



**Schulich School of Business,
York University**

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ARTICLE I - ABOUT LABA

The official name for this organization is “Latin American Business Association”, also known as LABA.

VISION

The vision for LABA is to grow interest and empower the Latin America community at Schulich. Not only through increasing awareness regarding the Latin American region, but also by connecting students with the resources and opportunities necessary to network with companies doing business in Latin America and vice versa.

MISSION

To achieve our vision, LABA’s mission is to provide a setting where students can organize and execute a series of initiatives that will educate Schulich students about the region, provide a platform for engagement, and facilitate connections with industry professionals.

Some examples of the activities that will serve for such purpose are:

- Networking and Advertising career development opportunities such as jobs, internships, exchange, volunteering.
- Educate Schulich students about Latin American market/ environment. Focusing on learning about strategies and trends in that region and also between Canada and Latam.
- Increase our community by connecting with Latin American potential students, encouraging them to join Schulich, and helping them adapt to Canada and Schulich’s culture.
- Creating business opportunities and helping Latin American students to leverage their positions in the Canadian Market.
- Building relationship among the members, through social events and recreational programs.
- Exchange cultural knowledge and keep members updated about Canada- LA relations through International affairs panels and discussions.

ARTICLE II - MEMBERSHIP & RELATED CRITERIA

Any master’s level graduate students at the Schulich School of Business (SSB or the School) of York University can become a LABA member.

Membership fees will be collected at a rate determined by the Executive Team and will be valid for a period of one year (Sept – Aug).

Membership entitles one to special privileges (to be confirmed by the Executive Team) including advanced registration and priority access to programs/events, discounted entrance fees, etc. and must be renewed each year.

While members receive priority access, LABA programs/initiatives may be open to non-members, including those in the industry and from other schools/programs at York University.

ARTICLE III - EXECUTIVE TEAM

ROLES & RESPONSIBILITIES

All positions on The Latin American Business Association are to be filled by Master's level business students. Which shall constitute the Executive team, which is responsible for:

1. Planning and managing all LABA programs and activities;
2. Preparing an agenda for each LABA meeting or activity;
3. Attending all executive team meetings
4. Reading and understanding the Constitution prior to taking office;
5. Ensuring that all expenses have been authorized;
6. Delegating such responsibilities and signing authorities as may be necessary to ensure the effective operation of the association during the summer term or in the event the extended absence of an executive member.

The Executive team, consisting of the following officers, of which no person may hold more than one office:

1. President:
2. Vice President
3. Director of Finance
4. Director of Marketing
5. Director of Events
6. Director of Corporate Relations
7. Director of IT
8. Two (2) First year class representatives, from both full-time and part-time Masters programs.

The following is a description of each roles specific responsibilities:

- a) President
 - Acts as liaison between LABA members and school authorities and other internal partners such as other clubs
 - Oversees the activities of the Executive members
 - Has signing authority
 - Responsible for financial performance of the club
 - Approves all Event Proposal Forms (EPFs)
 - Organizes the periodical executive meetings
 - Sits on the GBC Clubs Committee
 - Responsible for conducting elections for incoming executives (September and January)
 - Coordinates LABA activities and Alumni Relations, as required.
- b) Vice President
 - Oversees the corporate sponsorship efforts
 - Acts as Liaison between LABA and any external partners, such as clubs in other schools.
 - Records and maintains minutes of all Executive Team's Meetings and makes minutes available to the other team members.

