

# Constitution of “ALPHA Education U of T Student Chapter”

## Article I – Name and Purpose

1. The official name of the recognized student group is “Association for Learning and Preserving the History of World War II in Asia at the University of Toronto Student Chapter”
2. The official acronym or abbreviation of the group is “ALPHA Education U of T Student Chapter”
3. The purpose, objectives, mission and/or mandate of the organization is to support a youth chapter of ALPHA Education on-campus to promote values of global citizenship, and inspire youth to take an active role in promoting global citizenship values on campus. ALPHA Education members will be made available by request to assist with any research or presentation needs regarding the facts of WWII in Asia. ALPHA Education is a nonprofit organization founded in 1997. The mandate of ALPHA Education is to unearth the forgotten history of WWII in Asia through education and public awareness initiatives, with a mission to celebrate truth, justice, humanity, peace, and reconciliation as global citizens. ALPHA Education U of T Student Chapter strives to preserve the truth of WWII history in Asia while fostering true peace and reconciliation between all communities affected by this shared history. ALPHA Education U of T Student Chapter seeks to encourage awareness and education amongst youth about humanity and global citizenship, with a focus on recognizing the forgotten history of WWII in Asia.

## Article II – Membership and Membership Fee

1. Membership at the ALPHA Education U of T Student Chapter is open to any currently registered students and of the University of Toronto. All members shall be accorded full membership privileges and duties as defined below:
  - a. Each member shall be required to participate in his/her designated role and attend those meetings determined as mandatory by the Executive.
  - b. Each member shall have the right to be fully updated by an Executive member, upon request, on the progress of the ALPHA Education U of T Student Chapter.
  - c. The ALPHA Education U of T Student Chapter members will consist of the Executive Officers and General Members.
2. The membership fee will be \$0 per year.

## Article III – Rights and Expectations of Members

1. All Members are expected to observe the following duties and responsibilities upon joining the ALPHA Education U of T Student Chapter:
  - a. *Decorum* – as a member of the ALPHA Education U of T Student Chapter, members are expected to maintain proper decorum within meetings, while attending conferences, at awareness events, and at movie screenings. Members should always strive to maintain professional behavior, as they are representing ALPHA Education

- as a whole.
- b. *Respect* – Members must respect the differing viewpoints and backgrounds of other members and their colleagues while in meetings and at conferences. Intolerant remarks, including but not exclusive to racial, ethnic, or sexual slurs, are not permitted within meetings or while representing the ALPHA Education U of T Student Chapter.
  - c. *Commitment* – Participation in student group activities comes with a great deal of personal commitment. It is the responsibility of every member to ensure that they are prepared to represent the ALPHA Education U of T Student Chapter when participating in student group events.
  - d. *Enjoyment* – Members are encouraged to participate in and enjoy the many opportunities membership in the ALPHA Education U of T Student Chapter provides. In addition to the academic and professional opportunities offered, ALPHA Education U of T Student Chapter fosters community engagement via conferences, workshops, and other social networking events. Furthermore, to share these experiences is the greatest gift that members can give to future generations of the ALPHA Education U of T Student Chapter.

## **Article IV – The Executive Committee and Duties of Officers**

1. All voting members of the Executive Committee must be currently registered students of the University of Toronto
2. The Executive Committee shall comprise ten to fifteen (10-15) Executive Officers: President, Vice President, Secretary, Director of Education, Education Assistant (max. 5), Graphic Designer, Event Coordinator, Photographer, Director of Finance and Fundraising, Director of Marketing and Public Relations
  - a. The President, and Directors of Education will be voting Executive Officers.
3. The President shall:
  - a. Act as the chief representative of the student group and is responsible for maintaining external relationships with ALPHA Education, UofT, or other student groups.
  - b. Attend and complete all meetings and trainings required for student leaders
  - c. Be responsible for co-signing all financial documents.
  - d. Ensure the student group is managed effectively and that all aspects of the student group run as smoothly as possible with at least two events completed per year.
  - e. Oversee the process of planning for all events and assign tasks to executive members
  - f. Communicate with ALPHA main office on a regular basis and pass on information to executive members
  - g. Submit annual report to ALPHA Education office on the review and feedbacks of events
  - h. Provide the agenda for each meeting.
  - i. Share the responsibility of approving all administrative delegate positions.
  - j. Be responsible for updating all members of student group-related activities and information, and be responsible for working together with their replacement to

maintain and improve ALPHA Education U of T Student Chapter relationship with UTSU and U of T.

