



# CONSTITUTION

## 1. Mission

To provide social, academic, and professional support to any Rotman student who identifies with or is interested in Latin American culture through cultural initiatives, social events, and professional network-enhancing efforts.

### Road Map Journey

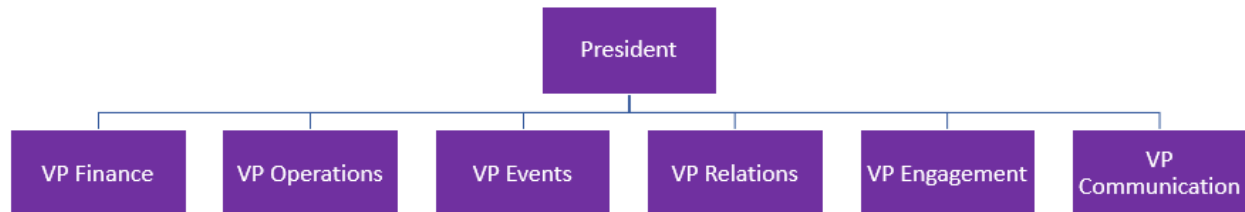
Identifies and addresses five needs experienced by students, especially Latin American students at Rotman, during their first year in Canada.

- **Onboarding:** To help first-year students to establish themselves in Toronto. Provide support for the visa, housing, bank and cellphone deals, groceries, and tasks that first years' experience before and during their first days in Canada. **The club has a strong focus on this aspect.**
- **Academic support:** Through mentorship programs and networking events, help students succeed on the rigorous academic calendar of Rotman.
- **Professional support:** Perform professional events to help Latin American students improve their chances of getting a co-op and/or full-time position in Canada. **The club has a strong focus on this aspect.**
- **Network:** Provide a healthy environment among Rotman Latin American Business Club (LABUC) members to build long-lasting relationships that lead to personal and professional opportunities in the future.
- **Social:** Provide formal and informal gatherings among the club members to help them expand their social circle, share different perspectives, and engage with other Latin American cultures. **The club has a strong focus on this aspect.**

LABUC is a support community created for Latin American students to settle correctly in Canada and help them maximize their MBA experience in all the categories expressed above.

## 2. Organizational Structure

The organizational structure usually consists of a President, a Vice President of Finance, a Vice President of Operations, a Vice President of Events, a Vice President of Communications, a Vice President of Engagement, and a Vice President of Relations. In addition, if required, the executives can include directors in the team. Nonetheless, the directors do not form part of the organizational structure for the Graduate Business Council (“GBC”) for Rotman purposes.



### Responsibilities

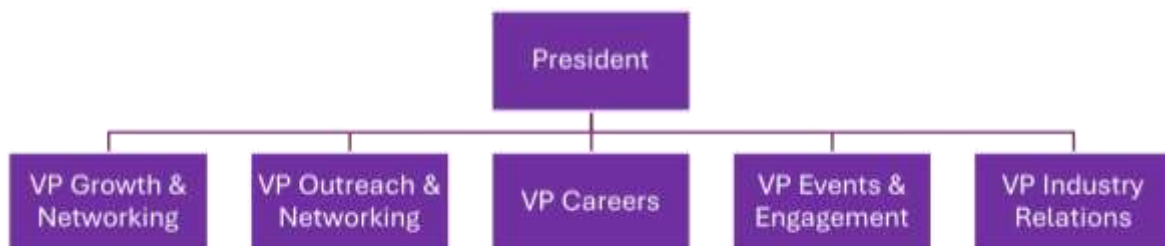
- **President:** Establish an execution plan and its strategies to accomplish the mission of LABUC. Main tasks consist of organizing the executive meetings, following up on critical club matters, coordinating the Vice Presidents of the Club and representing the Latin American community respectfully and extraordinarily.
- **VP of Finance:** To control and monitor the club's finances and oversee the bank account of LABUC. Main tasks consist of performing the budgets for each event (direct coordination with VP Operations & Events), recording all incomes and expenses and helping in the finance transition with the next executive team.
- **VP of Operations:** Create the event roadmap for the academic year with all associated considerations and work with the VP of Finance to budget each event. Main tasks consist of co-planning the event roadmap with the VP of Finance getting all the suppliers needed to perform the events on budget and with a high-quality standard.
- **VP of Events:** Find the venues, reserve the dates and ensure the VP of Communication receives all the requested materials for the club's newsletters. Work together with the President to ensure all events happen smoothly.
- **VP of Engagement:** To manage and create social events for the club's members (this role will need to develop a plan and strategy for this). Main tasks consist of networking with the club members to obtain insights and generate engaging social events to create and maintain a united LABUC community (keeping members engaged).
- **VP of Relations:** Manages and creates relationships with possible and current alumni, sponsors or other members of the Latin American and Rotman Latin American community, GBC, Career Centre, admissions and all Rotman-related personnel. Main tasks consist of networking with industry professionals, getting sponsorships and donations, getting funds from GBC, booking venues on campus and organizing information sessions with the Career Centre.

