

Constitution of “University of Toronto Chinese Students and Scholars Association”

March, 2021

1. Name

- a) The official name of this recognized student group is “**Chinese Students and Scholars Association at the University of Toronto**”
- b) The acronym or abbreviation of this group is: **UTCSSA**

2. Purpose and Objectives

The **University of Toronto Chinese Students and Scholars Association (UTCSSA)** was established in 1982. UTCSSA emblem visualizes a combination of Chinese Character “Hua” and a maple leaf, in compose of the four letters “C”, “S”, “S”, “A”. It is the oldest and largest Chinese student association in Toronto. As a student association at the University of Toronto, UTCSSA is dedicated to helping Chinese students of the University of Toronto in developing a comfortable environment for learning, researching, working, socializing and entertaining overseas. UTCSSA provides resources and opportunities for Chinese students and scholars to help them achieve personal development in their studies, career and life, while it also helps Chinese students and scholars integrate into the University of Toronto family, into the city of Toronto and Canadian society as a whole, assists them in making their own contribution to the University of Toronto and the Toronto community. With the mission of serving Chinese students and scholars at the University of Toronto, UTCSSA has been and will continue to strengthen the connection of Chinese culture and history to students and outside. UTCSSA will continue to take care of Chinese students and scholars at the University of Toronto, sharing experience to adapt new comers, holding events to union Chinese and fuse multi-culture.

3. Membership

Our group members include current students, researcher, professors and alumni from various fields such as politics, economics, science and so on. Up to now, UTCSSA has approximately more than 24,000 members accumulated, in which around 8,000 active members, and estimated annually 1,000 new members.

The membership fee will be \$20 lifetime with UTCSSA issuing the exclusive membership card.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the card issuance.

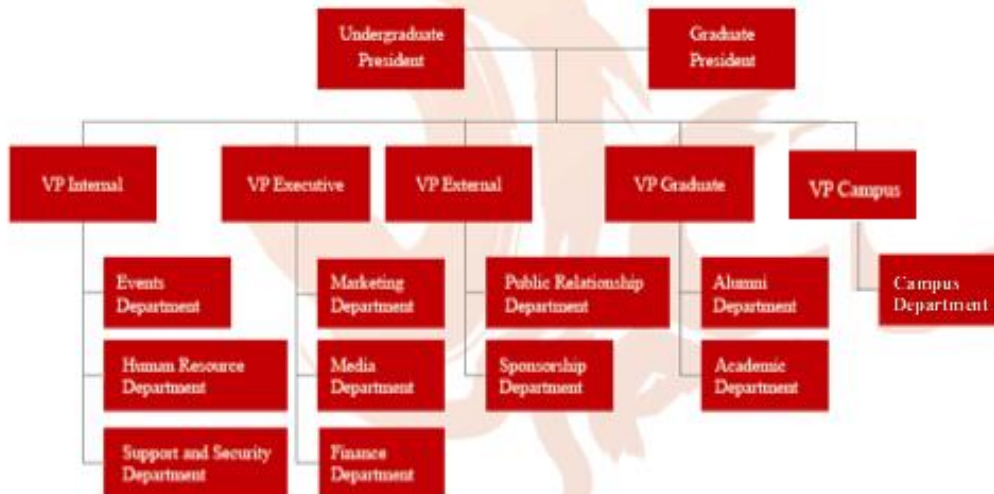
Executive members with voting privileges shall be currently registered students at the University of Toronto.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination.

4. Executive List and Duties

Organization structure



In this year, UTCSSA has:

- Two Co-President: Undergraduate President, Graduate President
- Four Vice-President, Including Vice-President Internal, Vice-President External, Vice-President Executive, Vice-President Graduate
- Eleven Departments, including Departments of Events, Departments of Human Resource, Departments of Support and Security, Departments of Sponsorship, Departments of Public Relationship, Departments of Finance, Departments of Media, Departments of Marketing, Departments of Alumni, Departments of Academic. and Department of Campus.
- One Vice-President Campus

4.1 UTCSSA Executives

UTCSSA Executives conclude all the people in our administrative body, so a UTCSSA executive must be enrolled in one of our departments

The main difference among members and executives is the executive authority. Executives are those holding, managing, and designing events and activities. Members are those to attend and participate events and activities.

4.2 UTCSSA Executive committee

UTCSSA Executive Committee concludes the two Co-President; four Vice-President, Including Vice-President Internal, Vice-President External, Vice-President Executive, Vice-President Graduate; directors of the ten Departments, including Departments of Events, Departments of Human Resource, Departments of Support and Security, Departments of Sponsorship, Departments of Public Relationship, Departments of Finance, Departments of Media, Departments of Marketing, Departments of Alumni, Departments of Academic; the Vice-President Campus and the General Secretary

(1) Duties of executive committee:

Duties of Co-President:

As the top management and the core of the organization, a President shall maintain a great vision of the whole organization with ethic. The most basic duties are to ensure every part of the organization is functioning properly, and to accept, manage and effectively utilize social resource. The duty also includes guiding the organization in a right path, monitoring financial flows, supervising vice-presidents and ruling General Secretary and VP Campus. The President shall organize the meeting of Executive Commits, organize the meeting of executives, modify the Constitution when necessary, and organize the election and other important personnel matters. The President is the significant hub connecting UTCSSA to others.

