

Constitution of “Lebanese Student Association”

1. Name

The official name of this recognized student group is “Lebanese Student Association”

The acronym or abbreviation of this group is: LSA

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

- Create a safe and welcoming community for students at UTM.
- Hold cultural events that will educate the UTM community about Lebanon.
- Share Lebanese culture with all members of the UTM community.

3. Membership

Full rights to run, nominate, and vote in elections and constitutional amendments should only be open to UTMSU members

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. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

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 election periods.

For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain a minimum of 25 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be composed of at least seven (7) elected officers. These include Co-Presidents (2 people), Director of Internal Affairs, Events Coordinator, Graphic Designer, Sponsorship coordinator, and First Year Representative.

Co-Presidents:

- Jointly oversee the operations, management, and overall success of the association
- Represent the club in all external matters and act as the official spokespersons
- Serve as signing officers for financial purposes, alongside the Director of Internal Affairs
- Chair executive and general meetings
- Ensure smooth transitions for future executives
- Collaborate with team members and assist in event planning when needed

Director of Internal Affairs:

- Maintain all financial records and submit bi-annual audits to the UTMSU
- Serve as a signing officer alongside the Co-Presidents
- Prepare and maintain the club's annual and event-specific budgets
- Advise the team on the club's financial position
- Manage internal communication (emails, minutes, internal updates)
- Oversee administrative tasks and assist in human resources matters
- Assist in events and other responsibilities as needed

Events Coordinator:

- Propose ideas and themes for upcoming events
- Manage logistics, including timelines, supplies, and staffing
- Secure venues and vendors as necessary

- Ensure smooth execution of events and delegate tasks effectively
- Collaborate with other team members for support and promotion

Graphic Designer:

- Manage the club's social media presence and visual branding
- Design and post content related to events, announcements, and initiatives
- Engage with members and promote active participation through digital platforms
- Work with sponsorship and events teams for cross-platform promotion

Sponsorship Coordinator:

- Identify and reach out to potential sponsors aligned with LSA's mission
- Build and maintain sponsor relationships
- Ensure sponsor benefits are fulfilled and documented
- Coordinate with marketing for public recognition and sponsor integration
- Track sponsor contributions and contact history
- Troubleshoot issues and develop creative sponsorship strategies

First-Year Representative

- Serve as a liaison between first-year members and the executive committee
- Represent the interests and concerns of first-year students at meetings
- Help engage new members through outreach and orientation events
- Support event planning and other club activities as needed

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

Termination of Executives or General Members:

General Member Removal

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. The member up for removal shall 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, 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.

After removal is done, it must be sent to the UTMSU.

Executive Member Removal

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.

Any executive 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. The executive up for removal shall 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 executive must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

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

Re-election for a new executive member to replace the position will occur. Announcements will be made from anyone who wishes to fulfil the position and will have to release a prompt as to why they are fit to replace. The executive members will have a democratic and anonymous vote to choose the new executive member.

After removal is done, it must be sent to the UTMSU.

5. Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in

September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the

Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a

petition by a member and re-election will be held under the supervision of the UTMSU Campus

Groups Coordinator.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline

set by the UTMSU

- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO

must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.

- Elections must open to all interested candidates who are UTMSU registered members of the group.

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of

the group

- Nomination Period: All members who are interested in running for an executive position

are able to self-nominate during this time. This will be overseen and managed by the CRO.

- All Candidates Meeting: A meeting with all the candidates must be held to go over the election rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.

- Campaign Period: During this time, candidates are able to campaign themselves to the

Campus Groups's membership.

- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

Election Policies

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.

Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

In the event of a tie, the two parties involved will either agree to have a revote or agree to have position changed such as one person will take on a new role.

6. Finances

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.

7. Meetings

a) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T students that are UTMSU members may propose and vote on amendments to this constitution. 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.