



**INDIAN STUDENTS' ORGANIZATION**  
*UNIVERSITY OF TORONTO ST. GEORGE*

# **CONSTITUTION**

**INDIAN STUDENTS' ORGANIZATION**  
University of Toronto St. George

# Constitution of the “Indian Students’ Organization”

## 1. Name

1.1 The official name of this recognized campus group is “**Indian Students’ Organization**”.

1.2 The acronym or abbreviation of this group is: **ISO**

1.3 The purpose, objectives, mission and/or mandate of this organization shall be:

- To showcase the exciting culture of India to the students of University of Toronto St. George by holding events to celebrate different forms of local Indian cultures, cuisines, music, dance, festivals, politics, current affairs, and athletics etc.
- To try to connect the pre-existing University of Toronto Indian diaspora in an effort to unite not only all the Indian members, but also those who wish to know more about India.
- To encourage and promote a multicultural Indian community, where religion, caste and languages do not act as barriers in relationships.
- To instill a passion for Indian culture and diversity.
- To help integrate International Indian Students into the University of Toronto community.
- To promote a greener and more sustainable India and Canada in all events being organized.
- To support students of Indian origin at the University of Toronto by organizing programs and/or events that enhance the student experience.
- To build a more robust connection between current students of Indian origin and UofT’s alumni community.

## 2. Membership and Membership Fee

- Membership to the Indian Students’ Organization is open to all registered students at the University of Toronto regardless of language, race, colour, creed, ethnicity, or gender.
- Executive members and General members with voting privileges (if applicable in that academic year) shall be current active and registered students of the University of Toronto.
- 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.
- 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.
- For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain a minimum of 30 general 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.
- Members are kept up to date through the club’s social media pages and via email.

## 3. Rights of Members

- All voting members (if applicable in that academic year) may:
  - a. Vote in the executive council election, general meetings, and by-elections and may propose and vote on constitutional amendments.
  - b. Have a right to stand for election and become executives unless otherwise stated in this document.
- The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

#### **4. Team Composition**

The term for all positions on the Team shall be from May 1st to April 30th. The team shall be composed of 5 council executives and 16 directors. These include the following for 2024-25:

- Co-Presidents (2)
- Vice-Presidents (3)
- Finance Directors (2)
- Events Directors (2)
- Social Media Directors (3)
- Logistics Directors (2)
- Outreach and Communications Directors (2)
- Sports and Recreation Directors (2)
- First-Year Directors (3)

All members of the team must be currently registered students of the University of Toronto.

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. Team Duties**

##### ***The Executive Council:***

The team consists of elected members and shall be the body governing that examines the affairs of the Organization.

- General responsibilities of executives:
  - a. To bring the concerns of peers to the Executive Team meetings.
  - b. To work with other executives to accomplish common objectives of the organization.
  - c. If there is a vacant position on the Executive Team, the Executive Team shall assume the duties of the vacant position.
  - d. To help any international/domestic student on campus and answer any questions they may have regarding the activities of the Indian Students' Organization.
  - e. To read and understand the clauses of the organization's constitution before taking office.
  - f. To represent the Indian Students' Organization at intra-university and inter-university events.

##### ***The Co-Presidents:***

The candidates securing the most number of votes during the general election will be elected as the Co-Presidents.

- The Co-Presidents should be students at the University of Toronto.
- They are responsible for the functioning of the Executive Team.
- They should preside over all Executive meetings and appoint the others to preside over executive meetings at their discretion.
- One Co-President should assume the responsibility to be the Club's Contact Person.
- They are responsible for the overall booking of halls and rooms for the Indian Students' Organization events, unless they request another member to book on their behalf.
- They should maintain relationships/communication with campus and non-campus committees, other student groups or student unions and media.
- They should inform the organization of upcoming events/activities organized by the campus and non-campus committee, other student groups or student unions.
- They should work to increase participation and visibility of the organization within the University of Toronto.
- They are responsible for press releases at the appropriate time.
- They should attempt to redress the issues and concerns of the University of Toronto's Indian student community.
- They are responsible for managing the organization's email account, social media accounts, and partnerships unless they request another member to do so on their behalf.
- They will be required to clearly comprehend the clauses of the constitution and present the constitution to other elected members of the executive council.

#### *The Vice-Presidents:*

There shall be three seats in the council for Vice-Presidents: Vice-President Internal, Vice-President External, and Vice-President Finance. These positions shall be filled by the candidates who are elected based on receiving the highest number of votes during the general elections.

