



Contemporary Asian Studies Student Union: Constitution

Preamble

The Contemporary Asian Studies Student Union (formerly known as the Pan-Asia Student Society) is the undergraduate course union for the Contemporary Asian Studies program at the University of Toronto. CASSU was founded in 2010 by students in the Dr. David Chu Asia Pacific Studies program, and strives to strengthen students' understanding of contemporary Asia from a global perspective in a non-classroom setting. Through organizing social, cultural, academic and professional events related to Asia, the group sets to enhance students' interests for the region.

Article 1: Name

The name of the organization responsible for governing undergraduate student affairs shall be known as Contemporary Asian Studies Student Union, hereafter referred to as CASSU.

Article 2: Purpose

CASSU represents all undergraduate students affiliated or registered with the Contemporary Asian Studies program. By organizing academic and social events, CASSU's mandate is to create interest among undergraduate students and those within the Contemporary Asian Studies major and minor programs towards the region of contemporary Asia. CASSU will act as a liaison between undergraduate students and the Asian Institute, and will generate intellectual conversations as well as offer information about the Contemporary Asian Studies program, awards available within Asian Institute, study abroad in Asia, and Asia related career opportunities to its members.

Article 3: Membership

Membership to CASSU is open to all full-time undergraduate students enrolled in one Contemporary Asian Studies (CAS) course (0.5 credits or more) or any full-time students enrolled in a CAS Subject POST. However, all full-time Faculty of Arts & Science undergraduate students may attend all meetings and functions, and are welcome to participate in CASSU events.

Article 4: Organization

All members of the executive team must be full-time undergraduate students (or part-time with Student Union fee paid to ASSU), who are enrolled in CAS Subject POSt either as a major or minor. Executive members will be elected in April of each year, for a period of twelve months. The Executive shall be comprised of one or two (1 or 2) President, one (1) Treasurer, one (1) Director of Equity, one (1) Director of Public Relations, one (1) Director of Marketing, one (1) Marketing Associate, one (1) Executive Associate, and one (1) Junior Representative.

i. President (1 or 2 positions)

The President is primarily responsible for overseeing the operation, management and success of CASSU executive committee throughout the academic year. Two candidates may choose to run together for co-presidents, condition on their collaborative working experience on the CASSU Executive, on the same annual term.

- Coordinate executive activities and duties;
- Prepare agendas for executive meetings;
- Act as official chair of all meetings of the CASSU executive committee;
- Act as the official representative of CASSU at external functions;
- Act as primary liaison between CASSU and the Asian Institute;
- Primary signing authority for the bank.

ii. Vice President (1 position)

The Vice President is the secondarily responsible for overseeing the operation, management and success of CASSU Executive Committee under the discretion of the President(s). Candidates may choose to run for Vice President together with a Presidential candidate, condition on their collaborative working experience on the CASSU Executive, on the same annual term. Vice President will be responsible for non-academic advocacy on issues that impact CAS students that include, but are not limited to:

- Act as the secondary official representative of CASSU at external functions
- Act as the secondary chair of all meetings of the CASSU Executive
- Overseeing annual initiatives such as Mentorship Program, mental health access, CASSU office hours, etc.
- Serves as the students' point of contact for course-related concerns

iii. Treasurer (1 position)

The Treasurer is responsible for looking after financial transactions and preparing financial statements and records for the CASSU executive committee.

- The only other signing authority for the bank other than the President;
- Administer CASSU bank account (will have login access to E-banking);
- Prepare budget proposals for all events;
- In-charge of reimbursement for all internal operations within the exec team (collect receipts, write cheques, and submit total spending to ASSU);

- Create finance report for the year (include a tabulation of all total incoming and outgoing expenses for the year as well as net balance);
- Constantly seeking external sources of funding for the organization.

iv. Director of Equity (1 position)

The Director of Equity implements inclusion, diversity, equity, and accessibility (IDEA) measures to all CASSU initiatives and works closely with student bodies affiliated or in partnership with CASSU or the CAS program to build an inclusive and anti-racist community.

- Assist in the logistics planning and execution of CASSU initiatives.
- Identify any IDEA concerns and provide improvements that can be made to make CASSU initiatives more inclusive and equitable.
- Work closely with CAS student bodies to facilitate dialogue on the topics of Asian identities and experiences, anti-racism, and diversity.

v. Director of Public Relations (1 position)

The Director of Public Relations establishes all external working relationships between CASSU and external parties on-campus and is responsible for the promotion of all CASSU events through external networks.

- Provide communication networks between CASSU and all external parties on-campus (secure partnerships and collaborations for events);
- Compile a list of all CAS and relevant courses for in-class promotions and manage class visits;
- Promote all events through official University of Toronto departments (including AI, East Asian Studies etc.);
- Promote all events through ASSU & UTSU Newsletters;
- Work closely with the Director of Marketing in promoting CASSU events.

vi. Director of Marketing (1 position)

The Director of Marketing is responsible for marketing all CASSU events to CASSU members, especially in the creation of promotional materials.

- Design all creative promotional materials (posters, advertisements, pamphlets etc.);
- Create, update, and manage CASSU branding and overall image;
- Create marketing strategies for CASSU and present them to the executive team;
- Work closely with the Director of Public Relations in promoting CASSU events.

vii. Marketing Associate (1 position)

The Marketing Associate is responsible for supporting the Director of Marketing in all marketing activities for CASSU.

