

## **Constitution of “Bangladeshi Students’ Association, University of Toronto – St. George Campus”**

### **1. Article One – Name**

- 1.1. **The official name of the recognized student group is “Bangladeshi Students’ Association, University of Toronto – St. George Campus”**
- 1.2. **The official acronym or abbreviation of the group is “BSA”**

### **2. Article Two – Purpose**

- 2.1. **The purpose, objectives, mission and/or mandate of the organization is to organize social, cultural, educational, sporting, charity, and other activities at the University of Toronto campuses. The BSA exists to:**
  - Promote the University of Toronto in the Bangladeshi community.
  - Promote Bangladeshi culture at the University of Toronto.
  - Provide opportunities for Bangladeshi students to diversify and enhance their social, educational, and professional networks.

### **3. Article Three – Membership Requirements**

- 3.1. The general member of the BSA is someone who is present in the subscribers list of the club.
- 3.2. The BSA’s membership is open to University of Toronto students, faculty, staff, and alumni from all three campuses (in accordance with the Student Affairs rules for club recognition).
- 3.3. Current University of Toronto students are the only members with voting privileges.
- 3.4. Membership is also opened to interested persons outside the university. However, non-U of T members do not have voting privileges.
- 3.5. The Members (and potential members) cannot be discriminated against based on their race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation, age, marital status, family status, or disability.

### **4. Article Four - Executive Committee**

- 4.1. The constitution will list 11 positions: president, vice president, general secretary, director of finance, director of external affairs, director of marketing, director of operations, director of events, director of graphic designs, advisor and photographer.
- 4.2. The executive positions do not have specific boundaries.
- 4.3. Executive duties are interchangeable.
- 4.4. Executives are expected to fulfil any tasks that specifically fall under their position title.
- 4.5. Executives are not paid.
- 4.6. Executives are expected to serve the entire term, from September to April of an academic year.
- 4.7. The president may distribute various duties to both executives and general members.

## 5. Article Five - Executive Committee Composition and Duties

### 5.1. The President shall:

- 5.1.1. Executive(s) with the highest decision-making power,
- 5.1.2. Must be present at all meetings. However, the vice-president(s) may sit in for the president(s) if he/she/they/is/are unable to attend,
- 5.1.3. Direct and coordinate all BSA activities,
- 5.1.4. Assign duties to executives and members,
- 5.1.5. Act as the primary spokesperson and liaison officer for the association,
- 5.1.6. Ensure that BSA events and ideas always coincide with the club's mandate,
- 5.1.7. Assess the club's focus and mandate for every event the BSA chooses to facilitate,
- 5.1.8. Ensure all BSA activities are conducted properly, efficiently, and transparently,
- 5.1.9. Will chair general and executive meetings,
- 5.1.10. Can serve only one term.

### 5.2. The Vice-President(s) shall:

- 5.2.1. Assist all team members financially prepare for designated projects and initiatives,
- 5.2.2. Keeps track of all of the accounting and bank account activities. This includes keeping receipts and documentation for all expenses,
- 5.2.3. Doing cost analysis for all BSA events,
- 5.2.4. Assessing and reassessing budget allocations for BSA events,
- 5.2.5. Keeping track of money-related matters in general,
- 5.2.6. Responsible for coordinating fundraising initiatives for the BSA,
- 5.2.7. Coordinating funding and subsidy-related matters between the University administration and the BSA,
- 5.2.8. Ensuring all BSA cheques are cashed on time, and that BSA sponsors receive tax receipts for their donations,
- 5.2.9. Will be one of the two signing officers for the bank account.

### 5.3. The General Secretary shall:

- 5.3.1. Assist the president(s) in all club matters,
- 5.3.2. Must be present in all meetings,
- 5.3.3. Responsible for all secretarial duties with the BSA, including keeping the minutes of meetings, filling out BSA-related forms, scheduling, organizing club information so as to make it more accessible and organized i.e. creating charts, checklists, updating the website, managing emails, managing membership lists, etc,
- 5.3.4. Assist the team in recruiting volunteers for BSA and publicizing BSA events on and off campus,
- 5.3.5. Ensure ticket sales and recruitment for all BSA events are up to the required standard.