- **VP of Communications:** Create the communications strategy and roadmap based on the event planning and communicate all events and resources that LABUC offers by managing the club's LinkedIn, Instagram, Facebook accounts and newsletters. Main tasks consist of constantly working all social media channels, the official mail of LABUC and other sources of communication.
- **Directors:** As mentioned in the first paragraph of this section, the executives can include directors in the team if required. Nonetheless, the directors do not form part of the organizational structure for GBC purposes. Therefore, these positions must be supported by the current executive team and the following candidates. The Executive Team is responsible for deciding how many Director positions are needed for the period to which the team has been elected. For example, suppose the Executive Team decides to add Directors to the team. In that case, it is required that the open positions be posted to LABUC's Whatsapp Group and LABUC's social media, so everyone interested in joining the club can apply for the club position. If more than one person is interested in the place, the Elected Team will conduct an interview process to decide who is the best fit for the position based on the club's needs.
- **All:** Each member is expected to attend bi-weekly and other meetings as previously requested. However, they may only be absent, arrive later or leave earlier by prior arrangement with the President.

To provide a self-environment for all LABUC members, the current executive team recommends that the following executive candidates include as many nationalities as possible, sexual preferences, ethnicities, religions, and/or other diversity and inclusion matters that may apply.

The structure can be modified if the club executive team decides that is for the best benefit of the club, maintaining the responsibilities established and the above-mentioned alignment for the executives.

The following structure is going to rule for the years 2024-2025. We identify the need to put more effort into industry and career events to improve the co-op/full-time opportunities and the networking skills of the club members. The above rules for directors and the whole team continue to apply.



- **President:** Establish an execution plan and its strategies to accomplish the mission of LABUC. Main tasks consist of organizing the executive meetings, following up on critical club matters, coordinating the Vice Presidents of the Club and representing the Latin American community respectfully and extraordinarily.
- **VP Growth & Networking:** Focus on networking events and to control and monitor the club's finances and oversee the bank account of LABUC. The main tasks consist of performing the

budgets for each event, recording all incomes and expenses and helping in the finance transition with the next executive team.

- **VP Outreach & Networking:** Focus on contacting alumni and networking events. Also, in charge of creating the event roadmap for the academic year with all associated considerations and working with the President to budget each event.
- **VP Careers:** Focus on career support for members looking for co-op and full-time opportunities. Besides, create the communications strategy and roadmap based on the event planning and communicate all events and resources that LABUC offers by managing the club's LinkedIn, Instagram, Facebook accounts and newsletters. Main tasks consist of constantly working all social media channels, the official mail of LABUC and other sources of communication.
- **VP Events & Engagement:** Find the venues, reserve the dates and ensure the VP of Communication receives all the requested materials for the club's newsletters. Work together with the President to ensure all events happen smoothly and manage and create social events for the club's members. The main tasks consist of networking with the club members to obtain insights and generate engaging social events to create and maintain a united LABUC community (keeping members engaged).
- **VP Industry Relations:** Manages and creates relationships with possible and current alumni, sponsors or other members of the Latin American and Rotman Latin American community, GBC, Career Centre, admissions and all Rotman-related personnel. Main tasks consist of networking with industry professionals, getting sponsorships and donations, getting funds from GBC, booking venues on campus and organizing information sessions with the Career Centre.

### 3. Elections and Successions

In accordance with the GBC club requirements, LABUC shall run elections each school calendar year. The elections shall be conducted following the GBC club elections By-laws.

- Members of the current executive team may interview applicants for executive positions.
- Applicants for executive positions will apply individually to be a member of the executive team; the elected team will decide the President and the VP roles among themselves. The newly elected team may change the process for the next year if they desire to do so.
- Applicants for executive positions will need to show a draft of their plan and strategy of LABUC for the following school year.
- Total commitment to the club is an absolute requirement for each candidate.

### 4. Finance

LABUC shall register any income and expenses performed during the year. This includes funds from GBC, memberships and special events fees, as well as, expenses from events and other activities from LABUC. All finance activities must be performed in accordance with GBC By-laws.

## **5. Resolution Process**

Each member of the executive team is subject to a resolution process at any time during his/her participation at LABUC. Additionally, the executive team will hold end-of-term council meetings (every 6 weeks) to evaluate performance and in case any member is underperforming his/her objectives established at the beginning of the year shall receive a caution call.

- Two caution calls open the voting process for rescinding a member of the executive team.
- If an executive member has 50% plus 1 vote against him/her. He/she will be invited to rescind as an executive member.
- All executive members are subject to the resolution process.