

Association of Macedonian Students at U of T (AMSUT) Constitution

Article I: Name of Organization

- 1.1 The official name of the organization will be the Association of Macedonian Students at the University of Toronto.
- 1.2 The Association of Macedonian Students may be referred to by the acronym AMSUT.

Article II: Purpose

- 2.1 The purpose of the Association of Macedonian Students at U of T will be to educate students of the Macedonian culture. This group was created to bring together current Macedonian students at the University of Toronto, and for those before us who have made all of this possible - the U of T and AMSUT alumni. Our goal is to embark on the same paths as our predecessors and keep the cause and vision viable. We must be active in bringing about positive changes within our respective communities, creating cohesion among all Macedonian youth organizations and establishing stronger ties between social, cultural and political characteristics of what it is to be Macedonian.
- 2.2 The Association of Macedonian Students at U of T will enhance the educational, recreational, social, or cultural environment of the University of Toronto St. George by spreading the awareness of Macedonian culture, and promoting interaction between youth groups from other schools.
- 2.3 The Association of Macedonian Students at U of T fundamentally serves a non-profit function within the University of Toronto St. George, and will not engage in activities that are essentially commercial in nature.
- 2.4 The Association of Macedonian Students at U of T operates as an independent entity working within the University of Toronto St. George community subject to the values and policies of the University.

Article III: Membership

- 3.1 Membership in the Association of Macedonian Students at U of T is open to all students, staff, faculty and alumni of the University of Toronto St. George.
- 3.2 The term of membership for the Association of Macedonian Students at U of T will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in the Association of Macedonian Students at U of T:
 - 3.3.1 Only ACTIVE REGISTERED STUDENT MEMBERS at the University of Toronto St. George Campus have the right to vote and sit on the executive committee.
 - 3.3.2 The right to communicate and to discuss and explore all ideas;
 - 3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;
 - 3.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;

- 3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
- 3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
- 3.4 Each general member shall possess the following responsibilities relative to participation in the Association of Macedonian Students at U of T:
 - 3.4.1 Support the purpose of the organization;
 - 3.4.2 Uphold the values of the organization;
 - 3.4.3 Contribute constructively to the programs and activities offered by the organization;
 - 3.4.4 Attend general meetings;
 - 3.4.5 Abide by the constitution and subsequent official organizational documents;
 - 3.4.6 Respect the rights of peers and fellow members;
 - 3.4.7 Abide by University of Toronto policies, procedures, and guidelines;
 - 3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 Alongside the requirements of general membership, each member who wishes to partake in the annual election must be considered an ACTIVE member under the following premises
 - 3.5.1 Must have a meeting attendance count of at least 50% of meetings throughout the membership period;
 - 3.5.2 Show active support at events and group functions throughout the year
 - 3.5.3 Contribute actively to the discussion of group projects and the well-functioning of the group
 - 3.5.4 Express a will to be an official recognized active member of AMSUT and who has stayed true to AMSUT values as described in article
 - 3.5.5 Although guidelines revolving around active membership depend on the above clauses, case by case basis evaluation may be permitted in the instance of reasonable argumentation with a two third majority consensus
- 3.6 The Association of Macedonian Students at U of T will collect a mandatory membership fee from each member each year. This fee will be proposed as part of the operating budget presented to general members for approval at a valid general meeting.
- 3.7 The Association of Macedonian Students at U of T values and respects the personal information of its members. The Association of Macedonian Students at U of T secures its member's information at all times and will not supply names or other confidential information to third parties.
- 3.8 The Association of Macedonian Students at U of T will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: Executive

- 4.1 The executives of the organization shall include the President, the Vice President External, the Vice President Internal, the Treasurer, and the Secretary. However, the sharing of most responsibilities is responsible to all members of AMSUT, so there is **no** hierarchy within the organization.
- 4.2 The broad responsibilities of each executive position are as follows:
 - 4.2.1 The President is the person that bears the responsibility of informing the University of certain events or arranging the use of spaces within the campus. This individual will be in contact with the University of Toronto St. George Department of Student Life.
 - 4.2.2 The Vice President External is the individual in which the University of Toronto St. George Department of Student Life may contact in the case that the President is unavailable. The Vice President External is responsible for any external correspondence for AMSUT.
 - 4.2.3 The Vice President Internal is the individual that is responsible for any internal correspondence within AMSUT. They are also responsible for working with Co-curricular record eligibility.
 - 4.2.4 The Treasurer is in charge of dealing with the AMSUT bank account. All monetary concerns should be dealt with by this individual.
 - 4.2.5 The Secretary is the individual responsible for organizing meetings, keeping track of meeting minutes, and meeting attendance.
- 4.3 Only student members of the organization may hold executive positions.
- 4.4 All members of AMSUT are collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
- 4.5 The executives cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
- 4.6 The term of each executive will last from May 1 following their election to April 30 of the following year.
- 4.7 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President so that they may inform the University of Toronto St. George Department of Student Life. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.
- 4.8 Any vacancy of executives shall be filled by any other member of the organization, subject to a vote by the general membership.
- 4.9 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.10 Any vacancy of the President shall be filled by the Vice President External and Internal.

Article V: Directorial Positions

5.1 Directorial Positions may be created at the beginning of the fall semester.

5.2 Suggestions for positions and editing of responsibilities is open to all members, and must be approved by the executive team.

5.3 The terms of each directorial position will last from the beginning of the fall semester to the beginning of the fall semester of the following year.

