



The Humanitarian Organization of Latin American Students

Constitution

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Article I: The Humanitarian Organization of Latin American Students

The organization shall be known as the Humanitarian Organization of Latin American Students (H.O.L.A.S.). It shall be a non-profit, non-partisan, and a humanitarian organization with four main goals guiding all our practices. The organization shall always act with the following in mind:

1. Aim to educate and raise awareness about current events and issues prevalent in Latin America;
2. Share and promote Latin American Culture;
3. Become the 'home away from home' for our international community at Carleton;
4. Act as a resource that students can partake in to gain valuable experience and connections, thus aiding their professional development.

Article II: The Purpose of the Organization

2.1: Mission

Philanthropy

To provide awareness and/or aid on urgent and current/ongoing issues throughout Latin America in an altruistic manner. HOLAS shall liaise with NGOs, businesses and societies across Canada, Latin America and international entities as a means to provide our humanitarian services and funds to urgent matters and sustainable development projects based in Latin America.

Culture

Promote the Latin American culture by engaging students on campus and locals within the Ottawa community. Preserving the culture through events, fundraisers, general meetings and outings.

2.2 Values

Philanthropy

Provide awareness on humanitarian issues, provide aid and innovative approaches to educating and inspiring students and locals of recent happenings in Latin America, as well as internationally.

Diversity

Spread awareness of the various factors that hinder Latin American development by embracing diverse perspectives, beliefs, and cultures to promote the appreciation and compassion for Latin American countries, its people, the cultures, and languages.

Equity

Promote and carry out equity and justice throughout the organization's services, positions, opportunities and all other connections.

Article III: Structure

3.1: Executive Committee

The Executive Committee shall be the administrative body of the organization and shall be composed of a President and VP who are elected by general members, and the remaining executive positions are to be elected internally from the previous executive committee.

3.2: Volunteer Committee

The volunteer committee shall be made up of general members that have taken on additional duties, such as those of events committee member, humanitarian ambassador, language instructor, HOLAS liaison and photographer/videographer.

3.3: General Membership

The general membership shall make up individuals that have attended at least 3 general meetings during a Carleton academic school year.

Article IV: Membership

4.1 Executive Committee

The executive committee is a committee within the organization which has the authority to make decisions and ensures that these decisions are carried out. It also demonstrates leadership, time management skills, administrative skills and dedication to the organization. Passion for humanitarian initiatives and upholds the core values of HOLAS which are defined in section 2.2. In order to apply for an executive position, you must previously have attended a minimum of (3) general meetings.

4.2 Volunteer Committee

A general member with extra responsibility based on their volunteer position. In order to obtain a volunteer position within the organization, one must apply. An individual is chosen by the executive committee by vote of majority. The volunteer committee positions can be broken down as such: Events committee, humanitarian ambassador(s), HOLAS Liaison, Photographer(s)/Videographer(s). Every volunteer must sign a contract outlining the responsibilities and in case of resignation he/she must give 2 weeks of notice. In case of resignation, applications for vacant positions can be held at any time.

4.3 General Membership

To be considered a general member, the individual must have attended a minimum of (3) general meetings during the Carleton academic school year. This includes gm and active volunteers for events and activities. Any member of the executive committee can recognize the involvement of a general member as long as the rest of the executive committee is in agreement.

Article V: Executive Committee

There are to be elections for the positions of President and Vice-President only. These elections are to be held either in a general meeting, or in case of special circumstances, an pre-organized online election. The other executive committee positions will be elected by the newly elected President and Vice-President alongside the former President and Vice-President via recruitment or self-nomination. Each candidate must fill out an application which will be followed by an interview. The most qualified candidate in accordance with the newly elected and past Presidents and Vice-Presidents will hold the position.

