

## Constitution of “Volunteer Interpretation Service For Koreans (VISK)”

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### 1. Article One – Name and Purpose

1. The official name of the organization will be the “Volunteer Interpretation Services For Koreans (VISK)” at the University of Toronto St. George Campus.
2. Volunteer Interpretation Services For Koreans may be referred to by the acronym VISK.
3. The purpose of VISK is to serve any individuals or groups in the community in need of communication help with Korean-to-English and English-to-Korean interpretation/translation.
4. To interpret or translate **as volunteers** for Koreans in the Greater Toronto Area (GTA) for any conferences, events, medical visits, etc.
  - 4.1. No interpretation jobs that deal with the law or government can be accepted.
  - 4.2. No payment of any kind should be accepted from VISK’s clients. If heavily insisted upon multiple times by a client, any payment received shall be used towards the whole of VISK such as transportation fees for in-person interpretation works.
5. Only certain documents that need translation will be accepted **if** a contract is signed stating that the client understands that VISK’s executive members are not licensed translators, only students, and do not take any legal responsibility that may occur in the process of this work.
6. VISK fundamentally serves a non-profit function within the University of Toronto St. George, and will not engage in activities that are essentially commercial in nature.
7. VISK operates as an independent entity working within the University of Toronto St. George community subject to the values and policies of the University.

### 2. Article Two – Membership

1. The group shall maintain a list of General Group Members.
2. Voting membership is open to all registered students of the University of Toronto St. George Campus.
3. 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.
4. There is no limitation on the membership eligibility. The University of Toronto St. George campus students, staff, faculty, and alumni can join, benefit from, and contribute to the organization.
5. There are no restrictions against different ethnicity, race, religion, and gender.
6. There is no membership fee for the organization.

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

1. All voting members have a right to attend all general meetings of members.
2. All voting members have a right to cast votes at all general meetings of members.
3. All voting members have a right to stand for election unless otherwise stated in this document.
4. All voting members have a right to cast votes in all group elections and referenda.
5. All voting members have a right to propose and vote on amendments to this constitution.
6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

### **4. Article Four – Executive**

1. An executive body, known as the Executive, shall be formed to oversee and fulfill the responsibilities of VISK.
2. The Executives of the organization shall not hold any permanent titles until a democratic election has taken place.
3. All members of the Executive body shall possess voting privileges.
4. All executives have the freedom to volunteer as a translator, and English/Korean interpreter, or to take on both roles.
5. All University of Toronto students, regardless of their full-time or part-time enrollment status, are eligible to run for executive positions. No limitations based on academic status or other criteria shall be imposed, ensuring equal opportunity for all students.
6. Each executive shall possess the following responsibilities associated with their involvement in VISK:
  - 6.1. Align with the organization's mission and goal;
  - 6.2. Support the organization's values;
  - 6.3. Actively engage and add positive value to the organization's programs and activities;
  - 6.4. Actively attend to general meetings;
  - 6.5. Adhere to the organization's constitution and all official governing documents;
  - 6.6. Respect the rights of peers and fellow members;
  - 6.7. Comply with all policies, procedures, and guidelines set by the University of Toronto.
  - 6.8. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

### **5. Article Five – Structure of the Executive**

1. The Executive will be composed of:
  - 1.1. President (1)

- 1.1.1. Be eligible to cast votes at meetings of the Executive Committee.
  - 1.1.2. Oversee the operations, management, and success of the group.
  - 1.1.3. Serve as spokesperson for the group.
  - 1.1.4. Hold signing and financial authority along with the Finance Director.
  - 1.1.5. Preside over meetings of the Executive Committee and/or members.
  - 1.1.6. Ensure a transition of office from one year to the next.
  - 1.1.7. Represent the club by forming both external and internal networks so that the members can enjoy the extensive networks provided by VISK.
- 1.2. Vice President (1)
- 1.2.1. Be eligible to cast votes at meetings of the Executive Committee.
  - 1.2.2. Oversee the operations, management, and success of all groups.
  - 1.2.3. Assume the duties of the President in their absence.
  - 1.2.4. Ensure activities of the club comply with the policies of the University of Toronto St. George campus.
  - 1.2.5. Act as a liaison.
  - 1.2.6. Coordinate organizational recruitment efforts.
- 1.3. Treasurer (1)
- 1.3.1. Be eligible to cast votes at meetings of the Executive Committee.
  - 1.3.2. Record all financial transactions of the group.
  - 1.3.3. Hold signing and financial authority along with the President.
  - 1.3.4. Maintain a budget of income and expenses.
  - 1.3.5. Advise members on the financial position of the group.
  - 1.3.6. Prepare an annual budget for the group.
- 1.4. Director of Marketing (1)
- 1.4.1. Be eligible to cast votes at meetings of the Executive Committee.
  - 1.4.2. Responsible for marketing events and VISK in general through brainstorming marketing ideas organizing marketing plans with other club executives and creating infographic content.
  - 1.4.3. Coordinate the design, creation, and distribution of marketing materials to ensure consistent branding and messaging.
  - 1.4.4. Be responsible for creating new content on VISK's Instagram Accounts
  - 1.4.5. Manage viewers and restrictions on VISK's social media channels.
- 1.5. Director of Internal Affairs (1)
- 1.5.1. Be eligible to cast votes at meetings of the Executive Committee.
  - 1.5.2. Find a volunteer for the interpretation request.
  - 1.5.3. Keep an up-to-date record of the active volunteers.