- k. Be responsible for all press-releases and articles regarding ALPHA Education U of T Chapter promotion, activities, or achievements.
  - l. Lead the NABI Toronto coalition.
  - m. Organize at least 90% of executive meetings and generate effective discussions
  - n. Host the annual general meeting
  - o. Attend all events
4. The Vice President shall
- a. Assist the President in maintaining external relationships with ALPHA Education, UofT, or other student groups
  - b. Assist the President in ensuring the student group is managed effectively and that all aspects of the student group run as smoothly as possible
  - c. Assist the President in writing the agenda for each meeting
  - d. Assist the President in approving all administrative delegate positions
  - e. Assist the President in updating all members of student group-related activities and information, and assist the President in working to maintain and improve ALPHA Education UofT Student Chapter relationship with UTSU and U of T
  - f. Assist the President in approving press-releases and articles regarding ALPHA Education U of T Chapter promotion, activities, or achievements
  - g. Act as delegate for the President should the need arise
  - h. Organize elections for the position of President should the President be unable to carry out their duties and require replacement
  - i. Attend 90% of executive meetings
  - j. Attend all events
5. The Secretary shall
- a. Take meeting minutes and attendance for executive meetings
  - b. Maintain the recordings of meeting history for each academic year
  - c. Take record of the time of availability of all executive members for events (e.g. bake sale) and arrange shifts
  - d. Be responsible for arranging venues for events and meetings (should the team elect to have in-person meetings for the academic year)
  - e. Attend at least 80% of executive meetings
  - f. Attend at least 80% of events
6. The Director of Education shall
- a. Oversee the substantive development of educational events
  - b. Lead the education team in conducting research for educational events
  - c. Conduct research for educational events

- d. Present research at educational events
  - e. Facilitate educational events alongside the President and Vice-President
  - f. Collaborate with the President and Vice-President to develop topics for educational events
  - g. At each event prepare a brief introductory historical overview on a specific aspect of the war relevant to the theme of the event, preferably in a creative format suitable for delivery to the target audience
  - h. Attend at least 70% of executive meetings
  - i. Attend at least 70% of events
  - j. Share financial co-signing responsibility with the President in the event that the Director of Finance and Fundraising is unavailable
7. The Graphic Designer shall
- a. Complete at least one graphic design for the promotion of each event promotions at least 1 week in advance, and forward it to the communication director to post it
  - b. Attend at least 70% of executive meetings
  - c. Attend at least 70% of events
8. The Event Coordinator shall
- a. Organize and facilitate events
  - b. Manage logistical details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.
  - c. Organize volunteers and coordinates with other executive members in setting-up and the cleaning up at events
  - d. Contribute event ideas at the executive meeting and work closely with the Presidents in the planning of events
  - e. Oversee and ensure the smooth running of events through ensuring that...
  - f. Work closely with the Director of Communication and Director of Marketing and Public Relations for event marketing and promotion
  - g. Attend at least 70% of executive meetings
  - h. Attend at least 90% of events
9. The Photographer shall
- a. Edit and upload photos after events which includes at least five photos within three days
  - b. Attend at least 90% of events
  - c. Attend at least 70% of executive meetings
10. The Director of Finance and Fundraising shall
- a. Share co-signing responsibility with the President
  - b. Maintain clear and transparent financial records of the ALPHA Education U of T Student Chapter's income and expenditures.
  - c. Apply for funding if and when it is required.
  - d. Comply with ALPHA Education U of T Student Chapter financial procedures and U

- of T cash handling policies.
  - e. Prepare an annual statement of income and expenditures at the end of the academic year and submit to ALPHA Education head office
  - f. Assist the President in completing all funding and grant applications
  - g. Look after the dispersal of reimbursement after events
  - h. Assist the president in planning, organizing, and directing fundraising programs
  - i. Attend at least 70% of executive meetings
  - j. Attend at least 70% of events
11. The Director of Marketing and Public Relations shall
- a. Maintain and update ALPHA Education U of T Student Chapter's social media including but not limited to Instagram and Facebook.
  - b. Update social media pages prior, during, and after each event with a poster designed by the graphic designer
  - c. Reply to emails and Facebook message on time (within 48 hours)
  - d. Manage ALPHA Education U of T Student Chapter's emails
  - e. Ensure that Executive Officers and General Members are informed of upcoming meetings via reminder emails and periodic updates of other social networking tools.
  - f. Apply and re-apply for LISTSERV services provided by the University of Toronto, as well as managing the LISTSERV.
  - g. Update events and meeting information to all general members on the Listserv at least 2 week in advance and follow up by with reminder within 1 week before the event
  - h. Actively seek opportunities for partnerships or marketing of ALPHA events, including but not limited to contacting professors for class announcements, contacting other student groups for possibilities of collaboration in event planning or helping with promotion
  - i. Generate or implement the marketing plan for the promotion of events, including details such as the theme, the targeted audience, the speaker list, highlights, agenda, and timeline for each of the marketing steps
  - j. Attend at least 70% of executive meetings
  - k. Attend at least 70% of events
12. Staff Appointments:
- a. Administrative Delegates are at times necessary when Executive Officers are unable to perform all the tasks involved in fulfilling their duties and responsibilities. Recognizing this necessity, all Executive Officers are empowered to appoint delegates when necessary to fulfill these aforesaid roles subject to approval by the remaining Executive Officers.
  - b. Administrative Delegates are open to any qualified voluntary candidate.

