

**ASSOCIATION OF LATIN AMERICAN STUDENTS  
CONSTITUTION**

**I. VISION STATEMENT**

Association of Latin American Students (ALAS), formerly known as Hispanic American Society, is a student-run organization first created in the spring of 1989, which seeks to bring together students that are part of, or interested in, the Latino community at Tufts. ALAS's primary concern is to meet the needs of the Latino student population at Tufts as well as providing an arena for intellectual discourse on issues facing the Latino community at large.

**II. GOALS**

*Expand Community Issues*

To develop community service initiatives outside of the Tufts campus

*Intercultural Interaction*

To help us reach out and support the efforts of the other cultural organizations on campus

*Personal Component*

To serve as a general resource for both Latino students and the Tufts community as a whole

*Social Aspect*

To address the extracurricular needs of the group members

*Intercollegiate Interaction*

To reach out to the Latinos on other campuses in order to coordinate city-wide events

**III. MEETINGS**

- a. Meetings will be held on a bimonthly basis during the academic year.
- b. Agendas for meeting shall include the following:
  1. Call to order
  2. Welcome and Introductions
  3. Minutes of Previous Meeting
  4. Correspondence
  5. Treasurer's Report (optional)
  6. Other Reports (Culture Rep. Other committees with the organization)
  7. Unfinished Business
  8. Program
  9. Announcements
  10. Adjournment

- c. Membership shall be open to any undergraduate member of the Tufts community.

#### **IV. OFFICERS**

- d. The officers of this organization shall be the President, Vice-President, Secretary, Treasurer, Historian, Culture Rep, and Public Relations Chair.
- e. The executive board members are authorized to study, plan and promote activities of the organization as a whole.

Its three main responsibilities are:

1. To expand membership and plan membership participation.
2. To plan current and future activities.
3. To consider a budget prepared by the treasurer, which should include adequate funds for services, before it is officially adopted.

#### **V. DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD OFFICERS**

##### **PRESIDENT**

- Run and mediate executive board meetings.
- Delegate duties to executive board officers.
- Event coordinator: to ensure all the executive board officers are carrying out the assigned duties for the event on hand and make sure the event is carried through in its totality.
- Ensure collaboration within the executive board.
- Contact person for other organizations and administrations.
- Liaison between ALAS and the Latino Center.
- Has the authority to act on behalf of the Association of Latin American Students when matters require immediate attention.

##### **VICE-PRESIDENT**

- Signatory Power: Vice-President should assume signatory responsibilities in the absence of the Treasurer or in case of need.
- Run general meetings.
- Reserve rooms for ALAS meetings
- Handle co-sponsorship process (i.e. making sure co-sponsorship forms are completed).
- Assume responsibility in absence of the President

##### **TREASURER**

- Signatory Power
- Attend signatory meetings at the beginning of both semesters.
- Write up the budget for the next school year
- Buffer Funding
- Train the new treasurer in the Spring.

- Handle and organize all the necessary paperwork: reimbursement of receipts, transfer payments, Tufts Daily forms, contracts for artists, speakers and caterers, etc.
- Monthly Budget Report

### **SECRETARY**

- Facilitate communication within the organization.
- Keep attendance in the executive and general meetings.
- Keep minutes of the executive and general meetings.
- Prepare the agenda for the meetings.
- Make massive phone calls informing the members of the meeting and other programmed events.
- Keep copies of invoices and other such records.
- Organize all, except the financial-related type, paperwork of the organization.

### **HISTORIAN**

- Attend all events (in case of absence, ensure a replacement) and take pictures and/or film.
- Keep a record of flyers, articles that come out in the Tufts Daily and The observer, and other such formalities that concern the Latino community.
- Make an album / scrapbook by the end of the year.

### **CULTURE REPRESENTATIVE**

- Liaison between the Latino community and the Senate
- Attend Senate meetings to represent and voice the concerns of the organization
- Report back to the organization what was discussed in the Senate meetings
- Coordinate with other departments (i.e. Romance Language Department, Latin American Studies Dept) when necessary.

### **PUBLIC RELATIONS CHAIR**

- Liaison amongst the other clubs in Tufts and at other schools.
- Advertise and inform other organizations about ALAS activities and major events
- Inform ALAS about activities happening in other schools and throughout the Boston area.
- Send out necessary e-mails.

## **VI. ELECTIONS & VOTING PROCEDURES**

- a. Elections will take place during the first month of the spring semester and be followed by a “phase-in-period” which will last the remainder of the spring semester.
  - The “phase-in-period” shall be defined as the time frame whereby the existing executive board will work with the incumbent executive board to facilitate the

