

UofT ERITREAN AND ETHIOPIAN STUDENTS' ASSOCIATION

CONSTITUTION

Article I: Name of Organization

- 1.1 The official name of the organization will be UofT Eritrean and Ethiopian Students' Association.
- 1.2 The organization may be referred to by the acronym "UofT EESA".

Article II: Purpose

- 2.1 The purpose of UofT EESA is to serve as a tri-campus entity representing all Eritrean and Ethiopian students.
- 2.2 The UofT EESA will foster a social and academic environment at UofT to share the cultures and knowledge of Eritrea and Ethiopia.
- 2.3 The UofT EESA will enhance the educational, recreational, social, or cultural environment of the University of Toronto .
- 2.4 The club fundamentally serves a non-profit function within the University of Toronto, and will not engage in activities that are essentially commercial in nature.
- 2.5 The club will operate as an independent entity working within the University of Toronto community subject to the values and policies of the University.

Article III: Membership

- 3.1 Membership in UofT EESA is open to all students, staff, faculty and alumni of the University of Toronto. In addition, staff, faculty and non-currently registered students at the University of Toronto shall hold non-voting membership.
- 3.2 The term of membership for the will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in UofT EESA :
 - 3.3.1 With the exception of staff, faculty and non-currently registered students, each member shall be afforded the right to participate and vote in group elections and meetings;
 - 3.3.2 The right to communicate and to discuss and explore all ideas;
 - 3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;
 - 3.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
 - 3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
 - 3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
- 3.4 Each member shall possess the following responsibilities relative to participation in UofT EESA :
 - 3.4.1 Support the purpose of the organization;
 - 3.4.2 Uphold the values of the organization;
 - 3.4.3 Contribute constructively to the programs and activities offered by the organization;
 - 3.4.4 Attend general meetings;

- 3.4.5 Abide by the constitution and subsequent official organizational documents;
- 3.4.6 Respect the rights of peers and fellow members;
- 3.4.7 Abide by University of Toronto policies, procedures, and guidelines;
- 3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 The values and respects the personal information of its members. The UofT EESA secures its members' information at all times and will not supply names or other confidential information to third-parties.
- 3.6 The UofT EESA will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: Executive

- 4.1 The executives of the organization shall include: The Co-Presidents (2) , Directors of Academic Events, Outreach, Administration, Finance, Media, Communications and Campus Representatives.
- 4.2 The broad responsibilities of each executive position are as follows:
 - 4.2.1 Each Co-President is the official spokesperson of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies.
 - 4.2.2 The Director of Academic Events (2) acts as an advocate and resource for the academic issues of members, ensuring accessible, high quality education.
 - 4.2.3 The Director of Social Events shall organize and coordinate the club's formal and casual cultural events.
 - 4.2.4 The Director of Outreach acts as a liaison between the organization and other student clubs, societies, entities, organizations, and groups on and off campus.
 - 4.2.5 The Campus Representatives (3) on each campus oversee events organized by the group for the benefit of members and the campus communities.
 - 4.2.6 The Director of Finance oversees the organization's finances and is in charge of developing and enhancing the delivery of member services.
 - 4.2.7 The Director of Administration is responsible for the hiring and training of all organizational associates while developing human resources practices and policies to maintain a positive and safe working environment for group members.
 - 4.2.8 The Director of Communication is responsible for monitoring and analyzing communication metrics, including viewer engagement on EESA's social media platforms, to measure effectiveness.
- 4.3 Only currently registered student members of the organization with voting rights may hold executive positions.
- 4.4 The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 4.5 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
- 4.6 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
- 4.7 The term of each executive will last from May 1 following their election to April 30 of the following year.

4.8 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

4.9 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

4.10 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time whereby an election and voting process for the vacancy is made.

Article V: Removal of Members and Executives

5.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:

5.1.1 A member or executive has engaged in unlawful actions or activities;

5.1.2 A member or executive has violated the constitution;

5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;

5.1.4 A member or executive has violated the rights of a fellow member;

5.1.5 A member or executive has not fulfilled their organizational responsibilities;

5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

5.2 The process for removing a member or executive may also be initiated when:

5.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.

5.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

5.3 The removal of members and executives will be facilitated by a three tier procedure which operates as follows:

5.3.1 First Tier:

The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

5.3.2 Second Tier:

Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.

The Director of Administration will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

Also, they must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.

The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Director of Administration's written response to demonstrate progress or correction of behavior.

5.3.3 Third tier:

Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.

The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.

The removal of an executive or member requires a 2/3 majority vote of all of the voting members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

5.4 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.

5.5 Executive Committee members are subject to the same termination of membership process as general members.

5.6 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

5.7 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.

Article VI: Finances

6.1 The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

6.2 The group will not pay salaries to any of its officers.

6.3 The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

6.4 The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.

6.5 The Director of Finance shall keep an active record of income and expenses.

6.6 The Director of Finance shall present the group's updates on the group's financial position at annual general meetings.

6.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

6.8 The President, Director of Finance and only in special circumstances the Director of Administration shall be the sole signing authority of banking instruments for the organization.

6.9 UofT EESA will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

Article VII: General Meetings

7.1 General meetings will be facilitated by a Chairperson selected by the general membership from the executive committee. The Chairperson shall be responsible for:

7.1.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;

7.1.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

7.1.3 Moderating the discussion at meetings according to the agenda;

7.2 The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.

7.3 All executives are expected to make brief progress reports on their activities at every general meeting.

7.4 Minutes of all general meetings must be recorded and maintained for reference purposes.

Article VIII: Executive Meetings

8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

8.2 Executive Committee meetings shall be held at least once a month during the academic year. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

8.3 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.

8.4 Minutes of all executive meetings must be recorded and maintained for reference purposes.

8.5 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

Article IX: Emergency Meetings

9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

9.2 These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

Article X: Elections

10.1 All voting positions on the Executive Committee shall be filled by an annual election.

10.2 Each voting group member is eligible to seek nomination for and vote for each position.

10.3 Non-voting group members are not eligible to vote.

10.4 For each position, the nominee who receives the most votes shall be declared the winner.

10.5 In the case of multiple vacancies for a single position, the candidates who receive the most votes shall be declared the winners.

It is imperative that elections be conducted unbiasedly. Individuals seeking election may not participate in the planning or administration of the election.

Article XI: Amendments

11.1 The organization may make, amend or repeal the constitution or certain sections therein.

11.2 Notice of a meeting called to consider such a resolution shall be given as follows:

11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;

11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.

11.3 Amendments to the constitution may be proposed and voted on by all voting members.

11.4 Within two (2) weeks of revising the constitution, the Executive Committee must submit it to the Division of Student Life at the University of Toronto.

11.5 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.

Article XII: Transition

12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article XIII: Emergency Powers

13.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.

13.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

13.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

Article XIV: Food Handling on Campus

14.1 The UofT EESA will adhere to provincial and municipal health regulations when hosting events that sell and/or serve food on campus.

Article XV: Precedence of University Policies

15.1 UofT EESA will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of UofT EESA, the University's policies, procedures, and guidelines will take precedence.

Article XVI: Legal Liability

16.1 The University of Toronto does not endorse the UofT EESA's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article XVII: Banking

17.1 UofT EESA agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto.

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with UofT EESA's constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
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3. This time should also be used for any presentations to be made to the general membership.

V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.

2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

11 VIII. Voting

1. There are 3 basic motions for each item of business:

A motion to adopt a specific action by the board.

A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).

A motion to remove an item from consideration

2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.