**CONSTITUTION & BYLAWS**

**–– CONSTITUTED ON THE FIFTEENTH DAY OF JANUARY OF THE YEAR TWO THOUSAND AND NINETEEN ––**

*RENEWED ON THE NINTH DAY OF MARCH OF THE YEAR TWO THOUSAND AND TWENTY*

*RENEWED ON THE 14TH DAY OF MARCH TWO THOUSAND AND TWENTY THREE*

1. **BYLAW 1: NAME**
	1. The Name of this Club (the “Association”) shall be:

**AMS Colombian Student Association at UBC**

1. **BYLAW 2: PURPOSE**
	1. The Purpose(s) of this Association shall be to:
		1. Promote inclusivity and connectedness for Colombians of all year levels within the student community, faculty, and staff at the University of British Columbia (UBC) | Vancouver Campus;
		2. Foster an open-minded and respectful approach to diverse cultures, views, and perspectives;
		3. Organize and support cultural, social, and recreational events inspired by Colombian customs and folklore;
		4. Organize and support spaces of academic discussion and debate that encourage the exchange of ideas about relevant or related topics to Colombia’s current (historic) political, economic, and social environment;
		5. Consolidate a network of support for students who share similar interests and backgrounds associated with Colombia and Latin America;
		6. Celebrate Colombian cultural heritage, traditions, and folklore;
		7. Extend an open invitation to anyone from the UBC community interested in learning and exploring the unique aspects of Colombian cultural heritage;
		8. Collaborate with other Latin American Associations to promote inclusivity and connectedness of all Latino students of UBC,
2. **BYLAW 3: EXECUTIVES**
	1. The Executives of the Association (the “Executive Team”) shall be elected annually and be composed of the following positions:
		1. President;
		2. Vice-President & Treasurer;
		3. External Coordinator;
		4. Academic Coordinator;
		5. Cultural Engagement Coordinator;
		6. Global Lounge Officer & Logistics Coordinator;
		7. Head of Marketing & Communications;
3. **BYLAW 4: EXECUTIVE DUTIES**
	1. **President**
		1. Act as a liaison to the Student Administrative Commission;
		2. Act as one of the two Booking Representatives of the Association;
		3. Call and coordinate annual, general, and bi-weekly executive meetings;
		4. Officiate the general meetings by overseeing the Association’s activities and offering the necessary support to the Executive Team;
		5. Provide leadership and direction by setting short-term and long-term objectives for the Association;
		6. Coordinate the recruitment process of the first-year representatives for the year. The duties of the first-year representatives include:
			1. Assist in the coordination and organization of at least one academic or social event tailored to first-year students;
			2. Present and propose new event ideas or initiatives to engage first-year students;
			3. Actively develop and implement strategies to enhance member acquisition and retention among the first-year students;
			4. Act as liaison between the Association and the first-year students in order to facilitate engagement of said community;
			5. Train and assure a successful transmission of duties to the First Year Representative for the following year
		7. Train and assure a successful transmission of duties to the elected President for the following year,
	2. **Vice-President & Treasurer**
		1. Act as a liaison to the Finance Commission;
		2. Act as the sole signing officer of the Association;
		3. Preside at meetings given the absence of the President;
		4. Maintain and supervise the finances and general ledger of the Association;
		5. Coordinate and assist programs and initiatives within the Executive Team to ensure a proper event completion and feedback reception;
		6. Direct the President and other Executive Team members in determining and allocating Association funds toward event planning, development, and completion;
		7. Train and assure a successful transmission of duties to the elected Vice-President & Treasurer for the following year,
	3. **External Coordinator**
		1. Coordinate and engage through collaborative events and initiatives with other AMS clubs and associations (e.g. the AMS Latin American Associations);
		2. Facilitate communication with external stakeholders;
		3. Actively look for potential partners inside and outside the UBC community;
		4. Regularly evaluate proposals from other AMS clubs and associations;
		5. Present and propose new collaborative event ideas to the Executive Team;
		6. Collaborate with the Logistics Coordinator when addressing relevant event development and completion issues;
		7. Train and assure a successful transmission of duties to the elected External Coordinator for the following year,
	4. **Academic Coordinator**
		1. Coordinate and organize the academically-oriented events of the Association;
		2. Gather the necessary inventory for the successful completion of events and other academic-oriented activities;
		3. Present and propose new academic-oriented event ideas to the Executive Team;
		4. Collaborate with the Logistics Coordinator when addressing relevant event development and completion issues;
		5. Train and assure a successful transmission of duties to the elected Academic Coordinator for the following year,
	5. **Cultural Coordinator**
		1. Coordinate and organize the cultural and socially oriented events of the Association;
		2. Gather of necessary inventory for the successful completion of events and other culturally-oriented activities;
		3. Present and propose new cultural and socially-oriented event ideas to the executive team;
		4. Collaborate with the Logistics Coordinator when addressing relevant event development and completion issues;
		5. Train and assure a successful transmission of duties to the elected Cultural Engagement Coordinator for the following year,
	6. **Logistics Coordinator & Global Lounge Officer.**
		1. Act as one of two Booking Representatives;
		2. Coordinate, support, and monitor procedures concerning successful event operations;
		3. Communicate and directly work with the corresponding office of the AMS and other third-parties involved in event planning, development, and delivery;
		4. Perform tasks to support successful event logistics and administration;
		5. Held accountable for the Global Lounge (GL) [Officer Duties](https://students.ubc.ca/sites/students.ubc.ca/files/GL%20Officer%20Job%20Description%202014-15.pdf) [*conditional to yearly acceptance into the GL Network*], which consist of:
			1. Act as liaison between the Association and the GL Network in order to facilitate dialogue, collaboration, and impact on the UBC community;
			2. Attend mandatory GL training and bi-monthly GL Network meetings;
			3. Actively participate in the two two-hour meetings held monthly by the GL Committee to further discuss and agree upon the programming goals of the GL Network. He/She/Them shall join and actively participate within one of the following streams:
				1. Global Fund Committee,
				2. Marketing and Communications Committee,
				3. Professional Development Committee,
				4. Programming Committee;
			4. Communicate concerns to the Student Development Officer and the GL Network as needed;
			5. Provide direction and consultation in relation to the ongoing developments of the GL Network to the Executive Team;
		6. Train and assure a successful transmission of duties to the elected GL Officer and Logistics Coordinator for next year,
	7. **Head of Marketing & Communications**
		1. Create, edit and share graphics and marketing material to support Association events, announcements, and email communications, among others (strong writing and graphic design skills an asset);
		2. Administer the various social media platforms linked to the Association’s social media presence (i.e. Facebook and Instagram);
		3. Actively develop and implement strategies to enhance member acquisition and retention (i.e. self-driven promotional initiatives);
		4. Actively develop and implement strategies to forge and promote the Association’s brand within the UBC community;
		5. Train and assure a successful transmission of duties to the elected Head of Marketing & Communications for the following year,
4. **BYLAW 5: MEMBERSHIP FEES**
	1. The active membership fee (the “regular membership price”) shall be CAD$5.00 each.
5. **BYLAW 6: MEMBERSHIP PRIVILEGES**
	1. Only members of the Association shall be eligible to vote;
	2. Only members of the Association shall be eligible to run for pre-established positions within the Club;
	3. Only members of the Association will have free access to the Club events (unless otherwise stated);
	4. Only members of the Association will have access to exclusive events;
	5. Only members of the Association will have discounts on collaborative events;
	6. Only members of the Association will have exclusive opportunities of involvement with fellow members and the Executive Team of the Association.