

Turkish Student Association

Constitution

Article 1: Name

The organization shall be called the Turkish Student Association of the University of Toronto herein referred to as the TSA.

Article 2: Language

The official language of the association shall be Turkish and English.

Article 3: Purpose

- a) To assist Turkish students who have newly arrived at the University.
- b) To promote interaction amongst members primarily within the context of the university community.
- c) To promote Turkish culture within the University.
- d) Initiate and promote relations between other groups in the University.

Article 4: Membership

- a) Any member of the University of Toronto (students, alumni, academic and administrative staff) may become a member and enjoy the privileges of membership in the association. Only registered University of Toronto students can vote and be elected as executive members.
- b) Individuals who are not members of the University of Toronto community may participate only as adjunct members.
- c) An adjunct may participate in General Meetings and in all activities of the TSA without voting privileges.

Article 5: Executive

- a) The Executive will consist of:
 1. President
 2. Vice-President
 3. Director of Finance
 4. Director of Communications
 5. Secretary
 6. Event Coordinators

Article 6: Elections of the Executive

- a) All TSA executive members must be members of the University of Toronto community at the time of the elections. Members of the University of Toronto community consist of students, staff, and faculty.
- b) The president and the vice president are preferred to be someone from the previous executive team.
- c) All members of TSA have a single and equal vote in a closed ballot. Elections can happen using online platforms like Google Forms.
- d) Elections must take place at the beginning of each new school year with a general

- vote using Google Forms. Only University of Toronto's registered students who are members of the association can vote and must identify themselves using their school email addresses in the voting procedure. The voting date should be announced two weeks prior by the executive team. In case of an unexpected resignation of one of the executive members, the executive team may call for an emergency voting with one week of notice in advance.
- e) The ballot counting is done by the current president and one other neutral member from the current executive team who is chosen within the team with a closed election.
 - f) The candidates with the most votes will get the positions.

Article 7: Duties of the Executive

President

- To act as the representative of the TSA
- To act as an Executive Signing officer
- To prepare an annual written report of the activities of the TSA with the input of the executive.
- To address all complaints and attacks against the TSA's activities and purpose
- To maintain the TSA bank account with the Director of Finance
- To prepare and respond to all correspondences with input from the executives
- To make the final decision, if necessary, when a tie occurs in a voting situation
- To warn the Executive Members if they are not following the constitution or taking decisions without President's knowledge and approval.

Vice President

- To assume the duties of the president in his/her absence
- To promote relations between TSA and other Turkish student groups and like organizations within the University
- To act as an Executive Signing officer

Director of Finance

- To act as an Executive Signing officer
- To supervise and handle all financial transactions under the auspices of the President and Vice-President
- To maintain records of all TSA transactions
- To prepare a budget at the beginning of the summer, fall, and spring sessions
- To maintain proper financial records
- To maintain the TSA's bank account
- To keep receipts

Director of Communications

- To manage the executive's internal and external communication
- To serve as the key spokesperson and media contact for the executive
- To develop posters for events

- To maintain the clubs website
- To manage TSA's presence at U of T
- To plan the overall marketing strategy for TSA
- To maintain the club's Facebook and Instagram accounts

Secretary

- Maintain and update the club list
- Prepare minutes and agendas for general meeting and annual general meetings
- Prepare annual event reports with the president

Event Coordinators

- To assist in developing new events
- To coordinate the club's events

Article 9: Resignation or Removal of Executive Members

- a) If for any given reason, personal, professional, or otherwise, an executive member is unable to continue to perform his or her duties before the completion of their term, he or she will present a formal letter of resignation.
- b) Any executive member of the association can put forward a motion to have an executive member or member removed at a General Meeting by a 50+1 majority vote. Before putting such a motion, President must be consulted individually before the motion is made public. President cannot be removed by any sort of voting unless the president resigns with his or her own will.
- c) The member who has been chosen to be removed must have the right to an appeal before the general meeting, and the majority vote of the general membership will have the final say on the matter.
- d) In the event of a resignation or removal of an executive member, a nomination can be put forward by the executive for the remainder of the year followed by a confirmation by a majority vote at the next General Meeting. Unless the resigning officer is not the President and/or the Vice President, then the Executive Team may have the right to appoint a person of their choice for the open position.

Article 10: General Meetings

- a) The General Meeting will take place under the following conditions:
 1. At the request of one third of voting members
 2. At the discretion of the executive
- b) The President must chair the General Meeting
- c) In the absence of the President, Vice President or Secretary shall chair the General Meeting
- d) There shall be no voting by proxy
- e) The business shall be conducted as follows:
 1. Executive reports (summary of activities and latest developments and briefing of the assembly)
 2. Motions from the executive or one third of the voting members

Article 11: Executive Meeting

- a) The meetings of the Executive will be held on the discretion of the executive members with a minimum of two meetings each term.
- b) The Secretary shall keep minutes and records of all decisions.

Note: Emergency Meetings of the Executive

Any member of the Executive may call an emergency meeting of the Executive with 24-hour notice if needed.

Article 12: Budget and Financial Transactions

- a) A report on all financial transactions is to be prepared by the Director of Finance. The Director of Finance will transfer the financial information to the current President who will transfer the information to the next Director of Finance elected.
- b) All money accumulated by the organization must be deposited in President's or Directory of Finance's bank account and must be spent on TSA events. If money is remaining at the end of a year, all the money must be transferred to the President who will then transfer that money to the newly elected President and Director of Finance.
- c) All transfers must be accurately and promptly recorded by the Director of Finance
- d) There shall be at least two signing officers. These will be President and Director of Finance or in the absence of the President, the Vice President will suffice.

Article 13: Amendment to the Constitution

Amendment to the Constitution may occur if the President approves the motion and 50+1 majority is sustained during the General Meeting within the executives.

Meeting on the condition that the motion is presented in writing at the request of one third of voting members in advance.