

Indonesian Student Association Constitution

I. Campus Group Name:

The official name of this recognized campus group is “The Indonesian Student Association at the University of Toronto Mississauga.”

The acronym or abbreviation of this group is: ISA UTM

II. Purpose:

The purpose, objectives, mission and/or mandate of the campus group is outlined in the following:

ISA UTM is a social and cultural club. First, we will act as a platform for people, particularly those at the University of Toronto Mississauga (UTM), to learn and converse about Indonesian culture. Second, we will create a space for Indonesian students to socialize amongst each other and the wider UTM community alike. Lastly, we will provide the utmost support to the Indonesian student body at UTM.

III. Membership:

Membership to the group is open to all UTM-registered students. Other University of Toronto members, including student, staff, faculty, and alumni may also be members solely as associates. It should be noted that only UTM-registered students are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to members that are not part of the University of Toronto, but these members do not hold the aforementioned rights.

Members must register with a designated executive by submitting their full name and a valid email address.

For recognition by the University of Toronto Mississauga’s Student Union (UTMSU), the group must maintain a minimum of 25 members, a total of 51% of the membership are UTMSU members. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

IV. Executives and Responsibilities

The executive committee shall be composed of up to six elected officers. These include one or two Presidents, a VP Finance, a VP Marketing, a VP Public Relation, and a VP Event Coordinator.

The President(s) shall:

- Have the final word on any major changes or initiatives.
- (In the case of two Presidents) Consult and work closely with one another to ensure greater consensus.
- Set direction for the club and take primary responsibility for conceiving, generating, and implementing projects.
- Delegate council responsibilities, and guide the council in executing tasks, including stepping in to fill a role when needed.
- Assist in taking meeting minutes and summarizing meeting objectives.

NOTE: All major paperwork and/or transactions require the verbal or written approval of at least one President.

The VP Finance shall:

- Oversee, along with the President(s), the management of all financial resources.
- Keep a record of all receipts, finances, and spending.
- Take charge of designing budgets in collaboration with the President(s) and other executives.
- Submit the biannual audit report to the UTMSU.

The VP Marketing shall:

- Manage the club's social media accounts, excluding external communications (e.g., Direct Message).
- Create all types of promotional material including, but not limited to, those about club events, cultural days, important announcements, and general club awareness.
- Keep track of social media engagement.

The VP Public Relation shall:

- Coordinate the club's relationships with organizations both on- and off-campus including, but not limited to, sponsors, local community organizations, UTMSU, UTM Admin, other UTM clubs, and UTM academic societies.
- Maintain a contact list of all members.
- Create and send emails to general members as well as external parties.

V. Meetings

. Annual General Meetings (AGM):

The group shall hold general meetings at least twice per year, once per academic term.

An executive will announce these dates a week prior to holding the meetings. These meetings intend to go over the group's annual activity plan, financial health, and propose or vote on any constitutional amendments. Motions will

require a two-thirds majority of UTM-registered members to be in attendance for a vote to commence. The motion with the most votes will be passed.

B. *Executive Meetings:*

The executive committee shall meet, at least, on a monthly basis where dates and times are to be set collectively. The minimum attendance at these executive meetings shall be two-thirds of the executive committee.

VI. Elections

Clubs must follow set election dates and procedures, including the procedure of nomination, majority vote, and eligibility of vote. Students may create additional positions in September, particularly for first-year students, in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Procedures:

- All registered clubs must hold an election by the end of February.
- Elections must be open to all interested candidates that are UTMSU-registered members of the club.
- Advertising for elections is mandatory, taking place over a minimum period of one week. Advertising must be visible throughout campus. Mass emails should be sent to all UTMSU-registered members of the club as well as the Clubs Coordinator and VP Campus Life prior to the week of accepting nominations.
- All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be non-biased and must be approved by the club executives and the Clubs Coordinator.
- A nomination period following the advertising period will be set for a period of at least one week.
- A campaign week will be held in the week following nominations close.
- Elections are to take place at a location designated for this purpose by the club's executives in the week following campaigning, consisting of a period of two or three days.
- If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for the position. This candidate must be subsequently approved by the VP Campus Life.

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Clubs Coordinator in a written format within 72 hours of the election.

The Clubs Committee withholds the right to nullify any club election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in an immediate effect of cancellation of club status. Non-submission of election results will result in later loss of club status through the Clubs Committee. If undemocratic election procedures are suspected, the election results or even the club status may be put forward to the Clubs Committee by the VP Campus Life.

VII. Removal from Office

Removal from office can occur after a member of the Clubs Committee (i.e., VP Campus Life) has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problems(s) and the steps to be taken to resolve them.

After said warnings, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Clubs Committee. The result of the vote should be two-thirds of the executive in favor of removal.

In addition, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter. The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal from office.

Alternatively, an executive member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws, such removal will occur if and only if the following conditions are satisfied:

A request is submitted to the VP Campus Life, which should:

- be signed by at least 30% of the Club membership or two-thirds (2/3) of the club executive committee.
- specify the alleged incidents of neglect of duty.
- upon receipt of the request, require the council to hold a referendum within twenty (20) days.

In the case that a council member is removed from office, a by-election will be held if necessary, according to the election rules as previously described under “Election Procedures.”

VIII. Amendments to Constitution

Any UTM-registered members may propose and vote on amendments to this constitution. The executive committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a two-thirds majority to be passed at Annual General Meetings by UTM-registered members in attendance.

The executive committee shall formally adopt the new constitution and submit the revised constitution to respective University offices (i.e., University of Toronto Mississauga Student Union) within two (2) weeks of its approval by general members.