### 5.4. The Director(s) of Finance shall:

- 5.4.1. Assist all team members financially prepare for designated projects and initiatives,
- 5.4.2. Must be present in all meetings,
- 5.4.3. Keeps track of all the accounting and bank account activities. This includes keeping receipts and documentation for all expenses,
- 5.4.4. Doing cost analysis for all BSA events,
- 5.4.5. Assessing and reassessing budget allocations for BSA events,
- 5.4.6. Keeping track of money related matters in general,
- 5.4.7. Responsible for coordinating fundraising initiatives for the BSA,
- 5.4.8. Coordinating funding and subsidy-related matters between the University administration and the BSA,
- 5.4.9. Ensuring all BSA cheques are cashed on time, and that BSA sponsors receive tax receipts for their donations,
- 5.4.10. Will be one of the two signing officers for the bank account.

**5.5. The Director(s) of External Affairs shall:**

- 5.5.1. Assist all team members in communicating between the group and all other external groups,
- 5.5.2. Must be present in all meetings,
- 5.5.3. Responsible for booking rooms, signing documents, filling out BSA-related forms, managing emails, managing membership lists, etc,
- 5.5.4. The Director of External Affairs is usually the contact person as recognized by Student Affairs and UTSU.

**5.6. The Director(s) of Marketing shall:**

- 5.6.1. Responsible for creating a sophisticated Marketing Plan at the beginning of the year and ensuring a smooth promotional mechanism throughout the entire year.
- 5.6.2. Responsible for ensuring that an upcoming event reaches out to all associated stakeholders.
- 5.6.3. Ensure that event pages have been set up and are being shared through the BSA.
- 5.6.4. Maintain the Facebook Page, website, Instagram and all other forms of social media.
- 5.6.5. Find creative ways to reach out to different crowds, and expand the reach of BSA.

**5.7. The Director(s) of Operations shall:**

- 5.7.1. Responsible for managing ticket sales. This includes but is not limited to physical ticket sales, and online sales via Eventbrite/square.
- 5.7.2. Responsible for ensuring that every event's logistics are organized properly.
- 5.7.3. Must ensure that events are executed efficiently.
- 5.7.4. Find creative ways to improve the ticket sale process.

**5.8. The Director(s) of Event shall:**

- 5.8.1. Responsible for planning events as designated by the Executive Team.

- 5.8.2. Responsible for coming up with new ideas regarding BSA events.
- 5.8.3. Responsible for assigning as well as overseeing individual sub-tasks necessary for the implementation of the events, and ensuring that the complete events logistics are organized.
- 5.8.4. Must ensure that BSA events are authentic and genuine in their execution.
- 5.8.5. Guarantee the efficient management of all events.

5.9. **The Director(s) of Graphic Design shall:**

- 5.9.1. Responsible for taking and editing photographs and videos at BSA events and activities.
- 5.9.2. Responsible for creating promotional materials for BSA. This includes but is not limited to posters, banners, etc.
- 5.9.3. Responsible for posting photographs/videos online for outreach purposes.
- 5.9.4. Responsible for updating and maintaining the BSA website.
- 5.9.5. Ensure that all the events and activities reach different crowds.

5.10. **The Advisor shall:**

- 5.10.1. assist all team members with their respective departmental duties
- 5.10.2. make sure all BSA activities are mandated according to the constitution
- 5.10.3. advise all team members of potential challenges that may arise during activities/events
- 5.10.4. be a member of a former executive committee

5.11. **The Photographer(s) shall:**

- 5.11.1. Capture photographs of all BSA events, primarily for marketing and promotional purposes
- 5.11.2. Responsible for editing and enhancing all photos to meet marketing standards and requirements
- 5.11.3. Expected to generate high-quality photos from the events, with the opportunity to capture additional images for increased promotional impact.

**Note:** The executives may choose to create other important positions as they become necessary. These positions are not considered to be a part of the executive committee, but their bearers will have powers as defined by the executives. Examples: Events Committee, Decoration Committee Head, etc.

**Note:** In the case of a dispute between executives over appointing a new position a vote amongst the executives will be taken. If a majority of agree to the decision, then it goes forward. The executive members have the right to add more positions. This requires  $\frac{2}{3}$  of votes.

If there is a tie in voting amongst the executive, then the president shall cast the deciding vote.