## **Article V – Executive Elections**

1. The term for Executive positions will last One (1) Year and election for the following year shall take place by the last month of the spring term. This poll is mandatory
2. Elections are performed by a simple majority vote with a secret ballot. This decision shall be decided by the Executive Officers and General Members of ALPHA Education

U of T Student Chapter.

3. If there are more than two candidates and if a majority cannot be achieved, the two candidates receiving the largest number of votes shall be placed in a new balloting, where a majority vote will decide the elected member.
4. Once election results are determined all necessary documents, files, and financial powers are to be transferred to the appropriate elected members within no less than one calendar month.
5. Should an Executive Member be suspended or resign, their position shall be immediately open to an election to be held at the next scheduled meeting. The duties will be divided amongst the Executive Officers in the interim.
6. In the case of a dispute concerning an Executive election, university policy will prevail.

## **Article VI – Quorum and Meetings**

1. Executive Meetings are to be held weekly at a time determined by the President unless otherwise stipulated in the previous meeting.
2. General Meetings are to be held a minimum of once each school year prior to the final examination period.
3. All Meetings are to be a maximum of two hours in length but may be extended upon a majority vote.
4. Any reports or resolutions not resolved once the time limit has been reached are tabled unless otherwise decided for the next meeting.
5. Members who are found in violation of their terms of membership may be expelled from the meeting upon a minimum executive vote of two-thirds majority.
6. Attendance to the meeting shall be taken at the beginning of the meeting and again at the end. Those found to be late or absent without reason for more than five times may be subject to expulsion from the student group.
7. The chairperson has the right to expel from the meeting any person who has shown repeated disrespect for the chairperson. No coarse language will be tolerated.
8. All mandatory meetings and typed minutes require at least one week's notice to be sent to all active members of ALPHA Education U of T Student Chapter by the Communications Director.
9. Meetings are to be chaired by the Executive Director. In such a case when the Executive Director is unable to attend the meeting, he/she shall appoint an elected Executive Office to chair the Meeting prior to its occurrence.

## **Article VII – Finances**

1. No part of the net earnings of the ALPHA Education U of T Student Chapter shall be paid to any member, trustee, director, officer, of the organization or any private individual (except that reasonable compensation may be paid for services rendered to or for the student group), and no member, trustee, director, officer of the ALPHA Education U of T Student Chapter, or any private individual shall be entitled to share in the distribution of any of the assets of dissolution of the student group.
2. Where such reasonable compensation is provided for services of commercial value to be rendered by an elected ALPHA Education U of T Student Chapter member, a conflict of interest must be declared at a meeting with full quorum. A motion must then be voiced in seconded by another member of the ALPHA Education U of T Student Chapter for

approval.

### **Article VIII – Expulsion and Impeachment**

1. Any member reported to be in violation of the ALPHA Education U of T Student Chapter Constitution as determined by the Executive Officers at a meeting can be banned for the duration of the current year as well as the following school year. If the member under threat of expulsion has caused any damages or costs to ALPHA Education U of T Student Chapter, this member will be responsible for paying for any compensation for this damage or damage caused by their own removal from office, up to and including an honorarium for ALPHA Education U of T Student Chapter to seek a suitable replacement in that individual's role in active projects.
2. Any issue of expulsion can only be held at a mandatory Meeting.
3. Expulsion requires a written statement of grievance outlining the grounds to be submitted and requires at least two sponsoring signatories. Any member under threat of expulsion is entitled to submit a response either in written form or be given a minimum of five minutes to speak upon their behalf.
4. Expulsion of a member requires a minimum of two-thirds majority of present Executive Officers.

### **Article IX – Appeals and Amendments**

1. Any change in the constitution must be made with a two-thirds majority vote of all present Executive Officers.
2. Any change to the constitution can only be made via election (online or in-person).