- Vice-President Internal:
  - a. VP - I is responsible for working with the Co-Presidents and the executive team to assist in managing any projects initiated or coordinated by the organization.
  - b. VP - I is responsible for overseeing the overall functioning of the team and maintaining positive team dynamics.
  - c. VP - I is responsible for presiding over executive meetings in the absence of the Co-Presidents, unless indicated otherwise by the Co-Presidents.
- Vice-President External:
  - a. VP - E is responsible for working with the Co-Presidents to assist in identifying and managing any projects that could emphasize the organization's role outside the University of Toronto, the Indian community and the mainstream community.
  - b. VP - E is responsible for securing sponsorships and funding from external vendors and organizations.
  - c. VP - E is responsible for presiding over executive meetings in the absence of the Co-Presidents, unless indicated otherwise by the Co-Presidents.
- Vice-President Finance:
  - a. VP - F is responsible for working with the Co-Presidents to assist in identifying financial opportunities which benefit the Indian community within the University of Toronto.
  - b. VP - F is responsible for keeping track of all financial transactions and activities of the Indian Students' Organization.

- c. VP - F is responsible for overlooking sponsorship and for working with the administration and the University of Toronto Students' Council to attain necessary funds.
- d. VP - F is responsible for presiding over executive meetings in the absence of the Co-Presidents, unless indicated otherwise by the Co-Presidents.
- Additional responsibilities may include:
  - a. Making a list of all registered members
  - b. Maintaining the web sites and member contact list
  - c. Recording notes and motions for meetings
  - d. Notifying all members of meetings
  - e. Handling official correspondence of the organization
  - f. Overlooking collaboration with other organizations within the University of Toronto

***The Directors:***

Some positions may not be filled for a given academic year, based on the discretion of the Executive Council, depending on the needs and the goals of the team for the year.

*The Finance Directors:*

There shall be two seats in the Team for Finance directors. These seats shall be filled by the candidates who are elected based on receiving the highest number of votes during the general elections or hired based on the discretion of the Co-Presidents.

- The Finance Director is responsible for keeping track of all financial transactions and activities of the Indian Students' Organization.
- The Finance Director is responsible for collection of funds & collecting of any outstanding debt.
- The Finance Director is responsible for providing an estimated cost report for a planned event beforehand to the Executive Team and report on the financial situation after every major event at the next available Executive Meeting.
- The Finance Director is responsible for coordinating sponsorship and other funding strategies.
- The Finance Director is responsible for submitting funding applications to Student Councils and Unions on time after consultation with the Co-Presidents.
- The Finance Director is responsible for working with the administration and the University of Toronto Students' Council to attain necessary funds.

*The Events Directors:*

There shall be two seats in the Team for Events Directors. These seats shall be filled by the candidates who are elected based on receiving the highest number of votes during the general elections or hired based on the discretion of the Co-Presidents.

- The Events Director is responsible for the smooth operation of any events taking place and proper management of decoration and props required in the process of setting up for an event.
- The Events Director is responsible for working closely with the Logistics Director and volunteers to ensure timely set up of booths, decorative material, props and food before an event begins.
- The Events Director is responsible for securing venue spaces and visiting prospective venues.

*The Social Media Directors:*

There shall be three seats in the Team for Social Media Directors. These seats shall be filled by the candidates who are elected based on receiving the highest number of votes during the general elections or hired based on the discretion of the Co-Presidents.

- The Social Media Director is responsible for the maintenance and operation of the official Indian Students' Organization website with regular updates regarding past and upcoming events, meeting minutes from general meetings and any other related items.
- The Social Media Director is responsible for promoting the Indian Students' Organization activities through Facebook, Instagram and other social media platforms.
- The Social Media Director is responsible for communicating marketing strategies for events and creating graphics along with the Event Directors.

#### *The Logistics Director:*

There shall be two seats in the Team for Logistics Directors. These seats shall be filled by the candidates who are elected based on receiving the highest number of votes during the general elections or hired based on the discretion of the Co-Presidents.

- The Logistics Director is responsible, in efforts with the Events Director, to find and confirm event spaces and other equipment requirements to ensure a smooth run of the events.
- The Logistics Director is responsible for being well-versed with different booking mediums to ensure event spaces for the organization throughout the year.

#### *The Outreach and Communications Directors:*

There shall be two seats in the Team for the Outreach and Communications Directors. These seats shall be filled by the candidates who are elected based on receiving the highest number of votes during the general elections or hired based on the discretion of the Co-Presidents.

- The Outreach and Communications Director is responsible for obtaining funds from all potential sponsors and collaborators along with the Vice-President External and Vice-President Finance.
- The Outreach and Communications Director is responsible for monitoring communications accounts including emails and social media closely.