## **6. Article Six – Finances**

6.1. The BSA has an account with the local BMO. The BSA account is accessible by two signing officers, which changes year to year. The primary signing officer is the Director of Finance, and the secondary signing officer can be an executive or a general member authorized by the executive committee.

6.2. The BSA's financial mandate is as follows:

- Funds in the account may be used for BSA purposes only.
- The use of funds for a particular purpose requires the agreement of the president and at least one other executive.
- All spending activities will be documented by the treasurer.

## **7. Article Seven – Meetings**

7.1. There will be a minimum of one executive meeting every month during the school year, and more may be arranged. There will be at least one annual general meeting.

7.2. The president has the right to convene either an executive or a general meeting when necessary.

7.3. The general members have the right to convene an executive or general meeting through a petition with a minimum of twenty signatures (from the team and/or general members).

## **8. Article Eight – Appointment of Executive Committee**

BSA will be forming the new executive committee through a process of election. BSA will distribute application forms for the listed executive positions and invite anyone wishing to apply. Upon receiving the applications, there will be an election held where the voting members can vote for their desired applicant, position-wise. Application for executive positions for the following term shall be opened anytime in the last two months of the academic year. The Applications shall be submitted to and collected using a form approved by the outgoing BSA executives. The period to apply for executive positions must remain open for at least two weeks and must be announced to the general members. The steps to the formal appointment process are as follows:

8.1. Beginning in April, the current executive committee will release application forms for every position in the following year's committee.

8.2. Applications for the positions will be posted on all social media, inviting any interested parties to apply.

8.3. We will then open up a 2-week period for candidates to submit their applications either via email or hard copy to the current Presidents or Co-Vice Presidents.

8.4. There will not be any formal screening of applications to rate the level of experience. However, the current executive board will screen all applications to identify any factors that may affect a candidate's application (e.g. current status of enrolment, availability for the coming year, campus and institution of study etc.)

- 8.5. An election will take place between voting members to finalize the positions with the candidates that have the most votes. Each voting member will be able to cast one vote per position. The election may be held in person or via Google Forms, whichever is convenient for the majority to ensure adequate turnout.
- 8.6. Applicants receiving the most votes in each position will be selected and asked to sign a document agreeing to the terms and conditions of their positions.
- 8.7. A formal meeting will be held with all selected candidates.
- 8.8. A formal announcement will be posted on the BSA Facebook page and emailed to all of our members, indicating the newly formed executive board.
- 8.9. The newly elected executives will immediately begin their transitional term and take office from the beginning of the following academic year, in September. Their term is to end in April of the next year, with the process repeating itself.

## **9. Article Nine - Amendments**

- 9.1. Amendments may be proposed by either an executive or a member.
- 9.2. Amendments to the constitution require a vote by the general membership, which must occur at a general members' meeting.
- 9.3. It is the president's responsibility to ensure that the amendment is voted on.
- 9.4. The amendment process will require the votes of the majority of the members present at the meeting.

## **10. Article Ten – Resignation**

- 10.1. A member of the Executive wishing to resign from office shall present the reasons for resignation in writing to the Executive Committee.
- 10.2. Resignation of a member of the Executive is pending acceptance by the Executive Committee.
- 10.3. A member of the Executive Committee who wishes to resign should do so within a month after the Fall term begins.

## **11. Article Eleven – Removal**

- 11.1. An Executive may be removed from his/her position for committing a serious violation of the Constitution and failing to fulfill the duties of his/her/their position; he/she/they shall be asked to give an explanation for his/her/their behavior to the Executive. If the committee does not find the explanation to be satisfactory, the Executive shall vote to dismiss the member. A vote to dismiss a member requires at least a 2/3 majority vote of the Executive. If a member of the Executive is dismissed he/she/they may appeal the decision

## **12. Article Twelve – Replacement**

- 12.1. Applications shall be opened and advertised to the general member body. The Applications shall be submitted to and collected using a form approved by the outgoing BSA executives.

## **13. Article Thirteen – Conflict**

- 13.1. In a case of disagreement between executives, a vote shall be taken to make a final decision. If there is a tie, the President will make the deciding vote.

13.2. During a conflict between two or more executives within the team, other members shall not be involved. It should be resolved within the members, and if required, the President(s) and Vice President(s) shall be informed.