

Constitution of “Latin Engineering Students ’Association”
Last Modified: 17 October 2023

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Latin Engineering Students’ Association”
- 1.2. The official acronym or abbreviation of the group is “LESA”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to organize events to foster Latinx engineering community and promote Latinx culture.
- 1.4. The association is open to anyone interested in experiencing and celebrating Latin culture.
- 1.5. The Latin Engineering Students' Association is focused on organizing events to bring Latinx engineering students together and provide both professional development for students.
- 1.6. The association helps international Latin students transition to Canada and the University of Toronto by connecting students with those of their own or similar cultures.

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 is no annual membership fee.

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 comprised of eight (8) 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 two (2).
- 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. President(s) shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee, including in referendums,
- 5.1.2. Preside over meetings of the Executive Committee and/or members,
- 5.1.3. Oversee the operations, management, and success of the group, including safety and emergencies at events,
- 5.1.4. Ensure the club maintains full-status at the university,
- 5.1.5. Hold signing and financial authority along with the Treasurer,
- 5.1.6. Establish a program for communication and operations within the Executive Committee (ie Notion, Slack, etc.),
- 5.1.7. Be present at all events of the group, unless extenuating circumstances arise.

5.2. 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. Hold signing and financial authority along with the Treasurer,
- 5.2.6. Be present at all events of the group, unless extenuating circumstances arise.

5.3. Communications Executive shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,
- 5.3.3. Maintain the group website and member contact list,
- 5.3.4. Record notes and motions for meetings,
- 5.3.5. Answer all official forms of external communication, excluding social media, within 48 hours (email, text, etc.),
- 5.3.6. Be present at all events of the group, unless extenuating circumstances arise.

5.4. Financial Executive shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Ensure the club receives appropriate funding for the academic year through necessary applications (ie. CPSIF),
- 5.4.3. Record all financial transactions of the group,
- 5.4.4. Hold signing and financial authority along with the President,
- 5.4.5. Maintain a budget of income and expenses, as well as process and refund members for expenses,

- 5.4.6. Advise members on financial position of the group and make final decisions on group finances,
- 5.4.7. Prepare an annual budget for the group,
- 5.4.8. Be present at all events of the group, unless extenuating circumstances arise.

5.5. Marketing Executive shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Follow a predetermined social media schedule to communicate events and news with members and public (ie. bi-weekly Instagram posts),
- 5.5.3. Determine appropriate communication channel for announcements to general members (ie WhatsApp, Discord),
- 5.5.4. Be present at all events of the group, unless extenuating circumstances arise.

5.6. Event Coordinator(s) shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Organize social and professional development events for the group, including all logistics (location, date, equipment, etc.),
- 5.6.3. Collaborate with other organizations and clubs in events,
- 5.6.4. Be present at all events of the group, unless extenuating circumstances arise.

5.7. First Year Representative shall:

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Represent the opinions and concerns of First Year students during group discussions,
- 5.7.3. Help increase First Year participation in all group activities,
- 5.7.4. Be present at all events of the group, unless extenuating circumstances arise.

5.8. Content Creator shall:

- 5.8.1. Be ineligible to cast votes at meetings of the Executive Committee,
- 5.8.2. Assist the Marketing Executive in all marketing operations (external communications via social media, developing advertising content, etc.),
- 5.8.3. Be present at all events of the group, unless extenuating circumstances arise.

5.9. Photographers shall:

- 5.9.1. Be ineligible to cast votes at meetings of the Executive Committee,
- 5.9.2. Take photographs of all events held by the group,
- 5.9.3. Be present at all events of the group, unless extenuating circumstances arise.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Nomination may only take place up two weeks in advance of the election date.
- 6.5. Campaigning for positions on the Executive Committee will be permitted only for two weeks prior to the election.
- 6.6. The voting period will be open for 24 hours, to ensure accessibility for all voting members.
- 6.7. Non-voting group members shall not be eligible to cast a ballot for any elected position.

- 6.8. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.9. 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.
- 6.10. On the condition that only one candidate is nominated for a position, a vote of no-confidence will be executed. If the vote of no-confidence is 50%+1 of all voting members, elections for the position will be re-opened until the position is filled.
- 6.11. The elections must be held in a non-biased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

- 7.1. The Financial Executive shall keep an active record of income and expenses.
- 7.2. The Financial Executive 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 \$100.00 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 weekly. 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 once 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 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.

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.