

Volunteer Interpretation Service For Koreans (VISK) Constitution

Name

The official name of the organization shall be the “Volunteer Interpretation Service For Koreans.” The abbreviated name shall be “VISK.”

Purpose

The purpose of VISK shall be:

To serve the Korean community in need of communication help

To interpret or translate for newly arrived Koreans in their settlement processes, and

If possible, tutor English as a Second Language (ESL) to Koreans in Toronto for basic conversation skills and for school work.

Amendment

Any member interested in amending the VISK constitution must first submit a written proposal to the serving president, **which will be reviewed by the general members.** Amendments to the VISK constitution will require the approval of a two-thirds majority by the current general membership at the general meeting after two weeks’ notice has been given.

Executive Member Structure

All executive members must agree to respect other members at all times.

President

The responsibilities of the president are:

To take full responsibility for all activities of the organization

To guide the general direction of the organization

To oversee the activities of the other executive members

To act as the official liaison with the University of Toronto Student Union, KCWA Family and Social Services, and other external groups.

To receive all the interpretation requests from North/ South Koreans or groups that help Koreans

To be informed of the process of the tasks for each position

Vice-president

The responsibilities of the president are:

To work with a president to effectively allocate jobs for each position

To oversee the activities of the organization

To ensure that the team does jobs for the organization, not for its own good

To act as an official liaison, along with the president

To report, and be informed of the process of the tasks for each position

External Manager

The responsibilities of the external manager are:

To have regular meetings and connections with external organizations, such as UTSU, KCWA, or KCCA

To organize ideas for collaborative events with the external organizations

To arrange regular meetings with external organizations, especially via emails

Treasurer

The responsibilities of the treasurer are:

To apply for funding from various sources for the organization

To be the group's official liaison in dealing with the bank

To maintain financial records of the organization

To reimburse members for club-related financial transactions approved by the president

To provide an update to the executive members on the financial situation of the organization.

Internal Manager

The responsibilities of the internal managers are:

To find a volunteer for the interpretation request

To keep an up-to-date record of the active volunteers

To arrange Co-Curricular Records and have meetings with the validator

To work out the logistics (time and location) for the events held by VISK

To work out the logistics (time and location) for the meetings held by VISK

To assist the president in the creation and distribution of the meeting agenda

To accurately record the contents of each meeting and distribute them promptly to the executive members

To maintain records of all VISK's activities and member profiles

Marketing Director

The responsibilities of the marketing directors are:

To plan an effective marketing scheme, especially using social media

To create posters for events

To inform members of activities through practical means, including emails

Membership

Membership is open to all students, staff, faculty, and alumni of the University of Toronto community.

All members have the freedom to either volunteer as a translator, an English/Korean interpreter, or both.

There is no membership fee.

Any member who wishes to run for the executive positions, vote in elections, and proposes and vote for constitutional amendments must be a student, staff, faculty, and/or alumni of the University of Toronto.

Elections

The election for the executive should be held prior to the end of the spring semester.

The election shall be open to all members of the VISK.

The candidates should apply for the position by completing an application form.

Once accepted, all application forms will be considered by existing executive members.

A candidate with a clear vision of VISK shall be elected.

All elected executives will be expected to serve for the entire duration of the University of Toronto's academic year (early September – late April)

All voting and candidacy must be in person by the person casting the vote. Proxy is not allowed.

Finance

Possible sources of funding for the VISK include the University of Toronto Student's Union, Hart House Good Ideas Fund, the University of Toronto Dean's Initiative Fund, the Student Affairs, the Office of the Provost at Trinity College, the Trinity College Meeting, the East Asian Studies Department at the Munk Centre for International Studies, payments for paralegal service and potential donations from interested individuals.

The Treasurer shall handle all of the administration of the expense reimbursements approved by the President.

Meetings

There shall be a minimum of four general meetings for each academic year. Two meetings shall occur in the fall/winter semester and two in the spring/summer semester.

There shall be one minimum executive meeting per month.