President:

- Must, at all times, carry the mission, vision and core values of the organization (humanitarianism, culture and family).
- Must understand and adhere to Carleton University club operating guidelines.
- Newsroom Coordinator:
- Must be present at executive meetings, and general meetings unless previously communicated to the executive team, with ample notice.
- Must take part and be involved in important decision making.
- Must participate in event planning and execute tasks related to their position in regards to the event.
- Acts as the primary representative of HOLAS in regards to public and private presence on behalf of the organization.
- Oversees all aspects of the organization.
- Provides strategic leadership for the organization by working with the executive committee and other management to establish long-range goals, strategies, plans and policies.
- Establishes short and long-term objectives and goals in conjunction with the rest of the HOLAS executive team.
- Structures the organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored.
- Co-signs all financial transactions with the Director of Finance.

Vice President:

- Must, at all times, carry the mission, vision and core values of the organization (humanitarianism, culture and family).
- Must understand and adhere to Carleton University club operating guidelines.

- Must be present at executive meetings, and general meetings unless previously communicated to the executive team, with ample notice.
- Must take part and be involved in important decision making.
- Must participate in event planning and execute tasks related to their position in regards to the event.
- Must read and adhere to the clauses within the 'Executive Agreement of Responsibility'.
- Shares responsibilities with the President.
- Second in command within the organization and must act as President in case of emergency, where the President cannot be present.
- Carries out the strategic plan established by the President and executive committee.
- Presides at meetings in the absence of the president.

Executive of Coordination:

- Must, at all times, carry the mission, vision and core values of the organization (humanitarianism, culture and family).
- Must understand and adhere to Carleton University club operating guidelines.
- Must be present at executive meetings, and general meetings unless previously communicated to the executive team, with ample notice.
- Must take part and be involved in important decision making.
- Must participate in event planning and execute tasks related to their position in regards to the event.
- Must read and adhere to the clauses within the 'Executive Agreement of Responsibility'.
- Seeking methods in which HOLAS may be involved with Carleton University events for promotion and expansion.
- Researches, stays updated, and integrates the organization with relevant, big campus events.
- Coordinates with the entire executive team to ensure all initiatives stay on track and meet their respective deadlines.
- Devises ways to keep the executive committee updated on all matters including but not limited to important dates, tasks, meetings, etc.
- Takes executive meeting notes accessible to all members of the executive team.
- Books executive meetings, general meeting and event spaces, any necessary equipment and table bookings.

Executive of Finance:

- Must, at all times, carry the mission, vision and core values of the organization (humanitarianism, culture and family).
- Must understand and adhere to Carleton University club operating guidelines.
- Must be present at executive meetings, and general meetings unless previously communicated to the executive team, with ample notice.
- Must take part and be involved in important decision making.
- Must participate in event planning and execute tasks related to their position in regards to the event.
- Must read and adhere to the clauses within the 'Executive Agreement of Responsibility'.
- Reports directly and solely to the President.
- Collaborates with other executives about budget, marketing opportunities, expenditures, investment opportunities, and divestments.
- Handles and manages the organization's monetary funds, as well as the distribution of funds for the organization's campaigns.
- Ensures the smooth running of the organization's finances by managing gains and expenditures, analyzing financial markets of organizations and businesses relevant or against HOLAS, charitable business plans, keeping detailed records and identifying solutions to problems in financial processes, and coaching, directing, and structuring the finances.
- Carries out financial risk management, and overall potential risk and future operations using any of the following risk assessment charts: SWOT analysis and/ or environmental impact assessment.
- Coordinates, analyzes and reports the financial performance to the executive committee
- Creates long-term financial strategic plans which align with the organization's strategic plan and business plan
- Oversees organizational financial management and ascertain areas which need improvement
- Ensures impeccable and detailed financial records
- Conducts regular internal financial audits

Executive of Humanitarian & Cultural Initiatives:

- Must, at all times, carry the mission, vision and core values of the organization (humanitarianism, culture and family).
- Must understand and adhere to Carleton University club operating

guidelines.