5.4 Only student members of the organization may hold directorial positions

5.5 Any director of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

5.6 Any vacancy of directors shall be filled by any other member of the organization, subject to a vote by the general membership.

Article VI: Removal of Members and Executives

6.1 The process for removing a member or executive may be initiated when a committee of no less than three AMSUT members appointed by the general membership to investigate a complaint determines that:

6.1.1 A member or executive has engaged in unlawful actions or activities;

6.1.2 A member or executive has violated the constitution;

6.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;

6.1.4 A member or executive has violated the rights of a fellow member;

6.1.5 A member or executive has not fulfilled their organizational responsibilities.

6.2 The process for removing a member or executive may also be initiated when:

6.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.

6.2.2 A motion for a removal vote is put forward by any member of AMSUT. The individual facing potential removal vote is entitled to vote on the motion if they are given an opportunity to explain themselves.

6.3 The removal of members will be facilitated by a *three tier* procedure which operates as follows:

6.3.1 First Tier:

- The member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

6.3.2 Second Tier:

- Initiated because the member has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
- The other members of the group must provide a written warning to the member that addresses each and every one of the complaints made against him or her. The member then has fourteen days after being given this letter to show improvement in their behavior.

6.3.3 Third tier:

- Initiated because the member has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
- The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the member facing removal (or an individual they designate), may speak for up to five minutes each.
- The removal of a member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The member facing removal is entitled to vote on the motion.

Article VII: Finances

6.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.

7.2 Notwithstanding section 6.1, a member may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the general members at a valid general meeting.

7.3 All Budgets shall be prepared by the Treasurer in accordance with the organization's priorities as determined by the members at a valid general meeting.

7.4 The Treasurer shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.

7.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

7.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.

7.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the whole group may decide, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by the Treasurer.

7.8 The Treasurer shall be the sole signing authority of banking instruments for the organization.

7.9 The Association of Macedonian Students at U of T will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

7.10 The Association of Macedonian Students at U of T will accept full financial and

production responsibility for all activities it sponsors, plans, or executes.

Article VIII: General Meetings

- 8.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy making, to propose amendments to the constitution, and to report on the financial status of the organization.
- 8.2 General meetings will be facilitated by all members of AMSUT. The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.
- 8.3 There shall be a minimum of one (1) general meeting held each month. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.
- 8.4 Members are expected to make brief progress reports on their activities at every general meeting.
- 8.5 Minutes of all general meetings must be recorded and maintained for reference purposes.
- 8.6 Any question at a valid general meeting shall be decided by a show of hands.
- 8.7 Whenever a vote by show of hands occurs, a declaration by the President that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

Article IX: Emergency Meetings

- 9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- 9.2 These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.
- 9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

Article X: Elections

- 10.1 Executive elections will be held prior to March 31 each year.
- 10.2 Only REGISTERED student members at UofT who have effectively fulfilled their duties as a member as per article III, shall be permitted to participate in an election and hold executive positions.
- 10.3 If majority wishes, a CRO May be brought in on behalf of the AMSUT team to conduct the annual executive election
 - 10.3.1 All active members of AMSUT must come to a majority consensus (of at least two thirds) on the decision-making of an electoral CRO (chief returning

officer) for the election 10.3.2 The CRO must ensure that the outlines of active membership are followed in order to afford the right of voting to certain members

- 10.4 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.
- 10.5 Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.
- 10.6 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.
- 10.7 The past executive must ensure the timely and respectful transition of all AMSUT information and materials post-election to the newly elected executive.

Article XI: Amendments

- 11.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 11.2 Notice of a meeting called to consider such a resolution shall be given as follows:
 - 11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;
 - 11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.
- 11.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting.
- 11.4 The general membership must have the final say on amendments to the constitution.

Article XII: Emergency Powers

- 12.1 In the case of extenuating circumstances, a member shall be afforded the ability to act without direction from other members.
- 12.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 12.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 12.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

Article XIII: Food Handling on Campus

13.1 The Association of Macedonian Students at U of T will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto St. George campus.

Article XIV: Precedence of University Policies

14.1 The Association of Macedonian Students at U of T will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the Association of Macedonian Students at U of T, the University's policies, procedures, and guidelines will take precedence.

Article XV: Legal Liability

15.1 The University of Toronto St. George does not endorse the Association of Macedonian Students at U of T's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article XVI: Banking

16.1 The Association of Macedonian Students at U of T agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto St. George.

Appendix A: General Meeting Rules of Order

I. Call to Order

18.1 The members of AMSUT may call the meeting to order only if one of the President, Vice President External, or Vice President internal is present.

18.2 The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with the constitution.

II. Review of the Agenda

19.1 The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.

19.2 At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.

19.3 When possible, changes to the agenda should be done by acquiescence of all general members.

III. Approval of Previous Minutes

20.1 The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership. 20.2 The minutes are prepared by an individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.

20.3 Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.

IV. Open Forum

21.1 It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.

V. Old and New Business

22.1 All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.

22.2 The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.

22.3 Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership. 4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VI. Motions and Deliberations

23.1 No general member may interrupt the speaker who has the floor.

23.2 Any member of AMSUT may bring up a topic of discussion and allow for discussion.

VII. Voting Motions

24.1 There are 3 basic motions for each item of business:

- A motion to adopt a specific action by the board.
- A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
- A motion to remove an item from consideration

- 24.2 The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
- 24.3 The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.