- Organizes and supervises welcome activities during “Launch Week” (April, September, and January)
 - Assists on elections for incoming executives (September and January)
 - Has signing authority
 - Sits on the GBC Clubs Committee
- c) Director of Finance
- Prepares and maintains the accounting records
 - Has signing authority
 - Pre-approves event budget proposals from executive members
 - Prepares monthly bank reconciliations and submits these to President.
 - Coordinates the preparation of the annual budget [to be done by the end of March]
 - Reports on the financial status of the club to Executive team on periodical executive meetings
 - Prepares annual statements and arranges for two audits, one interim audit in January and one year-end audit at the end of the academic year (after April 30th)
 - Presents annual financial statements and financial status of the club to the GBC and to the Senior Financial Officer of the school at the end of the academic year (after April 30th)
 - Holds term of office from on or before May 1st to the following May 31st (13-month term)
- d) Director of Marketing (Appointed)
- Designs and Manages postings on Social Media and other communication boards
 - In partnership with IT Director, manages web portal (or Social Media pages) including content, aesthetics, and maintenance, also works with other executive members of the club to ensure such sites are updated
 - Publishes the clubs e-newsletter (when needed)
 - Collects and distributes agendas for all Executive meetings
 - Liaise with the Career Development Centre, Office of the Dean, and Student Services, as well as other administration offices
- e) Director of Events (Appointed)
- Elaborates EPFs and manages approval process
 - Coordinates logistics and operations of all club events
 - Assists in coordinating all charity and community related events at school with other York student associations
- f) Director of Corporate Relations (Appointed)
- Coordinates corporate relations for the development of any of the club’s activities, responsible for searching for panelists, speakers and any other external presenters.
 - Acts as liaison between the GBC and the Schulich Administration with respect to corporate sponsorship including: The Career Development Centre and Alumni Relations
 - Coordinates a sponsorship team of representatives to assist in sponsorship initiatives over the summer, fall, and winter terms
 - Acts as a student liaison with Director of Events for all of the club’s events.

- g) Information Technology Director (Appointed)
 - Maintains all IT services for the Executive team and supports all information systems
 - Works closely with the Marketing Director to facilitate student communication in web portal (or Social Media pages)
 - Responsible for facilitating knowledge management for future executives
 - Must have a strong technical background
 - Develops/ establishes new technical functionalities (use of apps, drives, etc) with the purpose of improving student communications

- h) First year class representatives
 - Recruit first year members
 - Promote events
 - Assist other executives in the development of their activities and events

TERMS OF OFFICE

The term of office for each of the above positions shall be:

- a) For the Executive, from a date on or before May 1st, as mutually agreed upon between the incoming and outgoing executive, for a period not to extend beyond the following April, with the exceptions of the President and Director of Finance.
- b) Incoming Executive Members are expected to shadow the outgoing representatives from the election until May 1st, when the official changeover takes place;
- c) No member of the Executive shall also sit on another club executive team or on the GBC Council.
- d) For first-year representatives, from October 1st until the end of the school year on April.
- e) May assign a proxy for a period not to exceed one month for absent Executive Member;
- f) The Executive Team may, at its discretion, divide specific responsibilities for managing and coordinating various programs and activities among its own members or may delegate such responsibilities to other executive members. Notwithstanding the Executive, it is the responsibility of all other Executive members to participate in the coordination, organization and execution of events as is necessary.

APPOINTMENT PROCESS

Each year a new LABA Executive Team is appointed through a process of job postings and interviews, led by the outgoing President and Vice-President (or Co-Presidents).

These individuals will issue a call for their replacements for the upcoming school year (which commences May 1st) and after receiving applications and conducting interviews, will select the two (2) individuals deemed most capable to lead. It will then be the responsibility of the incoming President and Vice-President (or Co-Presidents) to appoint the remainder of their Executive Team.

The outgoing Executive Team will of course be available to help facilitate the process and provide recommendations.

REMOVAL FROM OFFICE

1. Council members may be removed from Council based on:
 - a. Missing three consecutive Council meetings without due justification;
 - b. Misappropriating Club funds; or
 - c. Insufficiently fulfilling Club responsibilities.
2. Executive removal requires a motion to be brought forward to the Club Executive Team and requires that 60% of the Club Executive Team be present.
3. In the event of an Executive removal motion, the affected party shall be granted the opportunity to speak to the motion before the Club Executive Team voting occurs.
4. Reinstatement
 - a. Members removed through misappropriation of funds may not be reinstated and may not hold any future Club position.
 - b. Members removed through points 1 a), or c) above may hold any future appointment.
5. Replacement and Resignations: Executive members may be appointed by the current executive team or open to new applicants.

