

# **Constitution of “The Egyptian Students Association at The University of Toronto - St. George”**

## **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “The Egyptian Students Association at The University of Toronto - St. George”
- 1.2. The official acronym or abbreviation of the group is “ESA- UTSG”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to protect and care for the affairs of its members; to objectively analyze and struggle to solve their problems; to represent them in front of all official and non-official levels upon the request of members, and to expose the true civilized and cultural character of Egypt in front of the Canadian and International societies.

## **2. Article Two – Membership and Membership Fee**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

## **3. Article Three – Rights of Members**

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.
- 3.7. The structure of ESA is composed of:
  - I. The General Assembly of the ESA members, including all voting and non-voting members.
  - II. The Executive Committee.

## **4. Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of at least **five (5)** voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

## **5. Article Five - Executive Committee Composition and Duties**

### **5.1. The **President** shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

### **5.2. The **Vice-President** shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts.

### **5.3. The **Internal Relations Coordinator and Media Coordinator** shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,
- 5.3.3. Maintain the group social media accounts and member contact list,
- 5.3.4. Record notes and motions for meetings,
- 5.3.5. Notify all members of general meetings.

### **5.4. The **Treasurer** shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on financial position of the group,

- 5.4.6. Prepare an annual budget for the group.
- 5.5. **The Social and Recreational Programs Director shall:**
  - 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 5.5.2. Organizes social events for ESA members,
  - 5.5.3. planning joint activities,
  - 5.5.4. Coordinating with other groups for events,
- 5.6. **The External Communications Coordinator shall:**
  - 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 5.6.2. Responsible for maintaining proper communication with other student groups, organizations, and universities on and off campus.

## **6. Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

## **7. Article Seven – Finances**

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.

- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet bi-weekly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **9. Article Nine - Termination of Membership**

- 9.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.

## **The Egyptian Students Association Constitution at the University of Toronto (ESA-UofT)**

### **Article 1. Name and Nature:**

The Egyptian Students Association at the University of Toronto (ESA-UofT) is a democratic student organization.

### **Article 2. Goals and Objectives:**

1. A syndicated goal: to protect and care for the affairs of its members; to objectively analyze and struggle to solve their problems; to represent them in front of all official and non-official levels upon the request of members.
2. A propagatory goal: to expose the true civilized and cultural character of Egypt in front of the Canadian and International societies.
3. A scientific goal: to help developing solutions to upgrade the research activities in Egypt as much as human and practical resources allow.

### **Article 3. Membership and Organizational Structure:**

Membership in the ESA is open to all the University of Toronto Community Members including Students, Staff, Faculty and Alumni as long as they abide by the ESA bylaws. Only currently registered students have full voting rights, the ability to nominate and run for executive positions and the ability to propose and vote on constitutional amendments.

The Membership is also open to non University of Toronto Community Members. Non University of Toronto Community Members may not vote on any matter pertaining to ESA. Only University of Toronto Community Members may vote.

There are no restrictions with regards to race, nationality, or ethnicity for membership in the ESA.

### **Article 4. Organizational Structure of ESA:**

The structure of ESA is composed of:

1. The General Assembly of the ESA members, including all voting and non-voting members.
2. The Executive Committee.

**Article 5: Nature and Responsibilities of the General Assembly:**

The general meeting comprises all voting members of ESA.

The General Assembly of ESA members is the legislative branch of the ESA. It is vested with all the authority necessary to make and approve policies and general guidelines for the ESA. The legal quorum of the General Assembly should be at least 5 members.

The General Assembly has the following responsibilities:

1. Discussing and approving activity reports, the ESA financial report; the right to question the Executive Committee or any ESA member.
2. Determining the general policy of the ESA in order to achieve the ESA goals.
3. Revising and/or modifying and/or approving any decision including the ESA Constitution and Bylaws.
4. Annual election of the ESA executive committee.
5. Proposing and voting on constitutional amendments. All members have one equal voting power.

**Article 6: Nature and Duties the ESA Executive Committee:**

The ESA Executive Committee consists of two groups of executive teams that work in collaboration in order to achieve the ESA objectives and goals. These two groups form the executive branch of the ESA body.