- Must be present at executive meetings, and general meetings unless previously communicated to the executive team, with ample notice.
- Must take part and be involved in important decision making.
- Must participate in event planning and execute tasks related to their position in regards to the event.
- Must read and adhere to the clauses within the 'Executive Agreement of Responsibility'.
- Oversees strategy and planning of general meetings and special events for the organization.
- Ensures that the Latin American culture is showcased through diverse and creative events.
- Proposes and leads events and/or initiatives that help raise awareness regarding issues prevalent in Latin American countries,
- Coordinates all amenities and accommodations at the event.
- Charge with running the Events Committee by holding regular meetings and informing the executive committee of developments and general updates.
- Produces detailed proposals for events (for example, timelines, venues, suppliers, legal obligations, staffing and budgets).
- In charge of communication and promotion of all initiatives in partnership with the Executive of Marketing and Executive of Media Production.
- Oversee the dismantling and removal of the event and clear the venue efficiently.
- Produce post-event evaluation to inform future events.

Executive of Marketing

- Must, at all times, carry the mission, vision and core values of the organization (humanitarianism, culture and family).
- Must understand and adheres to Carleton University club operating guidelines.
- Must be present at executive meetings, and general meetings unless previously communicated to the executive team, with ample notice.
- Must take part and be involved in important decision making.
- Must participate in event planning and execute tasks related to their position in regards to the event.
- Must read and adhere to the clauses within the 'Executive Agreement of Responsibility'.
- Is the primary spokesperson for HOLAS in regards to public presence on behalf of the organization.

- Charged with the organization's marketing ventures, which includes but is not limited to developing and implementing strategies to strengthen the organization's market presence and enhance already established marketing techniques.
- Design and implement comprehensive marketing strategies to create awareness of the organization, events and fundraisers.
- Creates and plans the sale of HOLAS merchandise.
- Works with the Executive of Humanitarian and Cultural initiatives for promotion and event launches.
- Supervises the organization's marketing activities and provides guidance and feedback to other executives whose roles overlap with certain marketing initiatives.
- Produces ideas for promotional events or activities and organizes them efficiently.
- Must remain in constant communication with the executive of media production, to ensure the production of all content keeps the branding of HOLAS consistent.
- Establishes strong communication with the executive of external affairs for marketing strategies, in order to attract the attention of potential sponsors, partners and clients.
- Plan for the creation of aesthetically pleasing, alluring, relevant, and efficient event posters, flyers, and cards, along with a marketing plan to strategically post, handout, or promote the posters and flyers on campus and the city.
- Plan, create, and schedule promotional graphics and videos.
- Engages with audiences on all social media platforms and answers questions where appropriate.
- In charge of search engine optimization (SEO) and website development

Executive of Media Production

- Must, at all times, carry the mission, vision and core values of the organization (humanitarianism, culture and family).
- Must understand and adheres to Carleton University club operating guidelines.
- Must be present at executive meetings, and general meetings unless previously communicated to the executive team, with ample notice.
- Must take part and be involved in important decision making.
- Must participate in event planning and execute tasks related to their position in regards to the event.
- Must read and adhere to the clauses within the 'Executive

Agreement of Responsibility’.

- Develops colour pallet, identifies fonts and styles to be used throughout all publications in order to maintain a consistent feel.
- Oversees all graphic design in order to ensure that everything being published has consistency and ensure that all graphics are as informative as possible, while being concise and appealing.
- Develops the HOLAS mission awareness through establishing an online reputation.
- Maintains communication with the executive of humanitarian and cultural initiatives, and executive of marketing.
- Creates a regular publishing schedule.
- Oversees HOLAS Newsroom by overseeing all HOLAS Journalists while also screening and approving all articles before being published.

Executive of Philanthropy

- Must, at all times, carry the mission, vision and core values of the organization (humanitarianism, culture and family).
- Must understand and adheres to Carleton University club operating guidelines.
- Must be present at executive meetings, and general meetings unless previously communicated to the executive team, with ample notice.
- Must take part and be involved in important decision making.
- Must participate in event planning and execute tasks related to their position in regards to the event.
- Must read and adhere to the clauses within the ‘Executive Agreement of Responsibility’.
- Implements good communication, a strategic plan and structure with the executive of finance for the allocation of funds.
- Communicates and coordinates with the charities chosen for projects and fundraisers to ensure a good relationship.
- Oversees development, organization and progress of fundraising events.
- Ensures strong leadership succession by identifying, recruiting, integrating new HOLAS members and volunteers.
- Remains in communication with the HOLAS executive of marketing and external affairs during the period of event preparation to recruit members and volunteers when necessary for event tabling, and other promotional or event activities.
- Seeks for volunteer opportunities within the Ottawa community or with other CUSA clubs and societies.

