

Constitution of SRP (Student Refugee Program) Students Association

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is SRP Students Association
- 1.2. The official acronym or abbreviation of the group is SSA
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to advocate for and support student refugees, raise awareness about refugee issues, build a welcoming community, facilitate fundraising for program sustainability, and provide leadership and volunteer opportunities, all aimed at enriching the educational experience and fostering diversity on campus.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Every group member should provide a valid Utoronto email address.
- 2.3. Voting membership is open to all registered students of the University of Toronto.
- 2.4. Voting membership is open only to registered students of the University of Toronto.
- 2.5. 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.
- 2.6. The membership is free.
- 2.7. The membership for the general member will automatically renew unless the member opts not to continue.
- 2.8. Non-voting membership may be extended to interested staff, 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.

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referendums.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.
- 3.8. A member would be allowed to participate in all activities arranged by the club, including but not limited to meetings and events.

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 composed of 11 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 number of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 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.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

5. Article Five - Executive Committee Composition and Duties

5.1. The **President shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

5.2. The **Vice-President External 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.

5.3. The **Vice-President Internal shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Assume duties of the President in their absence,
- 5.3.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.3.4. Coordinate organizational recruitment efforts.

5.4. The **Secretary shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Maintain a list of group members,
- 5.4.3. Maintain the group website and member contact list,
- 5.4.4. Record notes and motions for meetings,
- 5.4.5. Notify all members of general meetings.

5.5. The **Treasurer shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Record all financial transactions of the group,

- 5.5.3. Hold signing and financial authority along with the President,
- 5.5.4. Maintain a budget of income and expenses,
- 5.5.5. Advise members on financial position of the group,
- 5.5.6. Prepare an annual budget for the group.
- 5.6. **The Mentorship Coordinator shall:**
 - 5.6.1. Be responsible for designing and developing the mentorship program,
 - 5.6.2. Oversee the recruitment of mentors and the matching process with mentees,
 - 5.6.3. Provide training, resources, and ongoing support to mentors and mentees,
 - 5.6.4. Regularly evaluate the mentorship program to ensure it meets its objectives,
 - 5.6.5. Advocate for the mentorship program within the club and beyond,
- 5.7. **The Social media and Event Coordinator shall:**
 - 5.7.1. Be responsible for holding events in term of plannings, booking spaces and items,
 - 5.7.2. Approval of the events with a budget less than 150\$.
 - 5.7.3. Ensuring the objectives of each event are accomplished.
 - 5.7.4. Keep recorded history of the event and the activities we host.
 - 5.7.5. Maintain the social media platforms updated.
- 5.8. **The Student Integration Specialist shall:**
 - 5.8.1. Be responsible for designing and developing the mentorship program,
 - 5.8.2. Oversee the recruitment of mentors and the matching process with mentees,
 - 5.8.3. Provide training, resources, and ongoing support to mentors and mentees,
 - 5.8.4. Regularly evaluate the mentorship program to ensure it meets its objectives,
 - 5.8.5. Advocate for the mentorship program within the club and beyond,
- 5.9. **The Technology Officer shall:**
 - 5.9.1. Oversees the club's technological needs.
 - 5.9.2. Keeping the club's website and the social media up to date ,
 - 5.9.3. Be responsible for keeping the club's website working functionally.
- 5.10. **The Chief Strategist shall:**
 - 5.10.1. Oversees the club's technological needs.
 - 5.10.2. Keeping the club's website and the social media up to date ,
 - 5.10.3. Be responsible for keeping the club's website working functionally.
 - 5.10.4. Lead efforts to establish and maintain partnerships with other organizations.
 - 5.10.5. Provide strategic support to navigate through crises and unforeseen challenges.
 - 5.10.6. Evaluate the club's performance and monitor progress towards established goals.

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. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

- 6.6. 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.
- 6.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)
- 6.9. Those wishing to run for office must email the secretary two (2) weeks before the end of March with the following items: the requested position and one short paragraph (200 words) detailing the reasons they should be considered for the position. The secretary will verify that the candidate is eligible to run. Nominations for officers will start in March of the spring semester. Candidates must be members in good standing and be part of the group for at least two (2) weeks prior to the nomination period. The candidates should also be registered for the entire academic year they are expected to hold office.

7. Article Seven – Finances

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer 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 \$150.00 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 monthly. 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 semester (fall, summer and winter) or 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 a 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.