ADVISORS

IRENE HENRIQUES Ph.D., Professor of Sustainability & Economics, serves as the Faculty Advisor and VICTORIA CABRAL, serves as Career Development Centre (CDC) Advisor.

ARTICLE IV – MEETINGS AND PROCEDURES

MEETINGS

The Executive Team will meet bi-weekly (every 15 days) at a time that is convenient for all members. LABA will adhere to the Graduate Business Council (GBC) and Schulich Student Club Policies and Procedures.

PROCEDURES

Referring to specific procedures required by the university, executives should follow instructions on: <http://ada.schulich.yorku.ca/student-room-booking/>

MOTIONS

Motions shall be governed by the following:

- a) Motions for the purpose of amending the Constitution or removal shall be initiated and presented by two voting members of Executive team. All such motions shall be accepted by the Chairperson and read to the meeting by the Communications Director prior to the conducting of a vote. The result of all votes on motions shall be recorded in the meeting's minutes.
- b) Motions presented at general meetings shall require acceptance by a majority of voting members present.
- c) Motions for the purpose of proposing amendments to the Constitution shall be introduced at a general meeting of Council not less than one week prior to the date of the meeting at which such motions shall be voted upon and shall require acceptance of not less than 60% of the voting members present.

- d) Motions for the purpose of authorizing expenditures or removal of a member or an appointment to fill a vacant Executive position shall be introduced at a general meeting of Council not less than one week prior to the date of the meeting at which such motions shall be voted upon and shall require acceptance by a majority of the voting members present.

ARTICLE V - BUDGET & FINANCES

The club's annual operating budget will be collected from the following sources: membership fees, revenues from specific programs/initiatives, sponsorship and/or donations. At the discretion of the GBC, incremental funding and support for programs and initiatives may be requested by and granted to LABA.

1. **Budget Approval:** The LABA President is to provide an annual budget for approval by executive team within the first month of office (Summer term).
 - The Incoming Executive shall, in consultation with the Outgoing Executive, present (and the Incoming Director of Finance shall prepare) a budget by the end of the first month after of the new elected members assume their roles.
 - The budget is to cover all foreseen expenditures on programs and activities to take place during the next fiscal year (May 1– April 30).
 - Such budget must be presented to the GBC and Schulich's Senior Financial Officer during the first month of the term (Beginning of summer).
 - Once the budget for the year has been set, must be adopted by the end of the second week in April and it must be adhered to.
 - The President will be responsible for calling budget meetings and requesting of funds from the Dean.
 - Any extra funds at the end of the year (e.g. from coming under budget in certain areas) should be added to boost the conference fund or provide LABA membership legacy fee for the following year. Division is to be decided by the current executive team.
 - The executive team may, throughout the year, approve spending on various programs and activities which had not been previously included in the Budget.
2. **Signing Authority:** Funding of any program/initiative must be approved by the President and the Director of Finance. These Executive Team members will have signing authority and are responsible for the finances and budgeting of the club, although the Director of Finance is primarily responsible.
 - All cheques or withdrawal slips drawn on the LABA bank account must be signed/authorized by the Director of Finance and either the President or a LABA Executive with signing authority.
 - During the year, all disbursements from LABA account must be approved by the President, Vice President, and Director of Finance.
3. **Documentation of Expenditures:** Persons coordinating any program or activity for which LABA is providing funds must submit to the Director of Finance a file containing all receipts and invoices supporting these expenditures.
 - Each incoming Director of Finance will draft a document regarding the specific protocol to be followed for payment reconciliation for ticketed events. This document will be voted on by the Executive team, and upon its passing, will be presented to the incoming Director of Finance at the first meeting in Fall Term. The document will be appended to the Constitution.
 - Any missing documentation will, result in the expenditure not being reimbursed.

ARTICLE VI - AMENDING THE CONSTITUTION

This Constitution may be amended by a general meeting of the Executive team.

An amendment shall be presented to the Executive team as a motion at a general meeting held not less than one week prior to the date of the meeting at which the motion shall be voted on.

Motions to amend the Constitution shall require acceptance by no less than 60% of the voting members present at the meeting.

Motions to amend the Constitution may not be presented to Council during the Summer term.