

Constitution of “Korean Outreach Volunteer Association”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Korean Outreach Volunteer Association”.
- 1.2. The official acronym or abbreviation of the group is “KOVA”.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to encourage its members to become active participants of the student body and in communities around campus by providing them with opportunities to volunteer.

2. Article Two – Membership

- 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 restrictions against different ethnicity, race, religion, and gender.

3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all General Membership meetings.
- 3.2. All voting members have a right to cast votes at all General Membership meetings.
- 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 referendums.
- 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 - General Membership

- 4.1. The term for all positions within the General Membership shall be from September 2nd to April 10th.
- 4.2. The General Membership shall be composed of 25 voting members.
- 4.3. All voting members of the General Membership must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions within the General

Membership.

4.5. The maximum number of non-voting positions on the General Membership shall be fifty per cent (50%) of the total number of positions on the General Membership.

4.6. Persons holding non-voting positions on the General Membership cannot serve as an executive 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 Board Composition and Duties

5.1. The President shall:

5.1.1. Be eligible to cast votes at meetings of the Executive Board and General Membership,

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 Finance Director,

5.1.5. Preside over meetings of the Executive Board and General Membership,

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 Board and General Membership,

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. Hold signing and financial authority along with the President and Finance Director,

5.2.6. Prepare for collaboration events with other student organizations.

5.3. The Secretary shall:

5.3.1. Be eligible to cast votes at meetings of the Executive Board and General Membership,

5.3.2. Maintain a list of group members,

5.3.3. Maintain members contact list,

5.3.4. Arrange room bookings for General Membership meetings every week,

5.3.5. Prepare KOVA's annual calendar,

5.3.6. Record notes and motions for all meetings,

5.3.7. Notify all members of General Membership meetings.

6. Article Six – Council of Committee Directors Composition and Duties

6.1. The Finance Director shall:

- 6.1.1. Be eligible to cast votes at meetings of the Council of Committee Directors and General Membership,
- 6.1.2. Record all financial transactions of the group,
- 6.1.3. Hold signing and financial authority along with the President and Vice-President,
- 6.1.4. Maintain a budget of income and expenses during each event,
- 6.1.5. Advise members on financial position of the group,
- 6.1.6. Acquire funding from available sources,
- 6.1.7. Prepare an annual budget for the group.

6.2. The Media Director shall:

- 6.2.1. Be eligible to cast votes at meetings of the Council of Committee Directors and General Membership,
- 6.2.2. Design and maintain the club's social media,
- 6.2.3. Inform members about upcoming volunteer opportunities, meetings, and events via related posters/media files,
- 6.2.4. Design and create logo for the organization,
- 6.2.5. Design KOVA's pamphlets and General Membership uniforms.

6.3. The Internal Event Director shall:

- 6.3.1. Be eligible to cast votes at meetings of the Council of Committee Directors and General Membership,
- 6.3.2. Ensure that all arrangements including room bookings, reservations, etc. are made for a given event,
- 6.3.3. Brainstorm and organize fundraising events and social networking events,
- 6.3.4. Plan for the club's General Meeting and Orientation event, which will be held in the beginning of the school year,
- 6.3.5. Present event ideas at weekly General Membership meetings so they can be approved by the President and/or Vice-President,
- 6.3.6. Assist the Vice-President when preparing collaborative events.

6.4. The External Event Director shall:

- 6.4.1. Be eligible to cast votes at meetings of the Council of Committee Directors and General Membership,
- 6.4.2. Contact external coordinators responsible for the events at which the group will be volunteering,
- 6.4.3. Work with other External Event Committee members to brainstorm ideas for volunteering and other events,
- 6.4.4. Conduct research on information required for various club initiatives,
- 6.4.5. Present event ideas at weekly General Membership meetings so they can be approved by the President and/or Vice-President,
- 6.4.6. Coordinate and manage long-term & short-term volunteering events throughout the entire academic year.

6.5. The Marketing Director shall:

- 6.5.1. Be eligible to cast votes at meetings of the Council of Committee Directors and

- General Membership,
- 6.5.2. Contact members to encourage participation in club meetings and events,
 - 6.5.3. Promote the club and increase public awareness of its activities,
 - 6.5.4. Oversee the club's advertising efforts, which may include working with the Media Director when designing and creating posters, pamphlets, and other promotional materials,
 - 6.5.5. Search for sponsors.