- Is in-charge of all social media releases (Facebook, CASSU website, Twitter) and create a united online image for CASSU;
- Has the secondary authority, behind the Director of Marketing, to sign off and publish CASSU promotional contents
- Responsible for taking photos and videos at events and uploading them onto CASSU's social

media on a regular basis.

- Work closely with the Director of Public Relation and Director of Marketing to promote CASSU brand and events

viii. Executive Associate (1 position)

The Executive Associate(s) is/are expected to assist with duties of the executive team as seen fit. They must be present during club fairs and other promotional events on campus.

- Is the primary meeting minutes taker;
- Assist President with the general management of the team;
- Assist with all other executive duties as required;
- Assist to take responsibility for logistics for each event.

ix. Junior Representative (1 position)

The Junior Representative is responsible for acting as a recruitment agent for CASSU towards the first and second year community surrounding the Asian Institute and Munk School.

- Act as a bridge to the first and second year community surrounding Munk School;
- Assist Secretary and Treasurer with the general management of the sectional divisions;
- Assist with all other executive duties as required.

Article 5: Synergy Journal

Synergy: The Journal of Contemporary Asian Studies is an undergraduate academic journal with a regional focus on East, Southeast, and South Asia founded by the Contemporary Asian Studies Student Union at the Asian Institute in the University of Toronto. The goal of the journal is to stimulate and generate vibrant academic discussions on the current political, societal, and/or economic developments in the Asia region, with a preference on targeting the thought-provoking academic conversations within the undergraduate community. The journal will operate as an independent, but affiliated organization.

i. The Synergy Editorial Board

i. i. Eligibility

Any registered Arts & Science student is eligible to apply to be the Editor-in-Chief of Synergy or a member of the Synergy Editorial Board.

i. ii. Composition

The Editor-in-Chief decides the composition of the Synergy Editorial Board.

i. iii. Duties of the Editorial Board

The duties of the Editorial Board include, but are not limited to:

- Working with the Editor-in-Chief to organize the collection and selection of academic articles, journal submissions, and alternative media products submitted to Synergy;
- Ensure the publication of one (1) academic journal within the academic year.

Article 6: Termination of Executives or General Members

Any member (including active member, executives, coordinators, and other affiliated personnel) of the organization who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest or neglect of executive duties, may be given notice of removal. The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favour of removal is required. If passed, the executive members will lose their executive position along with all associated duties and rights.

- Any executive or non-executive members who wish to resign before the end of the term need to declare such decisions to the entire executive team with a minimum of one (1) week prior.

Article 7: Meetings

i. Annual General Meetings (AGMs)

The group should hold general meetings at least once per academic term. The Executive will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and to propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

ii. Executive Meetings

The Executive shall meet on a regular basis where date and times are to be set by the President. Additional executive meetings can be required in the process of organizing major events.

Article 8: Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March or early April. These dates will be announced with a minimum of two (2) weeks prior and must fall on weekdays. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO shall accept nominations for executive positions from all active CASSU members currently within the University of Toronto community.

All executive committee positions must be elected or acclaimed. The Junior Representative position must be available to contest in the Fall By-Election and not at the end of the year General Executive Election.

- I. Candidates are required to present a personal statement to propose their intentions and aims, as well as the position they are running for. The personal statement must include an abstract of max 150 words, and a main candidate statement of unlimited length. Candidates may also include a picture. Everything submitted will be made available to voters both online and at the voting booth.
- II. Candidates must provide proof of enrollment in a CAS subject POST.
 - A. First year students running in the regular elections are exempt from this clause, but are required to submit proof of enrollment in a CAS subject POST by no later than two weeks

before the September by-elections;

1. First Year students who by that time still fail to meet the prerequisite to be in the executive team will lose their executive position, and the same position will be made available at the by-elections.
- III. Only students registered in a CAS subject POSt are eligible to vote in elections.
 - IV. Votes must be submitted in person via a ballot mandated by appointed officers, which will be open for the duration of the AGM. It can also be open for a maximum of half a day at the $\frac{2}{3}$ majority vote of the outgoing CASSU executive team. Constituents must be able to vote with anonymity and fairness, ie. one vote per person without the ability to track who voted for which candidate.
 - V. Ballots must be clearly distinguishable and controlled using sign-in sheets indicating the voter's names, student number and signature. Ballots and sign-in sheets must be kept for a minimum of four weeks in a secure area. Online voters are required to provide their full name (as it appears in ROSI), student number, UofT email, and proof of membership.
 - A. Proof of membership can be for example a screenshot from ROSI showing their enrolment in a CAS course or subject POSt.
 - VI. No campaigning, in any form, may take place once the balloting for the election has started. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie. After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.
 - VII. Registered Arts & Science members of CASSU may not vote by proxy.
 - VIII. The executive members elected will serve on the executive committee for the following twelve months unless termination or resignation occurs.
 - IX. By-elections shall be hosted before September 30 and shall follow the same procedure as regular elections. Members will vote for the Junior Representative, plus any other unfulfilled position.

Article 9: Constitutional Amendments

Any registered Arts & Science member may propose and vote on amendments to this constitution. The Executive will administer the process of having amendments discussed at general meetings. Constitutional amendments shall require a $\frac{2}{3}$ majority to be passed at Annual General Meetings by registered Arts & Science members in attendance. The Executive shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, Arts & Science Students' Union etc) within two (2) weeks of its approval by general members.