#### *The Sports and Recreation Director:*

There shall be two seats in the Team for the Sports and Recreation Director. This seat shall be filled by the candidate who is elected based on receiving the highest number of votes during the general elections or hired based on the discretion of the Co-Presidents.

- The Sports and Recreation Director is responsible for organizing sporting events at the suggestions of the General members.
- The Sports and Recreation Director is responsible for working to raise funds for sporting events.
- The Sports and Recreation Director is responsible for working to encourage athleticism amongst the Indian Students' Organization general members.

#### *The First-Year Directors:*

There shall be three seats in the Team for First-Year Representatives. These seats shall be filled by the candidates who are elected based on receiving the highest number of votes during the general elections or hired based on the discretion of the Co-Presidents.

- The First-Year Representative is responsible for representing the interests of the 1<sup>st</sup> year students who are the Indian Students' Organization's members.
- The First-Year Representative is responsible for promoting the Indian Students' Organization among 1<sup>st</sup> year students and increasing awareness of the activities of the Indian Students' Organization.
- The First-Year Representative is responsible for acting as a liaison between the Indian Students' Organization and the 1<sup>st</sup> year students.

*The Graphic Designer:*

There shall be one seat in the Executive Team for the Graphic Designer. This seat shall be filled by the candidate who is elected based on receiving the highest number of votes during the general elections or hired based on the discretion of the Co-Presidents.

- The Graphic Designer is responsible for writing advertising documents, creation and printing of posters (experience with graphic designing software such as Canva is an asset).
- The Graphic Designer is responsible for helping develop the Indian Students' Organization's website by working with the VP External and Outreach and Communication Directors.

**6. Mentorship Program - Purpose and Objectives:**

The program will assist new and returning students, both international and domestic, adjust to the university. Members shall foster positive social relationships with each other in order to relay the most important and accurate information. This program will serve as an avenue for students to ask questions, familiarize themselves with campus-life, and build a community with each other.

Mentors and Mentees will be selected based on application forms, interviews and the program will be overseen by Vice President External and Vice President Internal of the Indian Students' Organization.

The members of program will consist of the following people:

- Mentors (20\*)
- Mentees (20\*)

**7. Mentorship Program - Roles and Responsibilities:**

*Mentors:*

There shall be twenty mentors in the Mentorship Program and this role will be assigned to qualifying upper-year students based on their application forms and group interview.

- Mentors shall attend a training program to equip them with skills and resources to carry out their roles successfully.
- Mentors shall create and maintain a trusting and productive relationship with their mentees.
- Mentors shall provide advice from personal experiences about academics and extracurricular activities.
- Mentors shall identify when mentees need referrals and connect them to the appropriate resources.
- Mentors shall encourage mentees to engage in opportunities relevant to student life.

*Mentees:*

There shall be twenty mentees in the Mentorship Program and this role will be assigned to new and returning students.

- Mentees shall absorb the knowledge of their mentors.
- Mentees shall determine where and how much help and guidance they need on particular matters.
- Mentees shall take initiative to ask for help when necessary and maintain a productive relationship with their mentors.

\* The highlighted numbers can be increased or decreased at the Co-Presidents' discretion.

## **8. Team Formation**

### **8A. Elections**

The Executive Team shall strike the Elections Committee\* and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the past executive members of the Indian Students' Organization on the committee to conduct and hold elections in April/May. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

\*In the event that an EC is not commissioned, the responsibility shall fall upon the Co-Presidents.

The CRO shall accept nominations only from group members that are registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership before the beginning of May. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period. Each nominee may give a speech on the day of the election.

The CRO shall select three (3) election dates before April 30<sup>th</sup> for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

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.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Non-registered students may not nominate or vote in elections.

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.

Term of executive positions shall be from May 1st to April 30th.

#### **Schedule of Elections**

- The Indian Students' Organization shall hold:
  - a. A general election in April.



- b. The schedule of elections shall include:
  - o The date, time and location of the General Elections which can be selected by Indian Students' Organization Executive Team by a simple majority.
  - o Notice of the date of the elections with the description of the executive positions shall be given to members through our social media and listserv at least 15 days prior to the start of the application period.

#### By-Elections

- A by-election will be held in all instances where an executive position remains vacant after the election, either due to the position failing to draw nominees or to No outcome in a Yes/No ballot. A by-election will also be held in all instances where an executive resigns or is removed from the Executive Team.
- The proceedings of the by-election, including notification of the by-election date and appointment of the CRO and Scrutinizers, must comply with other sections of this constitution

### 9. Finances

- The VP Finance and Finance Directors should prepare an annual and semester budget statement for the Indian Students' Organization in accordance with generally accepted accounting principles at the beginning of the year, describing how much revenue and cost is anticipated for each event.
- The VP Finance or Finance Directors should also present a financial report at the general meeting, detailing the total expenditure incurred during the year.
- The Indian Students' Organization accepts sponsorships to fund its activities, publications and services.