- Manages and guides humanitarian ambassadors to execute their positions by monitoring progress, content and overall work.

Executive of External Affairs

- Must, at all times, carry the mission, vision and core values of the organization (humanitarianism, culture and family).
- Must understand and adheres to Carleton University club operating guidelines.
- Must be present at executive meetings, and general meetings unless previously communicated to the executive team, with ample notice.
- Must take part and be involved in important decision making.
- Must participate in event planning and execute tasks related to their position in regards to the event.
- Must read and adhere to the clauses within the 'Executive Agreement of Responsibility'.
- Seeks out and engages with relevant local, national, or international businesses, organizations, and all prospective contributors and donors for successful partnerships and expansions of HOLAS events and promotions.
- Provides business/NGO/civil society clients, contributors, and donors with information about new promotional opportunities and current public relations campaigns.
- In charge of overseeing the HOLAS email account, ensuring all emails getting responded to in a timely manner.
- Coordinates all necessary outreach to external stakeholders and potential partners
- Strengthens and enhances already established partnerships.
- Deals with enquiries from the public, the press, and related organizations and businesses around outside of the Carleton community.
- Ensures strong leadership succession by identifying, recruiting, integrating new HOLAS members and volunteers.

Article VI: Volunteer Committee

HOLAS Journalists

To become an HOLAS journalist, students must show an interest in blogging, video development, and/or journalism. It is preferred that members be studying a degree that will aid them in successfully filling this position such as but not limited to, Journalism, Communications, International Relations, International Business, Political Science, and Humanities. Journalists should submit a minimum of 6 articles in order to be credited for the position. All articles, upon approval, are to be published on the HOLAS website as well as promoted on HOLAS socials through the use of infographics.

Marketing Committee

As a marketing committee member, students must have an outstanding commitment to the organization, have relevant skills related to their position, and have good time management skills. Marketing committee members will be charged with aiding the Executive of Marketing and Executive of Media Production with the production of graphic and video content when needed. All marketing committee members must be a voice for HOLAS by sharing all HOLAS content and events on their socials.

Events Committee

An events committee member must be a member that has an outstanding commitment to the organization, is already a general member, has some relevant skills related to their position, who is flexible and has good time management skills. They must sign an agreement that outlines their tasks and responsibilities. The committee must be formed of 3 or 5 members, excluding the executive of cultural events. A HOLAS events committee member must be:

- Creative: They possess creative skills to plan innovative cultural events.
- Passionate: They are self-motivated and that loves talking and teaching about Latin American culture through events on and off campus.
- Flexible: They have time to commit to event planning and attending regular events committee members with the executive of cultural events.

Humanitarian Ambassador

A humanitarian ambassador must be a member that has an outstanding commitment to the organization, is already a general member, has some relevant skills related to their position, who is flexible and has good time management skills. They must sign a contract that outlines their tasks and responsibilities.

Humanitarian ambassadors must provide material related to their position on a regular basis as defined in the agreement that they have signed. There is to be a minimum of 1 and max of 2 humanitarian ambassadors. A HOLAS humanitarian ambassador must be:

- Unbiased: They are able to cover current issues and events without political involvement, personal opinion, or any biased inclination.
- Informative: They are able to present facts in order to inform the members of HOLAS without persuasion.
- Consistent: They are able to keep on task and provide content every week at the general meeting.
- Passionate: They are self-motivated and that loves talking about humanitarian causes (especially in Latin America) and that will show this while presenting the information you are conveying.

HOLAS Liaison

A HOLAS liaison must be a member that has an outstanding commitment to the organization, is already a general member, has some relevant skills related to their position, who is flexible and has good time management skills. They must sign an agreement that outlines their tasks and responsibilities. A HOLAS liaison must:

- Work closely with the members and the executive team.
- Report to the executive team if any issues, concerns or others arise.
- Report to the executive team if any issues, concerns or others arise.
- Attend meetings and events frequently.
- Always be open for discussion. Be open minded and a good listener.

