

Constitution of “Asian Arts Student Association (AASA)”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Asian Arts Student Association (AASA)”
- 1.2. The official acronym or abbreviation of the group is “AASA”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to provide an inclusive, supportive, and professional environment for students interested in Asian culture and heritage to explore their passion and grow
 - 1.3.1. Through networking with like-minded peers
 - 1.3.2. Exploring Asian heritage through arts and literature
 - 1.3.3. Organizing events inside and outside of school to showcase our culture through dance, music, and poetic performances
 - 1.3.4. Improve dance, music, and cultural understanding through weekly rehearsals and gathering.
 - 1.3.5. Make an impact by organizing workshops and showcases.
 - 1.3.6. Communicate and build a warm and welcoming community for all students interested in Asian culture.

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.
- 2.5. The membership fee will be \$20 per year. Additional fees may apply for costume, shipping, performance audition fees, etc.

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) week of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from Sep 3rd to April 30th.
- 4.2. The Executive Committee shall be comprised of **two (2)** voting members. The president and the vice president. Additional appointed executives include: internal affairs, marketing, public relations/outreach, and finance.
- 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 amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (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. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

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 the only spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Finance,
- 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,
- 5.1.7. Be the person to make all final internal, external, and artistic decisions.

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. Hold signing and financial authority along with the President and Finance,
- 5.2.4. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.5. Coordinate organizational recruitment efforts,
- 5.2.6. Communicate and speak on behalf of the President with all executives and group members when needed by the President,
- 5.2.7. Be the person to assist the President in all final internal, external, and artistic decisions.

5.3. The **Internal Affairs** shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members and member contact list,
- 5.3.3. Record and keep updated with executive and general member absences and personal issues,

- 5.3.4. Record notes and motions for meetings and make sure all executive tasks are completed within deadline,
- 5.3.5. Notify all members of general meetings and rehearsals,
- 5.3.6. Responsible for communicating in between executive members efficiently,
- 5.3.7. Communicate between executive members and communicate and speak on behalf of the President with all executives and group members when needed by the President.

5.4. The Marketing shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Maintain the group website and social media accounts,
- 5.4.3. Produce no less than two (2) promotional contents every month,
- 5.4.4. Responsible for brainstorming, planning, and executing events, workshops, etc individually,
- 5.4.5. Maintain and develop close relationship with other clubs in the school and design events together with Public relations/Outreach and Finance,
- 5.4.6. Responsible for communicating in between executive members efficiently,
- 5.4.7. Responsible for club growth and maintenance, and end-of-year summary.

5.5. The Public Relations/Outreach shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Responsible for seeking and directly communicating with sponsors,
- 5.5.3. Responsible for communicating in between executive members efficiently,
- 5.5.4. Contact no less than 10 sponsors each year,
- 5.5.5. Maintain and develop close relationship with other clubs in the school and design events together with Marketing and Finance,
- 5.5.6. Responsible for club growth and maintenance, and end-of-year summary.

5.6. The Finance shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Responsible for communicating in between executive members efficiently,
- 5.6.3. Prepare an annual budget for the group,
- 5.6.4. Maintain a budget of income and expenses,
- 5.6.5. Record all financial transactions of the group,
- 5.6.6. Give financial advice for the group,
- 5.6.7. Maintain and develop close relationship with other clubs in the school and design events together with Marketing and Public relations/Outreach,
- 5.6.8. Apply for UTSU funding and seek other applicable funding opportunities for the club,
- 5.6.9. Hold signing and financial authority along with the President and Vice President,
- 5.6.10. Responsible for club growth and maintenance, and end-of-year summary.

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 Finance shall keep an active record of income and expenses.
- 7.2. The Finance 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 \$200.00 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 monthly. 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 more than 1/2 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.