

## **Constitution of “Albanians Students’ Association”**

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

- 1.1. The official name of the recognized student group is “Albanian Students’ Association”
- 1.2. The official acronym or abbreviation of the group is “ASU”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to create a sense of community amongst students of Albanian background as well as those interested in Albanian 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 only to registered students of the University of Toronto.
- 2.3. Non-voting membership is open to University of Toronto staff, faculty, and alumni. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.4. The membership fee will be \$0 per year.

### **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.

### **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 composed of 8 voting members and up to 3 non-voting members.
- 4.3. All voting members of the Executive Committee must currently be 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 three (3) position.
- 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 spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Vice President and 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. Hold signing and financial authority along with the President and Treasurer,
- 5.2.3. Assume duties of the President in their absence,
- 5.2.4. Assume duties of the Treasurer in their absence,
- 5.2.5. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.6. Coordinate organizational recruitment efforts.

### **5.3. The Secretary 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 website and member contact list,
- 5.3.4. Record notes and motions for meetings,
- 5.3.5. Notify all members of general meetings.
- 5.3.6. Overseeing the ASU email and notifying the executive team of tasks to complete,
- 5.3.7. Ensure club policies and club resources are stored on ASU Google drive in an orderly fashion.

### **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 and Vice 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 Vice President of Marketing shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Oversee and delegate content creation with the Director of Public Relations
- 5.5.2. Organize and post promotional materials for the ASU's events on social platforms

5.5.3. Post interactive posts on the ASU social platforms (e.g. facts about Albanian culture, celebrations),

5.5.4. Answering questions that are asked through the ASU social media platforms.

**5.6. The Vice President of Social Affairs shall:**

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

5.6.2. Organize ASU events throughout the year (minimum 5),

5.6.3. Prepare invoices and expense reports for ASU events with the Treasurer and communicate this information to external collaborators as needed.

5.6.4. Maintain a current roster of venue hosts for potential events and coordinate with venue hosts, caterers, and other relevant parties to ensure comprehensive event support.

5.6.5. Taking a leadership role in organizing events for the ASU (e.g. book venues),

5.6.6. Ensures all events are as inclusive and welcoming as possible (e.g. note dietary restrictions).

**5.7. The Director of Social Media shall:**

5.7.1. Be eligible to cast votes at meeting of the Executive Committee,

5.7.2. Serve as the primary photographer/videographer at events, and upload materials to the ASU Google Drive in an organized fashion,

5.7.3. Create Instagram stories live at events,

5.7.4. Assist Vice President of Public Relations in creating promotional content.

**5.8. The Director of Community Strategy shall:**

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

5.7.2. Reach out to associations and organizations the ASU can collaborate with for events, scholarships, workshops, etc.

5.7.3. Maintain an up-to-date list of current community contacts, and suggest pertinent contacts according to club needs.

5.7.4. Manage the club's LinkedIn company page, and connect with professionals, academics, etc, with connections to Albania and Albanian culture as a whole.

**5.9. The Chief Returning Officer**

5.9.1. Be ineligible to cast votes in regular club decisions, meetings, or elections

5.9.2. Provide advice and guidance to current club members, particularly to the Executive Committee, on matters related to club operations, traditions, and decision-making processes. This advisory role is intended to support the continuity and sustainability of the club's values and goals, and the recommendations are non-binding unless specified otherwise in the constitution.

**5.10. The Junior Representatives shall:**

5.9.1. Be ineligible to cast votes in regular club decisions, meetings, or elections,

5.9.2. Actively recruit and engage with potential new members, representing the club to first and second-year students.

**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 an unbiased manner. No individual who is seeking election may participate in planning or administering the election. In the case that there is no ASU member to act as an unbiased party, a third-party will oversee elections.
- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the position(s) through an election open to all voting members of the group.
- 6.9. In case of no candidates, regulation election criteria apply.

## **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 will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.5. 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 an Appeals Committee that is separate in interest and membership from the Executive Committee. The Appeals Committee shall consist of non-Executive members of the group and/or an external party not involved in the initial decision.
- 9.5. 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.
- 9.6. Executive Committee members are subject to the same termination of membership process as general members.
- 9.7. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

## **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.