7. Article Seven - General Committee Members Composition and Duties

7.1. The Finance Committee shall:

- 7.1.1. Be eligible to cast votes at meetings of the General Membership,
- 7.1.2. Assist the Finance Director to execute his/her role and work as a team.

7.2. The Media Committee shall:

- 7.2.1. Be eligible to cast votes at meetings of the General Membership,
- 7.2.2. Assist the Media Director to execute his/her role and work as a team.

7.3. The Internal Event Committee shall:

- 7.3.1. Be eligible to cast votes at meetings of the General Membership,
- 7.3.2. Assist the Internal Events Director to execute his/her role and work as a team.

7.4. The External Event Committee shall:

- 7.4.1. Be eligible to cast votes at meetings of the General Membership,
- 7.4.2. Assist the External Events Director to execute his/her role and work as a team.

7.5. The Marketing Committee shall:

- 7.5.1. Be eligible to cast votes at meetings of the General Membership,
- 7.5.2. Assist the Marketing Director to execute his/her role and work as a team.

8. Article Eight – Elections

- 8.1. All voting positions on the Executive Board shall be filled through an annual election that is held at the end of the academic year.
- 8.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 8.3. Nominations of candidates shall be made in writing. Candidates shall be voted upon during the General Membership meeting following the meeting at which nominations are made.
- 8.4. Candidates shall give a brief speech to all members of the organization before voting takes place.
- 8.5. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 8.6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 8.7. 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.

8.8. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

9. Article Nine – Finances

- 9.1. The signing authorities for the group's bank account will be the President, Vice-President, and Finance Director.
- 9.2. The Finance Director shall keep an active record of income and expenses.
- 9.3. Any financial transaction made shall be approved by the President/Vice-President.
- 9.4. Finances will be stored in a bank account and managed by the Finance Director, President, and Vice-President.
- 9.5. The Finance Director shall present updates on the group's financial position at annual General Meetings.
- 9.6. The group may not engage in activities that are essentially commercial in nature.
- 9.7. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 9.8. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 9.9. The group will not pay salaries to any of its officers.

10. Article Ten – Meetings

- 10.1. General Membership Meetings
 - 10.1.1. The club shall meet not less than twice per month at a time and place suited to the convenience of its members
 - 10.1.2. The Executive Board must announce the date of a General Membership meeting to the General Membership at least two (2) weeks prior to the date of the meeting.
 - 10.1.3. The purpose of General Membership meetings is to inform members of upcoming events and engage them in participation.
- 10.2. Executive Board Meetings
 - 10.2.1. The executive officers shall meet at least once every other week.
 - 10.2.2. The purpose of the executive meetings are as follows.
 - 10.2.2.1. Discuss what initiatives the club should pursue
 - 10.2.2.2. Discuss each executive officers' ideas regarding the club and its events
 - 10.2.2.3. Discuss exactly how events will run
 - 10.2.2.4. Ensure that each Committee Director and committee member is assigned a task to carry out during each event
 - 10.2.2.5. Brainstorm marketing strategies for each event
 - 10.2.2.6. Discuss any internal or external problems/issues
 - 10.2.2.7. Plan General Membership meetings

11. Article Eleven - Termination of Membership

- 11.1. Any member or executive who commits the following acts will have their club membership revoked.
 - 11.1.1. Any act that conflicts with the club's interests.
 - 11.1.2. Any act that negatively affects or harms any of the members or executives.
 - 11.1.3. An executive officer who is absent from any event/meeting without 24 hours pre-notice.
 - 11.1.4. A finance authority who conducts any transaction from the association's bank account without approval from the President/Vice-President.
- 11.2. Any member or executive facing removal will be given a notice of their situation, and after, they will have the right to defend his/her actions.
- 11.3. A vote to revoke membership must be held at a meeting of the Executive Board.
- 11.4. A two-thirds majority of the Executive Board is required to approve any motion to revoke membership.
- 11.5. Any member facing removal shall have the right to appeal the decision of the Executive Board to the Council of Committee Directors.
- 11.6. In the case of an appeal, a simple majority vote at a meeting of the Council of Committee Directors shall be required to sustain the revocation of membership.
- 11.7. Following a termination of membership, the individual will lose any privileges associated with being a member of the club.
- 11.8. Executive Board members and members of the Council of Committee Directors are subject to the same termination of membership process as general committee members.

12. Article Twelve – Amendments

- 12.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a General Membership meeting.
- 12.2. All voting members may propose and vote on amendments to the constitution.
- 12.3. The Executive Board shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 12.4. 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.