Duties of Vice-President:

Every Vice President supervises two to three departments. A Vice President shall assist the President in managing general matters, connection the President and departments. Every Vice President shall provide clear and correct information for directors of departments.

The **VP Internal** administers the Department of Events, the Department of Human Resource, the Department of Support and Security. The primary duty includes supervising the department of Events to plan events, supervising the department of Human Resource to count statistics and allocate human resource, supervising the department of Support and Security to manage inventory and materials.

The **VP External** administers the Department of Public Relationship, the Department of Sponsor. The primary duty includes maintaining a good connection with sponsors, introducing potential sponsorship, supervising the two departments for their work.

The **VP Executive** administers the Department of Marketing, the Department of IT and Design, the Department of Finance. The primary duty includes supervising the Department of Marketing to accomplish an effective marketing, supervising the Department of IT and Design to accomplish media support, supervising the Department of Finance to accomplish a restrict monitoring on money flows.

The **VP Graduate** administers the Department of Alumni, the Department of Academics. The primary duty includes supervising the Department of Alumni to accomplish a closed connection with UTCSSA Council, Consultant Council and Honorary Executives, supervising the Department of Academics to organize any academic events.

The **VP Campus** administers the Department of Campus. The primary duty of a VP Campus includes dealing with any campus-related matters, maintain the connection to UTSU and the University of Toronto, supervising UTCSSA athletics teams (the basketball team, the football team and etc.), filings and reviewing documents, and recording meeting minutes.

(2) Duties of Directors of Departments:

There is one Director and two to three Vice-Director in every department. The primary duty of a director includes managing and distributing work to executives, training new executives, monitoring work and fairly appraising executives in the department. The primary duty of a vice-director is all about cooperating with the director.

4.3 UTCSSA Council

The UTCSSA Council is voluntarily composed of outstanding and cherished previous presidents of UTCSSA. All members of UTCSSA Council have equal rights. It will provide advice to UTCSSA executive committees when necessary. The primary responsibilities of a member of UTCSSA Council include introduce potential social resource to UTCSSA, to provide perspective on conflicts that cannot be solved among UTCSSA executive commits, to provide suggestion to UTCSSA executive committees. UTCSSA Council shall not interpose any decision made by UTCSSA executive committees. A member of UTCSSA Council could attend any UTCSSA events for free. Current members of UTCSSA Council are Gang Wu, Luyang Yan, Yan Wang, Baiqiao Zeng, Fan Yang, Weizun Zhang, Wei Sun, Yuli Liu and Feiran Hu.

4.4 Consultant Council

Consultant Council is composed of outstanding and cherished previous members of UTCSSA Executive committees. A member of Consultant Council could attend any UTCSSA events for free. Consultant Council shall not interpose any decision made by UTCSSA Executive committees and shall not represent for UTCSSA in any occasion.

4.5 Honorary executives

The Honorary executives are those outstanding and cherished executives from the last year. Honorary executives shall not interpose any decision made by UTCSSA executive committees and shall not represent for UTCSSA on any occasions.

5. Meetings

UTCSSA has two annual general meetings that require all executives' attendance, one in the fall and the other in the winter. UTCSSA committees hold a general meeting monthly to discuss recent plans. The executive committee meets on a monthly basis where dates and times are to be set by an executive.

6. Election

6.1 Election Committee and CRO

Annual Elections are held in March of each year. To conduct the election, the executive committee shall create the Election Committee and appoint a Chief Returning Officer (CRO) in March, at least two weeks before the election date – no later than March 30th.

The election committee shall be non-biased and will be required to disclose any conflicts of interest that might impact the election. The election committee is only responsible for the organization and execution of the election procedures including educating members about the election, posting positions, collecting documents, counting ballots, etc. The election committee does not have any influence on any decision with respect to election results. Committee members should not be running in any active elections while also holding a position on the committee. The election committee will be organized by the outgoing President(s) and executive members who are not running in the election. The CRO does not have to be a current member of the club. To appoint a qualified CRO, the executive committee could advise the position to other faculties in U of T, and also accept nominations from group members. The appointment of the CRO must be democratically agreed upon by the executive. The CRO shall understand the constitution and election by-laws of the organization. The CRO cannot be a candidate in election, nor can they participate in voting to avoid potential conflict of interest.

Election committee and CRO are responsible for the election process. The CRO will report the results of the election to the executive and general membership.

6.2 Candidates

For a candidate to be eligible to run and hold office, a member shall meet all the following conditions:

- (1) Be a currently registered student at the University of Toronto – St. George Campus
- (2) Be an active member of the Association with good standing for at least one month prior to the nomination period
- (3) Candidates should respect the constitution, recognize the values and accept the mission of the Association
- (4) For the candidates of Vice-Presidents, a membership in the Association for at least one year (by the date of election) is recommended
- (5) For the candidates of Presidents, a membership in the Association for at least one and half years (by the date of election) are recommended
- (6) No person shall be elected as the President for more than one year.

