

## **Constitution of “Brazilian Students Association University of Toronto Student Chapter”**

### **Article I: Name of Organization**

1. The official name of the recognized student group is “Brazilian Students Association University of Toronto Student Chapter.”
2. The official acronym or abbreviation of the group is “BRASA UofT.”

### **Article II: Purpose**

2.1. The purpose, objectives, mission and/or mandate of the organization is to be recognized as a platform for training leaders, entrepreneurs and change drivers in the public, private and social sectors. We also have the dream of empowering the next generation of leaders for a better Brazil – a dream that is shared by each member of BRASA, which is the main reason why this team of passionate people joins to work daily; this is what guides everything we do. At the center of our values are proactivity, excellence, and commitment to Brazil.

### **Article III: Membership**

- 3.1. The group shall maintain a list of group members.
- 3.2. Voting membership is open to all registered students of the University of Toronto.
- 3.3. Voting membership is open only to registered students of the University of Toronto.
- 3.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 3.5. The membership fee will be \$0 per year.
- 3.6. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.7. All voting members have a right to attend all general meetings of members.
- 3.8. All voting members have a right to cast votes at all general meetings of members.
- 3.9. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.10. All voting members have a right to cast votes in all group elections and referendums.
- 3.11. All voting members have a right to propose and vote on amendments to this constitution.
- 3.12. The rights prescribed in Article Three are not awarded to non-voting members.

### **Article IV: Executive**

- 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 composed of eleven (11) 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.

4.5. The maximum number of non-voting positions on the Executive Committee shall be one (1) position or ten percent (10%) of the positions on the Executive Committee, whichever is greatest.

4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

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.

#### 4.8. Executive Committee Composition and Duties

4.8.1. The President shall:

4.8.1.1. Be eligible to cast votes at meetings of the Executive Committee,

4.8.1.2. Oversee the operations, management, and success of the group,

4.8.1.3. Serve as spokesperson for the group,

4.8.1.4. Hold signing and financial authority along with the Director of Finance,

4.8.1.5. Preside over meetings of the Executive Committee and/or members,

4.8.1.6. Ensure a transition of office from one year to the next.

4.8.2. The Director of Communications shall:

4.8.2.1. Be eligible to cast votes at meetings of the Executive Committee,

4.8.2.2. Promote the values of the group,

4.8.2.3. Maintain a list of group members,

4.8.2.4. Maintain the social media accounts and member contact list,

4.8.2.5. Record notes and motions for meetings,

4.8.2.6. Notify all members of general meetings.

4.8.3. The Director of Finance shall:

4.8.3.1. Be eligible to cast votes at meetings of the Executive Committee,

4.8.3.2. Promote the values of the group,

4.8.3.3. Record all financial transactions of the group,

4.8.3.4. Hold signing and financial authority along with the President,

4.8.3.5. Maintain a budget of income and expenses,

4.8.3.6. Applying for funding and securing sponsorship,

4.8.3.7. Advise members on the financial position of the group,

4.8.3.8. Prepare an annual budget for the group.

4.8.4. The Director of External Relations shall:

4.8.4.1. Be eligible to cast votes at meetings of the Executive Committee,

4.8.4.2. Promote the values of the group,

4.8.4.3. Contact and communicate with other student groups or organizations interested in creating partnerships with the group

4.8.5. The Events Coordinator shall:

4.8.5.1. Be eligible to cast votes at meetings of the Executive Committee,

- 4.8.5.2. Promote the values of the group,
- 4.8.5.3. Plan and organize events,
- 4.8.5.4. Contact sponsors and partners for events,
- 4.8.5.5. Attain the location and materials necessary for events,
- 4.8.5.6. Ensure that events run smoothly and in accordance with policies.

#### **Article V: Removal of Members and Executives**

- 5.1. The Executive Committee may revoke the membership of any club member who commits and acts negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
- 5.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 5.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 5.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 5.5. 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.
- 5.6. 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.
- 5.7. Executive Committee members are subject to the same termination of membership process as general members.

#### **Article VI: Finances**

- 6.1. The Director of Finance shall keep an active record of income and expenses.
- 6.2. The Director of Finance shall present the group's updates on the group's financial position at annual general meetings.
- 6.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 6.4. The group may not engage in activities that are essentially commercial in nature.
- 6.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 6.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 6.7. The group will not pay salaries to any of its officers.

#### **Article VII: General Meetings**

- 7.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 7.2. The group shall hold general meetings at least twice per year to provide the general membership with an opportunity to review the group's annual activity, plan, financial, and health, and propose or vote on constitutional amendments.
- 7.3. 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.

#### **Article VIII: Executive Meetings**

8.1. The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

8.2. Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:

8.2.1. Formulating and distributing an agenda for each meeting,

8.2.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner,

8.3. There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period of September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting. It will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.

8.4. The frequency of executive occurring between May 1 and August 31 will be left to the discretion of the executive committee.

8.5. Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.

8.6. Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.

8.7. Minutes of all executive meetings must be recorded and maintained for reference purposes.

8.8. Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.

8.9. Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

8.10. Any question at an Executive Meeting shall be decided by a show of hands.

8.11. Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meetings.

8.12. In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

8.13. The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

#### **Article XI: 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.

9.4. Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

### **Article X: Elections**

- 10.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 10.2. All voting group members shall be eligible to seek nomination and cast a ballot for each voting position.
- 10.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 10.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 10.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 10.6. 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.
- 10.7. The elections must be held in an unbiased manner. No individual seeking an election may participate in planning or administering the election.

### **Article XI: Amendments**

- 11.1. All constitutional amendments require a 2/3 majority vote to be passed at a general meeting.
- 11.2. All voting members may propose and vote on amendments to the constitution.
- 11.3. 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.
- 11.4. 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.

### **Article XII: Transition**

- 12.1. All outgoing executives are required to transfer all organizational resources relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 12.2. All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs they lead.
- 12.3. All outgoing and incoming executives will participate in a joint training session no later than the end of May each year to assist with the transition between new executive teams.

### **Article XIII: Emergency Powers**

- 13.1. In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 13.2. 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.

13.3. Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

13.4. General members have the ability to remove emergency powers where appropriate through the submission of a signed petition from at least 10% of the entire general membership.

**Article XIV: Food Handling on Campus**

14.1. 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 Scarborough campus.

**Article XV: Precedence of University Policies**

15.1. 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 University's policies, procedures, and guidelines will take precedent.

**Article XVI: Legal Liability**

16.1. The University of Toronto Scarborough does not endorse the's beliefs or philosophy, nor does it assume legal liability for the group's activities on or off campus.

**Article XVII: Banking**

17.1. 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 Scarborough.

9 Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.

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

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should appear in the order outlined in these rules of order.

2. 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 the proper functioning of meetings and the organization requires planning.

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

4. When possible, changes to the agenda should be made with acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

### III. Approval of Previous Minutes

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.
2. The minutes are prepared by either the secretary or some other 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.
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.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

### IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
- 10
3. This time should also be used for any presentations to be made to the general membership.

### V. Open Forum

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.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

### VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.

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.

#### VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Chairperson that all general members have had the opportunity to thoroughly discuss the matter, the Chair should announce that the item of business is ready for a vote.

#### 11 VIII. Voting

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
2. The general membership is limited to discussing one item of business at a time. Still, there are no limits to the number of motions that may be considered to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
4. 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. All motions may be reconsidered at any time by the general membership.