The perfect candidate would be:

- Passionate: They are someone who cares about others and will provide a safe space for members to come and talk to.
- Respectful : They are respectful and understanding.
- Flexible: They have time to commit to interacting with members and attending occasional executive meetings.
- Consistent: They are someone who is able to keep on task and provide the content

Spanish Instructors

A spanish instructor must be a member that has an outstanding commitment to the organization, has strong language skills, has some relevant skills related to their position, who is flexible and has good time management skills. They must sign an agreement that outlines their tasks and responsibilities. An HOLAS spanish instructor must:

- Follow lesson plans and educate the members.
- Interact and answer members' questions.
- Provide a fun and interactive space.
- Be available for one-on-one sessions upon request by students (subject to availability)
- Liaise with other club executives to coordinate group conversation sessions upon request by students (subject to availability)

The perfect candidate would be:

- Experienced: They are a native Spanish speaker or fluent.
- Creative: They enjoy creating fun and innovative lesson plans.
- Passionate: They are self-motivated and love talking and teaching about Latin American culture.
- Flexible: They have time to commit to teaching an hour class before every general meeting.
- Consistent: They are someone who is able to keep on task and provide the content at the general meeting.

Photographer and videographer

A photographer and videographer must be a member that has an outstanding commitment to the organization, is already a general member, has some relevant skills related to their position, who is flexible and has good time management skills. They must sign an agreement that outlines their tasks and responsibilities. An HOLAS photographer and videographer must:

- Take pictures and/or videos of our general meetings, events and more to then use for social media, promotion purposes.

The perfect candidate would be:

- Experienced: You are someone that has some knowledge of photography.
- Equipped: You are someone that has or has access to a camera.
- Consistent: You are someone who is able to keep on task and attend general meetings and events.
- Flexible: You are someone that has time to commit to event planning and attending events committee meetings.

Article VII: Meetings

7.1 Frequency

General meetings are for all general members and non-members, and are to be held on a regular basis. The frequency is to be decided by the executive committee previous to the first day of fall classes and must be consistent.

7.2 Purpose

The purpose of general meetings is for members, non-members, the volunteer committee and the executive committee to come together. There should be presentations, guest speakers and open dialogue and feedback from the attendees.

7.3 Executive committee meetings

The purpose of the executive board meetings is to discuss organizational matters and make concrete decisions on the paths to take, while taking into account the information and feedback received from the General meetings. HOLAS should hold weekly executive committee meetings that are open to all general and volunteer committee members. The meetings should be primarily led by the President or Vice-President.

7.4 Executive Board Meetings

Executive board meetings are to be utilised when an idea is proposed, a change needs to be made in the Constitution or any other important decision is to be made or issues need to be discussed. HOLAS should hold executive board meetings when needed. If an idea is proposed at the general meeting that requires a decision, it must then be put up to a vote unanimously amongst general members. Then, the proposed idea must be put forth at an executive board meeting.

Article VIII: Elections

Voting must:

1. All voting is to be held at an announced date.
2. Elections are to be held as needed upon the vacancy of a position.
3. Elections are to be held either in a general meeting, or in case of special circumstances, a pre-organized online election.

8.1 Voting Eligibility

- To be an eligible voter, you must be recognized as a general member, as defined in Article 4.1 above.
- This will be used to fulfill eligibility requirements only.
- A general member must be present for the whole duration of the election process (introduction, presentations and voting instructions), in order to be eligible to cast a vote.
- It is at the voter's discretion to choose a candidate that merits the role, demonstrates the core values of the organization and will prove to act in the best interest of the organization.
- For on-campus elections, general members must be present to cast their vote.
- For online elections, general members must provide information to the executive committee that validates their voting eligibility as a general member.

8.2 Candidates

- The only positions available regarding elections are those of President and Vice-President.
- Every candidate must fill out an application form, which will be created by the actual executive committee.
- For on-campus elections, candidates must prepare a presentation and short speech, under 10 minutes, summarizing why they would be an ideal candidate for the particular position, and what they can bring to the organization.
- In the case that there is only one candidate running for the position, the candidate must still prepare a presentation and speech. In order to be voted in, the candidate must receive a majority vote of 'confidence'.