6.3 Election process

The election process shall be democratic and fair in principle, with its process public and transparent, in accordance with the following procedures:

- (1) Election committee and CRO shall be appointed by the executive committee at least two weeks before the election date.
- (2) The election committee and CRO shall establish the election agenda including the numbers of executive positions, application deadline, election date, and voting procedures
- (3) Members who want to be candidates should hand in a self-statement, including but not limited to the past work summary, contributions to the club and future work plan, through

email before deadline. The list of candidates and the self-statements shall be published to members preferably seven days but at least three days before the election date.

(4) Voting shall be one vote per person. Any form of proxy or delegated votes is invalid. Only registered U of T students who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting

(5) Election shall be set depending on accessible circumstances to be held online or in person in the election date.

(a) In-person voting shall be the first choice in suitable circumstances. The CRO shall host the election speeches provided by the candidates and provide each voting U of T registered student with a paper ballot on the voting date and ask the student to place their ballot in an enclosed box. Upon completion with all ballots collected, the ballots shall be publicly counted and announced by the CRO. Voting members cannot vote by proxy.

(b) In events where in-person voting is not applicable, online channels shall be utilized to conduct the voting process. The choice to which the online platform is to be chosen will be based on several factors including the degree of confidentiality, transparency of submissions and results, ability to provide oversights, accessibility, and ease of use. It is expected that unique identifier is generated and distributed by the online platform to ensure fairness given that each voting member will be allowed one vote.

(6) Candidates shall be elected by simple majority vote of voting members attending and voting. In the case of a tie, a further election shall be held and votes shall be re-cast on the same date. In preparation for a tie, the CRO shall select a U of T registered student 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, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

(7) Vacancies can be addressed through a by-election at a later time. In the interim, any unoccupied responsibilities may be temporarily shouldered by the existing executive members until a by-election can be conducted. All voting executive roles ultimately must be filled democratically.

6.4 Appealing Process

In events where any component of the election process is questioned based on its fairness or integrity all communications are to be centralized to the CRO, and the email of CRO shall be available on all election materials. Members of the association would hold the right to appeal and is able to commence the appealing process when deemed necessary. The CRO shall review and assess all questions and appeals based on this constitution and the evidence provided. If determined that the appeal is on reasonable ground, it will warrant an investigation into the matter with a plan of action. The appealing process shall be fair in principle and any defamatory behavior is not accepted. The candidates shall be given opportunities to address the questions raised. The decision made by the CRO shall be communicated to members.

7. Promotion

a) From Junior Executive to Senior Executive

The Executive Assessment is three times a year, May to September, September to December and December to March. After every assessment, those executives mentioned by Vice-Director will be reassessed by Director, and finally the decision is made by the Executive Commits. The Executive Assessment has unlimited quota.

b) From Senior Executive to Vice-Director

A senior executive will be promoted to vice-director via nominating by director, and assessing by the VP in charge, deciding by the Executive Commits.

8. Termination of Executives and General Members

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, may be given notice of removal, as voted on by the club. The member up for removal shall be notified of the club's intentions and will have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The member must have the right to an appeal before the general membership, prior to the vote, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

9. Finance

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not

provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

10. Constitutional Amendment Procedure

Any registered U of T students may propose and vote on amendments to this constitution. Any amendment or revision to this Constitution shall be made under the concordant agreement by the members of Executive Commits. Any amendment shall be written by the two Co-President or the General Secretary with the identification of the two Co-President. Otherwise, it shall not be accepted.

The Executive Committee will administer the process of having amendments discussed at general meetings. Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc.) within two (2) weeks of its approval by general members.

11. Conflict Management Procedure

Any conflicts shall be ideally resolved by direct communication between the two involved parties. As appropriate, complainants will have the opportunity be heard by the executive and the executive may suggest possibly resolutions to the conflict. If the president and co-president are all involved in the conflict and the conflict cannot be resolved in the group, a "third-party" mediator who is not of the UTCSSA will be invited to assist with resolving the conflict. The "third-party mediator" could be a staff member at the University of Toronto, such as the

student life coordinator or the student life officer. If any conflict results in the motion to remove either an exec or general member, the process as outlined in Section 8 will be followed.

12. Bylaws, Policies

The Association shall create and maintain bylaws that govern all the operations of the Association, which are not specified in the Constitution. 11.2 The Association's bylaws shall not contravene the Constitution. In the case of any inconsistencies arising between the Association Constitution and the Bylaws, the Constitution takes precedence and governs.

Every executive in UTCSSA shall obey to this Constitution, or risk being removed from UTCSSA

13. UTSU Constitution

In the case of any inconsistencies arising between the Association Constitution and the SSMU Constitution and Bylaws, the SSMU Constitution and Bylaws shall take precedence and govern. If there are any areas not incorporated in this Constitution, the SSMU Constitution and Bylaws shall take precedence and govern.