- 1.5.4. Arrange Co-Curricular Records and have meetings with the validator.
    - 1.5.5. Distribute the roles of each executive member for any translations.
    - 1.5.6. Ensure that all arrangements including room bookings, reservations, etc., are made for a given event.
    - 1.5.7. Assist the president in the creation and distribution of the meeting agenda.
    - 1.5.8. Accurately record the contents of each meeting and distribute them promptly to the executive members.
    - 1.5.9. Maintain records of all VISK's activities and member profiles.
  - 1.6. Director of External Affairs (1)
    - 1.6.1. Be eligible to cast votes at meetings of the Executive Committee.
    - 1.6.2. Maintain a list of group members.
    - 1.6.3. Maintain the group website and member contact list.
    - 1.6.4. Record notes and motions for meetings.
    - 1.6.5. Reinforce a professional image and maintain a positive reputation of VISK to the public by cooperating with and contacting other student groups, and professionals securing local sponsors.
    - 1.6.6. Notify all members of general meetings.
2. The roles and responsibilities of each member of the executive are under those stipulated in the appendixes.
3. The Executive will be required to make the following appointments:
  - 3.1. Internal Affairs Manager (0)
  - 3.2. Marketing Manager (0)
  - 3.3. External Affairs Manager (0)
4. The Executive maintains the discretion to appoint individuals to roles of responsibility and delegate tasks as necessary to uphold the directives and principles of its policy.

## **6. Article Six – Elections and Appointments**

1. All executive positions, including President and Vice President, shall be open to all voting members of VISK. There shall be no restrictions on who may run for these positions, provided they are voting members of the group.
2. Elections for all executive positions shall be conducted democratically. All voting members of VISK shall have the right to nominate themselves or others for any executive position and to cast votes for every position.
3. The use of application forms or interviews as part of the selection process for candidates is prohibited. All candidates shall participate in an open election process.

4. Elections will be held before March 31 each year, with the term of office beginning on May 1 and ending on April 30 of the following year.
5. All voting must be conducted through a transparent and impartial process, ensuring fairness and equality. Proxy voting is not allowed.
6. The nominee receiving the highest number of votes for each position shall be deemed the winner. In the event of a tie, a runoff election shall be held.
7. In the case of unfilled positions, the duties will be temporarily distributed among existing executives until a by-election can be conducted.
8. Election results shall be announced publicly to ensure transparency and accountability.

#### **7. Article Seven – Removal of Members and Executives**

1. The process for removing a member or executive may be initiated when a committee of no less than **two (2) appointed executives** and **two (2) elected executives** determines that:
  - 1.1. A member or executive has engaged in unlawful actions or activities;
  - 1.2. A member or executive has violated University of Toronto policies, procedures, or guidelines;
  - 1.3. A member or executive has violated the rights of a fellow member;
  - 1.4. A member or executive has not fulfilled their organizational responsibilities;
  - 1.5. Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
2. The process for removing a member or executive may also be initiated when:
  - 2.1. A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to the presidency.
  - 2.2. A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing a potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.
3. The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

#### **8. Article Eight – Finances**

1. 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.

2. The General Manager shall keep an active record of income and expenses.
3. The General Manager shall present the group's updates on the group's financial position at annual general meetings.
4. The group may not engage in activities that are essentially commercial in nature.
5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
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. The group will not pay salaries to any of its officers.

#### **9. Article Nine – General Meetings**

1. The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.
2. There shall be a minimum of one (1) general meeting held **each year**. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a **minimum of one (1) week** prior to the meeting.
3. General meetings may be called to order by the President.

#### **10. Article Ten – Executive Meetings**

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.
2. Executive meetings will be facilitated by the President of VISK. The President shall be responsible for:
  - 2.1. Formulating and distributing an agenda for each meeting;
  - 2.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - 2.3. Moderating the discussion at meetings according to the agenda;
3. There shall be a **minimum of one (1)** executive meeting held **each month** during the period of **September 1 to April 30**. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives a **minimum of one (1) week** prior to the meeting.

4. The frequency of executive meetings occurring between May 1 and August 31 will be **left to the discretion of the President**.
5. Executive meetings are restricted to executive members only.
6. Minutes of all executive meetings must be recorded and maintained for reference purposes.
7. The President may, with the consent of the majority of executives, decide to postpone these meetings from time to time.
8. Every executive is highly encouraged to attend executive meetings; however, if necessary, executives can miss a single meeting per semester.
  - 8.1. If one may require another accommodation for an executive meeting, one should individually approach the President or Vice-President to receive accommodation approval.

#### **11. Article Eleven – Emergency Meetings**

1. Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
2. These meetings must abide by the respective rules outlined in sections XI and X depending on the nature of the meeting.
3. Notice of these meetings must be provided with a **minimum of 24 hours in advance** through email.
4. Less notice for emergency meetings may be provided at the discretion of the President.

#### **12. Article Twelve – Amendments**

1. 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**.
2. 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.

#### **13. Article Thirteen –Transition**

1. All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
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 that they lead.

#### **14. Article Fourteen – Legal Liability**

1. The University of Toronto St. George does not endorse VISK's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.