

Constitution of “Afghan Students’ Association”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “The Afghan Students’ Association at the University of Toronto St. George”
- 1.2. The official acronym or abbreviation of the group is “ASA”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to organize events of social, cultural and educational natures at the University of Toronto campuses.
 - 1.3.1. The Afghan Students Association is a group dedicated to providing a platform for Afghans and non-Afghans within the University of Toronto to connect with each other in the University of Toronto community by celebrating Afghan culture through its events.
 - 1.3.2. The mandate is to connect and unite the Afghan population and contribute to building a positive Afghan identity on campus and in the GTA through our events and through collaboration with various other University of Toronto campus groups and non-University of Toronto groups.
 - 1.3.3. The Afghan Students’ Association at the University of Toronto:
 - 1.3.3.1. Strives to reclaim Afghan-Canadian identity and reshape it in a more positive and progressive light
 - 1.3.3.2. Empowers University of Toronto students interested in Afghanistan
 - 1.3.3.3. Promotes awareness of Afghan students and their culture
 - 1.3.3.4. Strives to be a leader in the UTSG community of clubs
 - 1.3.3.5. Creates networking opportunities for its members.
 - 1.3.4. The club environment will serve as a positive space to organize and facilitate social and education events that will serve three objectives:
 - 1.3.4.1. To create and enhance a cultural identity on campus
 - 1.3.4.2. To promote the positive aspects of Afghan-Canadians and of Afghanistan that are not included in mainstream narratives
 - 1.3.4.3. To provide opportunities for Afghan students to consolidate and enhance their social networks.
 - 1.3.5. The ASA expects all outside participants of the club’s functions/events to respect the club’s objectives. This club does not promote any particular Afghan ethnic/religious group and is open to all Afghan and non-Afghan students.

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. There are no annual membership fees however voluntary contributions are appreciated.
- 2.6. ASA Executive and General members shall respect the rights for Equity and inclusivity, as well as provide full and equal opportunity to those of all races, creeds, or genders.
- 2.7. ASA Executive and General members shall maintain standards and values of stewardship to the environment through sustainability.
- 2.8. ASA Executive and General Members must follow The University of Toronto's Student Code of Conduct at all times.

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 thirteen (13) 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 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.

5. Article Five - Executive Committee Composition and Duties

5.1. The Co-President(s) 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 Financial Director,
- 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. Ensuring that the objectives, rules and regulations of the club are respected,
- 5.1.8. Ensuring that activities of the club are run efficiently and punctually,
- 5.1.9. Handling official correspondence of the organization
- 5.1.10. Role may be divided into 2 Co-President(s) role
 - 5.1.10.1. Only 1 Co-President will have signing authority,
 - 5.1.10.2. Both may have financial authority along with the Treasurer.

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. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts,
- 5.2.5. Coordinate logistics for events.
- 5.2.6. In the case of 2 Co-Presidents, this role can be unfilled,

5.3. The Secretary shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain and organize official documents and records,
- 5.3.3. Support other executive team members with administrative tasks as needed,
- 5.3.4. Maintain a list of group members,
- 5.3.5. Maintain the group website and member contact list,
- 5.3.6. Record notes and motions for meetings,
- 5.3.7. Notify all members of general meetings.

5.4. The Financial Director 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,
- 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 as well as for specific events.

5.5. The First-Year Representative shall:

- 5.5.1. Facilitate first year involvement with the organization,
- 5.5.2. Assist with logistics for events,
- 5.5.3. Aid the executives where necessary.

5.6. The VP Internal(s) shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Facilitate regular meetings with the executive team and general members,
- 5.6.3. Maintain accurate records of meeting minutes and organizational documents,
- 5.6.4. Ensure effective internal communication through various channels,

- 5.6.5. Manage membership databases and coordinate member recruitment and retention efforts,
- 5.6.6. Assist in the planning and execution of internal events and initiatives,
- 5.6.7. Address any internal conflicts or issues that arise within the organization.

5.7. The VP External(s) shall:

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Represent ASA in external meetings and events.
- 5.7.3. Establish and maintain partnerships with other organizations and stakeholders.
- 5.7.4. Coordinate collaborations and joint events with external groups.
- 5.7.5. Serve as the primary point of contact for external inquiries and communications.

5.8. The Photographer shall:

- 5.8.1. Attend ASA events to take photos and videos,
- 5.8.2. Edit and curate photos and videos for social media use,
- 5.8.3. Work closely with Social Media Manager to align content with overall strategies,
- 5.8.4. Maintain an organized archive of visual content,
- 5.8.5. Ensure all content adheres to ASA's branding and style guidelines.

5.9. The Event Coordinator(s) shall:

- 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.9.2. Plan and organize a variety of events,
- 5.9.3. Coordinate logistics such as venue booking, catering and equipment,
- 5.9.4. Collaborate with other team members to ensure successful event promotion,
- 5.9.5. Manage event budgets and expenses,
- 5.9.6. Gather feedback from attendees to improve future events.

5.10. The Director of Outreach shall:

- 5.10.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.10.2. Develop and implement outreach strategies to attract new members,
- 5.10.3. Build relationships with community organizations, schools and business,
- 5.10.4. Coordinate outreach events and initiatives,
- 5.10.5. Promote ASA's missions and activities to a broader audience,
- 5.10.6. Collaborate with the VP External partnerships and engagements.

5.11. The Social Media Manager shall:

- 5.11.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.11.2. Develop and execute a content calendar for ASA's Social media channels,
- 5.11.3. Write compelling captions and posts that align with ASA's mission and values,
- 5.11.4. Monitor social media trends and incorporate them into content strategies,
- 5.11.5. Create viral and coordinate videos,
- 5.11.6. Maintain access to social media accounts and communicate effectively with the community and audience.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
 - 6.1.1. This may be exempt when the club has been inactive for a duration of 6 semesters or more.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.4. Any member of the club may be nominated for any executive position provided that they have been a member in good standing for at least 30 days.
- 6.5. Nominations must be submitted to the club's Executive team in writing and may only be submitted by group members that are also registered University of Toronto members (staff, faculty, current & past students, and alumni).
- 6.6. Non-University of Toronto members may not nominate or vote in elections.
- 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.
 - 6.7.1. Paper ballots will be provided on the voting day ballots will be placed into an enclosed box. Votes will be counted by the outgoing President and Vice-President and a general member selected by the Executive team in advance of the election known as the Chief Returning Officer (CRO).
 - 6.7.2. In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, CRO shall break the seal and count the ballot in order to break the tie.
 - 6.7.3. Each member has one voting privilege and voting by proxy is not permissible.
- 6.8. Elections will be held in the last two weeks of the school year.
 - 6.8.1. The President will announce the elections a minimum of two (2) weeks before the set date.
 - 6.8.2. This date must fall on a University of Toronto working weekday. Campaigns for the elections may begin only one (1) week before the set date.
- 6.9. After the election is over, the outgoing President will announce the candidate with the most votes who shall win the election and the position they ran for.

7. Article Seven – Finances

- 7.1. The Financial Director shall keep an active record of income and expenses and reflect the duties in 5.4.
- 7.2. The Financial Director 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.
 - 9.7.1. Any Executive Member missing two executive meetings shall be given a warning; if they have missed a third meeting they shall be placed up for removal at the next executive meeting, at which they shall have the right to defend their actions.
 - 9.7.2. A two-thirds majority vote of the current executive members present in favour of removal of the executive is required.

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.