to elect a new Treasurer.
4. Secretary: In event of Secretary absence, Historian takes over the duties for the remaining Academic year. In the extraordinary event of absence of the secretary and historian, an extraordinary meeting is made to vote for both positions.

5. Historian: In the event of historian absence, an extraordinary meeting is called to elect a new historian.

6. Chairs: In the event of Chairs absence, an extraordinary meeting is called to elect a new chair.