

# **COLOMBIAN STUDENT ASSOCIATION CONSTITUTION**

WRITTEN BY EXECUTIVE COMMITTEE, REVIEWED AND APPROVED BY  
THE MAYORITY OF THE MEMBERS. SUBMITTED TO OUSA ON  
**AUGUST 20, 2009**

## **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 convoke 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.