8.3 Voting Procedures

Voting can occur in one of two ways, depending on the position intended to be filled.

8.3.1 In Person Voting

- Current executive committee is responsible for educating general members on the voting procedures before candidate presentations and speeches.
- Voting procedure involves the implementation of a secret ballot, that is to say that all votes are to remain confidential.
- Votes will then be counted by no more than 4 executive committee members, as long as they are not running for a current position within the organization.
- Results must be delivered immediately after final count.

8.3.2 Online Voting

- Current executive committee is responsible for educating general members on the voting procedures before candidate presentations and speeches online.
- General members will email the elections email account with their identity and must answer the following questions in their voting ballot:
 - How many out of the past 3 General Meetings have you attended?
 - How many out of the past 3 activities have you attended (general meetings or events/fundraisers)?
 - Which candidate and position are you casting a vote for?
- The elections' email account will reply with a confirmation email stating the ballot has been received to validate the vote. Only validated votes can be counted toward a candidate's total votes.

8.4 Post Voting Procedures

Upon termination of the winter academic semester, the newly voted executive team must meet within a month of the last scheduled exam to begin planning for the organization's following academic year.

Planning includes, but is not limited to:

- deciding meeting dates,
- planning socials,
- creating events,
- creating a marketing plan and more.

Article IX: Expulsion

9.1 Grounds for expulsion

Ground for Expulsion include but are not limited to:

- Missing funds: Defined as the theft of organization's money.
- Physical and mental harassment: This includes, but is not limited to harassment digitally or in person, racial slurs or insults, degrading comments, intolerance of difference etc.
- Unethical and immoral use of organization's resources and connections. Which is at the discretion of the actual executive committee.
- If more than 3 unfulfilled tasks. Upon the 2nd task unfulfilled, a warning will be provided. The executive member executing the warning must inform the executive in question, that upon another unfulfilled task, they are able to be expelled from their position.
- If more than 3 executive meetings are missed without 1 week warning in advance, or as soon as possible, with their reason for being unable to attend. A warning will be provided. The executive member executing the warning, must inform the executive in question that upon another missed meeting, they are able to be expelled from their position. • Any Executive Member who has not filed against the accused, may mediate

9.2 Addressing an Expulsion

The hearing for the expulsion of an executive member must be held in confidentiality between all members of the executive committee members at an executive board meeting. The parties that are involved in the incident should be present at the executive meeting where there must be written details of the infraction(s) presented as a statement to be read in silence by the members of the committee. A conversation addressing the incident will then follow with possible solutions presented. In the events that the matter is very serious or that a party involves Cusa and the University, it is out of the organization's jurisdiction, and until resolved, neither of the parties can be involved in the organization.

9.3 Expulsion Process

After the initial conversation at the executive meeting, a final conversation addressing the incident shall be ratified by all executive committee members and the parties subject to the incident. shall be warnings. For a warning to tally, all Executives Committee members but the accused, must obtain a majority vote to

reach a consensus ad idem. An Executive Member has the right to veto, but only declines if the majority of Executive Members vote against.

Article X: Amendments

10.1 Changes to the Constitution

A clause can be proposed, amended or repealed if a motion is brought forth in-person, or online at an executive committee meeting.

10.2 Proposition of an amendment

Any general member of the organization may propose an amendment to the constitution. Said individual must bring a motion forward. This motion must outline the purpose of the change or implementation, its use, and how it is beneficial to the organization. This is at the discretion of the executive committee and general members. Not every executive committee member must be present at the motions meeting. The motion can only be passed upon a majority vote, described as $\frac{2}{3}$ majority, at a general meeting.

10.3 Passing an amendment

Upon a majority vote, the executive committee shall implement, modify, or edit the motion into the constitution according to its nature.

Article XI: Dissolution of the Organization

Upon dissolution of the Humanitarian Organization of Latin American Students, all assets gained through CUSA shall be returned to CUSA if required. All other assets shall be donated to a sustainable project based in Latin America. This project will be chosen by the remaining members and executive committee.