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. Meetings

#### A) Annual General Meetings (AGMs):

- The Indian Students' Organization must hold general meetings at least once per year.
- General meetings shall serve primarily as a forum for interaction between the Executive Team and the General Members.
- At all general meetings, the general members shall be allowed the opportunity to offer input and feedback with regards to current Indian Students' Organization activities.
- All executive members shall be present at the general meetings. If circumstances arise in which an executive member is unable to attend a general meeting, they will be responsible for notifying the Co-Presidents 24 hours before the meeting. The absent executive shall make necessary arrangements for the progress of their current activities within the organization to be presented.
- The General Meetings shall additionally provide an opportunity for the Executive Team to propose new projects and activities to the General Members.
- Notice shall be provided to members 14 days prior to the meeting in listserv and social media.

- The quorum required for a General Meeting should be at least 2/3rd majority of the Executive Team.

B) Executive Meetings:

- Executive meetings shall take place on a bi-weekly basis.
- Executive meetings must have at least one representative from each position.
- If Co-Presidents are both not able to attend, it is the responsibility of the Vice-Presidents to lead the meeting.
- It is required that all members must attend executive meetings unless a valid excuse and/or reason has been given to the Co-Presidents.

**11. Termination of Executives Members:**

Any executive 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 two-thirds majority vote of the current executive members present in favor of removal is required. The member must have the right to an appeal before the team.

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

**12. Amendments**

Guidelines

- Constitutional amendments must be approved by a referendum held at a general meeting in which the Indian Students' Organization Executive Team shall explain the significance of each amendment.
- For amendments to be ratified, at least two thirds of the general members' present vote must be in favor of the amendment.
- Notification of the general meeting in which the referendum will be held shall be provided to all General members with at least two-week notice.
- After ratifications have been made and points in the constitution have been changed, the following table should be filled stating the causes and dates of all ratifications so that future executive members can have a clear idea as to why, by who and when changes happen, so as to avoid the same problems.
- 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.

<b>DATE OF RATIFICATION</b>	<b>NOTES/ REASON FOR RATIFICATION</b>	<b>POINTS RATIFIED</b>	<b>RATIFIED BY</b>
<b>16<sup>th</sup> Jun, 2009</b>	Creation of the Indian Students' Society	-	Founders
<b>13<sup>th</sup> Jul, 2009</b>	ULIFE Recognition	-	-
<b>August, 2009</b>	UTSU Recognition	-	-
<b>April, 2010</b>	Voted by members and executive team 2009-2010	Changes of Executive positions and addition of the Indian Alumni's Society section.	Executive Team 2009-2010
<b>December, 2012</b>	Voted by members and executive team 2012-2013	Changes to mandate and mission statement Changes to membership, electoral and candidacy procedure Changes to executive positions Removal of all amendments and articles related and/or subjected to IAS Changes to governing structure and bodies Changes to general assembly meeting procedure Changes to roles, powers, responsibilities, and removal of members of the Executive Team.	Executive Team 2012-2013
<b>September, 2017</b>	Voted by members and executive team 2017-2018	Changes to Executive Positions.	Executive Team 2017-2018
<b>April 2019</b>	Voted by members and executive team of 2018-2019	Changes and Additions to Executive Positions.	Executive Team 2018-2019
<b>July 2020</b>	Voted by members and executive team of 2020-21	Changes and Additions to Executive Positions	Executive Team 2020-21
<b>July 2021</b>	Voted by members and executive team of 2021-22	Changes and Additions to Executive Position	Executive Team 2021-22
<b>October 2021</b>	Voted by members and executive team of 2021-22	Changes and Additions to Executive Position	Executive Team 2021-22
<b>November 2021</b>	Voted by members and executive team of 2021-22	Changes and Additions to Executive Position	Executive Team 2021-22
<b>January 2022</b>	Voted by members and executive team of 2021-22	Changes to the name of the student club from "Indian Students' Society" to "Indian Students' Organization" to comply with student life guidelines	Executive Team 2021-22

<b>February 2022</b>	Voted by members and executive team of 2021-22	Changes made to adhere to the new constitutional requirements of only including active UofT students as voting members.	Executive Team 2021-22
<b>September 2024</b>	Changes to Hiring process	Elections are limited to only Co-Presidents and Vice Presidents. Updated the composition to reflect the requirements of the current academic year.	Executive Council 2024-25