The first executive team, namely ESA-UofT, is composed of 7 executive members whose duties are described as follows:

1. ESA-UofT President: Oversees the activities of the ESA in addition to communicating with the University of Toronto officials regarding any matter pertaining to the ESA.
2. ESA-UofT Vice President: Assists the ESA President and oversees the organization during the absence of the President. Moreover, the Vice President is responsible for communicating with other members of the ESA EC and reporting the outcome to the President.
3. ESA-UofT Treasurer: Manages the financial responsibilities of the organization. This also includes planning fundraising events.

4. ESA-UofT Social and Recreational Programs Coordinator (Social officer): Organizes social events for ESA members. Duties also include, but are not limited to, planning joint activities with other groups on and off campus.
5. ESA-UofT Internal Communications and Media Coordinator (Media officer): Responsible for managing the group website, members' database and the ESA "Online Marketing Campaign".
6. ESA-UofT External Communication Coordinator (Communications officer): Responsible for maintaining proper communication with other student groups, organizations and universities on and off campus.

**Article 7. Qualifications and Regulations of ESA Executive Committee: • • •**

Nominees should have at least one full year left as full-time UofT students before the end of their program to be eligible for election or nomination into an executive post.

In case of a vacancy in any EC position, excluding the position of President, the vacant position is occupied based on the following criteria:

1. The second highest vote counts during the previous ESA Elections.
2. A substitute member selected by the ESA General Assembly.

In case a vacancy in the President position, The Vice President completes the term of the President and carries all his/her authorities. If the Vice President cannot carry out the responsibilities of the President position or declines the position, a by-election should be operated for filling the president position.

**Article 8: Election Regulations:**

- The Election process for the executive positions within the two executive groups (ESA-UofT and ESA-Y-UofT) is to take place simultaneously.
1. Election officer
    - 1.1. An Election officer is selected by the executive committee to oversee, explain, and perform the election process. The election officer does not have the right to vote or nominate himself or any other member for an executive position.
    - 1.2. The Election officer collects names and announces eligible nominees who:
      - 1.2.1. Have been nominated by at least two members.

- 1.2.2. Have accepted the nomination.
2. Election Date
    - 2.1. Unit members are to be informed by the election officer about the Election Day at least one week in advance.
    - 2.2. The above condition (2.1) might be waived upon the approval of the unit members.
    - 2.3. Different forms of communication such as web tools, e-mails or phones can be used to inform the unit members about the Election Day.
    - 2.4. If any member is excluded deliberately from being notified about the Election Day, the election will be considered illegal.
    - 2.5. It is recommended, but not necessary, to have the elections done on weekends throughout the period of May 1<sup>st</sup> until the end of June.
  3. Legal Quorum
    - 3.1. The minimum attendance should not be less than 5 members if item 2.1 is satisfied. Otherwise, the legal quorum will be two third of the unit voting members.
  4. Nomination and voting regulations
    - 4.1. All the University of Toronto Community Members can run and/or nominate for any position on the Executive Committee.
    - 4.2. Attending the elections is open to all ESA members, but only voting members are eligible to vote or nominate others for Executive Committee positions. Nominees should not accept more than one position.
    - 4.3. Each member of the General Assembly is entitled to elect only one person for each position through secret ballot; and executives are chosen according to the highest vote.
    - 4.4. In case there is only one nominee in any executive position, there must be a vote by Yes or No on this acclaimed position.
    - 4.5. The Election officer is responsible for tracking valid vote counts before officially announcing the elections results to the unit members.
    - 4.6. It is also permitted to vote by the means of phone with rules similar to those mentioned in item 4.1. Members willing to vote by phone should provide the election officer with their phone number during the election time. During the elections, the election officer should try to contact those members three times at most. Only three cases are allowed to use voting by phone.
    - 4.7. It is not allowed to vote through pre-authorization.
    - 4.8. Members who attended less than 50% of the general meetings in a calendar year (from April to March) will not have the right to vote.

**Article 9: Terms of Office:**



Membership in the Executive Committee is for only one year.