



University of Toronto Thai Student Association

Constitution of the University of Toronto Thai Student Association

Proposed: August 16th, 2023

1. Name

The official name of this recognized campus group is “University of Toronto Thai Student Association”

The official acronym or abbreviation of the group is “UTTSA”.

2. Purpose and Objectives

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

- Promote Thai culture and tradition by organizing club activities and participating in events arranged by the Thai embassy
- Support upcoming and current students to transition to university life and Canada
- Offer information on and opportunities for members regarding Thai events both inside and outside of the club.

3. Membership

Membership in the group is open to all University of Toronto members (students, staff, faculty, and alumni). Membership is also open to members of the public enrolled or employed at other post-secondary institutions.

Team members who are also students at the University of Toronto are permitted to run, nominate, and vote in elections and on constitutional amendments. No membership fee is necessary to be a part of UTTSA.

- The group shall maintain a list of group members
- Voting is open to all registered students of the University of Toronto
- Non-voting members include 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.

4. Rights of Members

- All voting members have a right to attend all general meetings of members.
- All voting members have a right to cast votes at all general meetings of members.
- All voting members have a right to stand for election unless otherwise stated in this document
- All voting members have the right to vote in all group elections and referendums.
- All executive members have the right to propose and vote on amendments to this constitution.
- The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

5. Executive List and Duties

The executive committee shall be composed of seven (7) elected officers. These include two Co-Presidents, External Relations Director, Marketing Director, Financial Director, Web Developer, and Events Associate.

5.1. Officer Roles and Responsibilities

5.1.1. Co-Presidents (2 positions)

The Co-presidents shall:

- I. Guide the overall direction of UT TSA while receiving updates from all leads and making executive decisions
- II. Conduct technical reviews of UT TSA's projects, maintain all logistics of UT TSA, recruit and assign roles to new members, and communicate with external parties about UT TSA
- III. Carry out all financial transactions of UT TSA or assign this responsibility to other member(s).
- IV. Assist in planning UT TSA's events
- V. Manage UT TSA's events by collaborating with other exec members
- VI. Be present at all executive meetings
- VII. Communicate with the Embassy of Thailand in Ottawa for business regarding Thai government officials

5.1.2. External Relations Director

The External Relations Director shall:

- I. Respond to emails and inquiries on social media
- II. Communicate with outsiders to search for funding and other opportunities to promote the club
- III. Respond to email and inquiry on the club email
- IV. Assist in planning and organizing UT TSA's events
- V. Assist the finance director in getting funding and sponsorship from relevant parties.
- VI. Be present at all executive meetings

5.1.3. Marketing Director

The Marketing Director shall:

- I. Promote our club and events through different mediums such as social media, career fairs, etc.
- II. Design promotional graphics for UT TSA's events and social media
- III. Respond to social media inquiries and comments
- IV. Take photos at the club's events for promotional purposes
- V. Assist in planning and organizing UT TSA's events
- VI. Be present at all executive meetings

5.1.4. Financial Manager

The Financial Manager shall:

- I. Maintain the financial account of the club
- II. Construct budget plans for UT TSA's events
- III. Assist in acquiring funding for the club
- IV. Assist in planning and organizing UT TSA's events
- V. Be present at all executive meetings

5.1.5. Web Developer

The Web Developer shall:

- I. Take photos at the club's events for promotional purposes and upload them into the club database
- II. Manage the club website to promote the club and Thai culture
- III. Provide useful information for upcoming university students on the website to assist them in transitioning to Canada
- IV. Maintain and update the club website with recent UT TSA events
- V. Assist in planning and organizing UT TSA's events
- VI. Be present at all executive meetings

5.1.6. Events Associate

The Events Associate shall:

- VI. Plan and organize UT TSA events
- VII. Reserve space for events with the vendor or university
- VIII. Prepare the necessary equipment for the event
- IX. Be present at all executive meetings

5.2. Termination of Executives or General Members

Any member of the club who commits an act that negatively affects the interests of the club and its members, including 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 favour of removal is required. The member must have the right to an appeal before the general membership, and the majority vote from the general members 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.

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 in the group.

6. Elections

Elections shall take place from March to April of every year. The following lists outline the elections' logistics and criteria.

- 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 majority 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.

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

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

7. Finance

The Financial Manager shall keep records of all income and expenses. The Financial Manager shall present the group's financial health at the quarterly general meetings. The Executive Committee will vote on expenditures over \$500.00 by majority vote at an executive meeting.

The group's executives 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 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 of 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.

8. Meetings

8.1. Annual General Meetings (AGMs)

General meetings shall be held twice per year, i.e. once per academic term.

These meetings are intended to go over the group's annual activity plan, and 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 cast. The meetings will be announced at least two weeks in advance.

8.2. Executive Meetings

The executive committee shall meet monthly where the date and times are to be set by an executive. Executive meetings shall be held to discuss progress and plan future executive action. If there is any deviation from the above schedule, all members will be notified as far in advance as possible. The quorum of executive meetings shall be 50% + 1 of executives.

9. Amendments

Any registered UTTSA member may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings. Non-UofT members may not propose constitutional amendments, and they may not vote on them.

Constitutional amendments require a 2/3 majority by voting members in attendance at Annual General Meetings to be passed.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices within two weeks of its approval by general members.