

Constitution of UT Application Counselor Student Association

Article One – Name and Purpose
1.1. The official name of the recognized student group is “UT Application Counselor Student Association” (UTACSA).
1.2. The official acronym or abbreviation of the group is “UTACS.”
1.3. The purpose, objectives, mission, and/or mandate of UTACS is to facilitate and guide high school students, particularly those from diverse communities across Canada, through the university application process, offering support, resources, and personalized counseling.

Article Two – Membership and Membership Fee
2.1. UTACSA 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. Non-voting members do not hold any rights awarded to voting members, unless otherwise stated.
2.5. The membership fee will be set at \$5.00 per academic year.

Article Three – Rights of Members
3.1. Members may request a full refund of their membership fee within one month of payment.
3.2. All voting members have the right to attend all general meetings.
3.3. All voting members have the right to vote at general meetings.
3.4. All voting members have the right to run for election.
3.5. All voting members have the right to vote in elections and referenda.
3.6. All voting members have the right to propose and vote on amendments to this constitution.
3.7. These rights are not awarded to non-voting members.

Article Four - Executive Committee
4.1. The Executive Committee shall serve from May 1st to April 30th.
4.2. The Executive Committee shall consist of four voting members.
4.3. All Executive Committee members must be currently registered students at the University of Toronto.
4.4. Non-voting members can hold non-voting positions on the Executive Committee.
4.5. The maximum number of non-voting positions on the Executive Committee shall be one or ten percent of the committee, whichever is greater.
4.6. Non-voting committee members cannot hold officer positions or have signing authority.
4.7. No person may serve as a signing authority if they are already a signing authority for another recognized student group.
4.8. The Executive may appoint Directors or Coordinators for committees who do not have executive decision-making authority.

Article Five - Executive Committee Composition and Duties
5.1. The President, Vice-President, Secretary, and Treasurer shall have responsibilities as outlined, including but

not limited to voting rights, overseeing operations, managing finances, and maintaining member lists.

Article Six – Elections6.1. Elections for the Executive Committee shall be held annually.6.2. All voting members are eligible to nominate themselves and vote.6.3. Non-voting members can only seek non-voting positions.6.4. Non-voting members cannot vote in elections.6.5. Winners are determined by a plurality of votes.6.6. In positions with multiple candidates, those with the highest votes win until all positions are filled.6.7. Elections must be unbiased, and candidates cannot oversee them.6.8. Unfilled positions are temporarily managed by the remaining officers until a by-election can be held.

Article Seven – Finances7.1. The Treasurer will record all transactions.7.2. The Treasurer presents financial reports at annual general meetings.7.3. Expenditures over \$100 require Executive Committee approval.7.4. The group will not engage in primarily commercial activities.7.5. Profits are to be used solely for group purposes.7.6. Officers will not receive salaries.

Article Eight – Meetings8.1. The Executive Committee shall meet monthly.8.2. General meetings will be held twice per year.8.3. General meetings will be announced two weeks in advance.

Article Nine - Termination of Membership9.1. Membership can be revoked for actions against the group's interest.9.2. A two-thirds majority of the Executive Committee is required for revocation.9.3. Members may appeal to the general membership.9.4. A majority vote at a general meeting is needed to uphold revocation.9.5. Revoked members lose all privileges.

Article Ten – Amendments10.1. Amendments require a two-thirds majority at a general meeting.10.2. All members can propose amendments.10.3. The constitution must be submitted to the Division of Student Life after revisions.10.4. Amendments take effect upon approval from the Division of Student Life.