

**UTM Vietnamese Student Association
Constitution (2022-2023)**

Article 1: Name

This club shall be known as the University of Toronto Mississauga Vietnamese Student Association (UTM VSA).

Article 2: Purpose

UTM VSA is a place for students with a Vietnamese background or an interest in Vietnamese culture to gather together and celebrate its rich heritage. It is a community where students are able to meet and network with others, grow and develop their skills, and most importantly, feel a sense of belonging. In addition, UTM VSA is a nonprofit organization that is always looking for ways to give back to the Vietnamese community whether it be through community involvement, philanthropy projects, or volunteer work.

Article 3: Membership

Section 1. Any student enrolled at the University of Toronto shall be eligible to join the UTM VSA.

Section 2. Community members and alumni are eligible to join the UTM VSA solely as associates.

Section 3. No membership fee is required to join the UTM VSA, but some events may require attendance fees.

Article 4: Executives

Section 1: The President* (2) shall:

- Be responsible for overseeing the general activities of UTM VSA.
- Call and preside over both executive and general meetings.
- Delegate tasks to members to ensure the smooth operation of UTM VSA.
- Act as the official representative of UTM VSA when liaising with external entities.
- Be held accountable as a signing officer of the club's bank account and on all club documents.
- Report club activities and budget to the UTMSU office and ensure club adherence to UTMSU's and the University of Toronto's club-related policies.

- Be responsible for completing the UTMSU audit.

*This position may be held by two people (co-presidents).

Section 2: The Vice President of Internal Affairs (1) shall:

- Be responsible for administrative duties within UTM VSA.
- Ensure the success of UTM VSA's events and activities by keeping executive members on task.
- Maintain all club records and membership list.
- Keep track of and respond to UTM VSA's emails.
- Record adequate meeting minutes and make them available to all executives.
- Take charge of club operations in the absence of the co-presidents.

Section 3: The Vice President of External Affairs (1) shall:

- Be responsible for the external relationships of UTM VSA.
- Actively search for opportunities to get more involved with both UTM and Vietnamese community initiatives.
- Foster and maintain relationships with community, charity, and commercial organizations.
- Lead in the planning and executive of collaborative events.
- Take charge of club operations in the absence of the co-presidents.
- Take charge of the logistics for the ACE program.

Section 4: The Vice President of Finance (1) shall:

- Be responsible for ensuring the financial health of UTM VSA.
- Determine the financial direction of the club during the school year.
- Produce and maintain records of all financial transactions made on behalf of UTM VSA.
- Be held accountable as a signing officer of the club's bank account and for the issuing of funds for all authorized expenditures.
- Assist the President in submitting a financial report to the UTMSU office as part of the year-end re-recognition package.

Section 5: The Co-Vice President of Events (2) shall:

- Take initiative in university life and be responsible for organizing club campus events.
- Work closely with Event Coordinators, VP Marketing, Creative Director, and Cultural Director to monitor progress of planning events.
- Be responsible for making event financial decisions with assistance from the VP of Finance.
- Develop a work plan and agenda for external and internal networking.

Section 6: The Vice President of Marketing (1) shall:

- Be responsible for UTM VSA's marketing and promotional activities.
- Determine the direction and focus of UTM VSA's marketing throughout the school year.
- Work closely with Marketing Directors to promote club activities.
- Work closely with the Creative Director to produce effective marketing materials.

Section 7: The Marketing Director (1-2) shall:

- Be responsible for UTM VSA's marketing and promotional activities.
- Work closely with VP Marketing to promote club activities.
- Use various platforms (social media, email, etc.) to promote and spread awareness of the UTM VSA.
- Inform members about the events and general happenings of the club.

Section 8: The Cultural Creative Director (1) shall:

- Work closely with the VP Marketing and Marketing Director to produce effective marketing materials such as UTM VSA's visual assets such as graphics and videos to promote and spread awareness of UTM VSA.
- Ensure that marketing materials align with and promote the club's vision.
- Take the lead in the research of Vietnamese cultural aspects for activities and events.
- Be in charge of coordinating UTM VSA's portion of the IGNITE Cultural Show hosted annually by UVSAEC.

Section 9: The Event Coordinator (1-2) shall:

- Be responsible for planning and executing events on behalf of UTM VSA.
- Work closely with VP Events to oversee event planning and execution.

- Organize logistics of events to minimize risks and ensure they run smoothly.
- Responsible for connecting with other clubs and executive team regarding the operation of and roles during events.

Section 10: Senior Advisor (varies) shall:

- An honorary position to those who contributed at least 2 year in the executive in which they are free to contribute/support however they wish.

Section 11: General Executive (varies) shall:

- Assist in the planning and execution of events.
- Participate in tabling and outreach initiatives on campus.
- Assist senior executives with tasks as needed (eg. design-work, meeting community partners, etc...).

Article 5: Meetings

Section 1: Executive meetings shall be held at least once a month to discuss the state of the club as well as to plan future events and initiatives.

Section 2: General meetings shall be open to all University of Toronto Mississauga students and shall be held once a semester to discuss the state of the club and gain input from the membership.

Article 6: Election

Section 1: Elections for the UTM VSA executive positions are to be held once a year in February.

Section 2: The Official UTMSU Election Procedure

- All registered clubs must hold an election by the end of February.
- Elections are open to all interested candidates that are members of the club. Advertising for elections are mandatory and are to take place over a period of a minimum of two weeks, and must be visible throughout campus.
- 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 executive and the Clubs' Administrator.
- A nomination period following the advertising period should 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 Executive in the week following campaigning, consisting of a period of two or three days.
- In the case of a by-election, clubs must still follow the above regulations.
- Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Clubs' Administrator in written form within 72 hours of the elections.
- 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 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.

Section 3: Hybrid Election/Appointment Procedure

- This is an alternative process to the official UTMSU election procedure.
- The process outlined in Section 2 will only be used to determine the President(s) for the coming school year.
- It will be left to the discretion of the President(s) to appoint individuals to the other executive positions.
- All election rules and restrictions still apply.

Section 4: To determine which of the two election procedures the club will follow, a vote shall be made at a general meeting held in February.

Section 5: If election procedures are deemed to be unfair, the results will be subject to petition by a member and a re-election will be held under the supervision of the UTMSU Clubs' Administrator.

Article 7: Removal from office

Section 1: Removal from office can occur after the VP Campus Life has issued two verbal warnings and the Clubs Committee has issued one written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them.

Section 2: Alternatively, an executive member may be removed from office by the club itself for failing to perform his/her 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 be submitted which should:
 - Be signed by 30% of the club membership;
 - Specify the alleged incidents of neglect of duty.
- Upon receipt of request, the council shall be required to hold said referendum within twenty days.
- In case of a council member being removed from office, a bi-election will be held, according to the election rules.

Article 8: Amendments

Any registered U of T 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 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.