

UTMSU CAMPUS GROUP CONSTITUTION

University of Toronto Mississauga African Students Association

[Effective September 2024]

ARTICLE I: CLUB NAME

The official name of this recognized campus group is ‘University of Toronto Mississauga African Students Association.’ This club is also known as the UTMASA or ASA.

ARTICLE II: PURPOSE

The purpose of this organization is to provide a safe environment to encourage the lifestyle of African students and the diaspora to the University of Toronto Mississauga Campus. The University of Toronto Mississauga African Students Association aims to provide this accepting space by organizing events that cater to the diverse experiences of the students, as well as allow them to form relationships and participate in diverse events on campus.

ARTICLE III: MEMBERSHIP

- A: Membership is open to all UTMSU members
- B: Community members and alumni may also be members as solely associates
- C: UTMSU members are permitted to run, nominate, and vote in elections and constitutional amendments.
- D. The membership fee will be \$0 per year.

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

ARTICLE IV: EXECUTIVES AND RESPONSIBILITIES

1. Co- Presidents (2)
 - a. The Co-Presidents are the primary student contact for the club and the “external spokesperson” of the group who regularly interacts with other club, the UTMSU and University officials. They are the liaison between the club and the advisor and other University or community contacts. The duties for this position should be tailored as the club deems necessary. The responsibilities of this position tend to include but are not limited to:
 - I. supervising all club meetings;
 - II. overseeing the process of club event planning;
 - III. overseeing all club purchase requests
2. VP Marketing
 - a. Responsible for creating marketing plans for the various events and initiatives held throughout the year
 - b. Responsible for collecting, analyzing, and reporting analytics for each ASA event
 - c. Responsible for collecting, analyzing, and reporting analytics for ASA mailing list

3. VP Internal
 - a. In charge of responding to mass emails and keeping everyone alert of new emails
 - b. In charge of sending out promotional emails for events and announcements
 - c. In charge of booking rooms for meetings and events
 - d. In charge of documenting notes during meetings

4. VP External
 - a. Responsible for recruiting volunteers and sponsoring events, and submitting papers for re-establishing club
 - b. Responsible for obtaining and coordinating volunteers for the club and its events when needed
 - c. Advising potential sponsors to contact ASA email.
 - d. Responsible for inviting potential special guests and speakers for events.

5. VP Event Coordinators (2)
 - a. Plan and delegate events for the academic school year
 - b. Assist in promotion of events
 - c. Manage all event operations on event day
 - d. Evaluate events success and submit reports

6. VP Finance
 - a. The financial admins should keep the officers and members informed about the club's financial activities. The responsibilities of the treasurer include but are not limited to:
 - b. Preparing the annual club budget;
 - c. Monitoring the club's budget;
 - d. Completing an annual financial report for the club;
 - e. Tending to the status of all purchase requests;
 - f. Collecting funds and depositing to the club's account;
 - g. Paying bills;
 - h. Keeping a record of all transactions, i.e. deposits, checks and adjusting entries; Working Hand in hand with the Outreach coordinator to find external sponsors and funding.
 - i. Working hand in hand with the Co-presidents to find internal funding from Uoff
 - j. Submit bi-annual audit to UTMSU

7. Associate Director (1)
 - a. Responsible for macro managing all of the associates
 - b. Responsible for ensuring all the associates are promoting ASA events and initiatives
 - c. Responsible for ensuring that all ASA members are actively involved and communicating within the team

ARTICLE V: MEETINGS

A: Executive meetings will be held weekly throughout the Fall/Winter terms

B: General meetings will be held once per semester, where the mission, goals, and accomplishments of the club are shared with all club members. In addition, a detailed report on the financial condition of the club is available upon request by any member.

ARTICLE VI: ELECTIONS

Elections are held annually, based on the elections guideline provide by the UTMSU for all on-campus clubs:

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 elections 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, ballots shall be recast for the contested position. Newly appointed executive status for other roles will remain valid during this re-voting period.

ARTICLE VII: REMOVAL FROM OFFICE

Removal from office/student group can occur after a member has received two (2) verbal warnings and one (1) written warning issued by the ASA Executive Team. The written warning must clearly state the problem(s) and the steps to be taken to resolve them. Such removal will occur if, and only if, the following conditions are satisfied:

General Member Removal

- a) After receiving a written warning/notice, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the student group.
- b) Voting Process: The vote should be supervised by the UTMSU, and the results shall be verified by the Club's Committee. The results of the vote should be at least two-thirds of the executives in favour of removal.
- c) A request be submitted to the VP Campus Life which should:
 - i. Be signed by at least 30% of the club membership or two-thirds (2/3) of the club executive membership
 - ii. Specify the alleged incidents of neglect of duty.
- d) Notice of Removal: Executive team must exhaust all available avenues to ensure the member receives notice of removal.
- e) Appeal Process: Removed member must submit an appeal to the Club's Committee stating their version of events, proposed alternatives for punishment, and/or lenience based on extenuating circumstances. The appeal must be detailed and submitted within 30 days of receipt of notice.
- f) Final Vote Process: Upon receipt of request, the council shall be required to hold a referendum within twenty days.

Executive Member Removal

- a) After receiving a written warning/notice, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from executive office.
- b) Voting Process: The vote should be supervised by the UTMSU, and the results shall be verified by the Club's Committee. The results of the vote should be at least two-thirds of the executives in favour of removal.
- c) A request be submitted to the VP Campus Life which should:
 - i) Be signed by at least 30% of the club membership or two-thirds (2/3) of the club executive membership
 - ii) Specify the alleged incidents of neglect of duty.
- d) Notice of Removal: Executive team must exhaust all available avenues to ensure the member receives notice of removal.
- e) Appeal Process: Removed member must submit an appeal to the Club's Committee stating their version of events, proposed alternatives for punishment, and/or lenience based on extenuating circumstances. The appeal must be detailed and submitted within 30 days of receipt of notice.
- f) Final Vote Process: Upon receipt of request, the council shall be required to hold a referendum within twenty days.
- g) In case of an executive member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

ARTICLE VIII: AMENDMENTS TO THE CONSTITUTION

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it. Only UTMSU can make amendments to the constitution.

All amendments must be approved by the group's membership via their General Meetings.

All amendments must be approved by UTMSU before they are formalized.

Once any constitutional amendments have been approved by the UTMSU and formally implemented, the Centre for Student Engagement(CSE) shall be notified to ensure transparency and alignment with institutional guidelines.

