

University of Toronto
Erindale Hong Kong Students' Association
(UTEHKSA)
多倫多大學才非傲香港同學會

Club Constitution

Article I. Name

- Before 2015 our club was known as the University of Toronto Erindale Chinese Students' Association ("UTECSA" or "ECSA").
- Starting from the term 2015-2016, the club is named as the University of Toronto Erindale Hong Kong Students' Association ("UTEHKSA" or "EHKSA").

Article II. Purpose

- To provide a positive image and make ourselves known to our communities.
- To provide benefits to not only our members but to our kind and loyal sponsors as well.
- Our members will benefit by being able to get involved in university life and they will be provided with opportunities to meet more friends and expand their social network.
- To enrich the public with Chinese culture and especially Cantonese/Hong Kong culture.

Article III. Membership

- No membership fee is needed.
- Memberships are entitled to the following:
 1. A possible opportunity to become an executive of UTEHKSA
 2. Absolutely no refunds for memberships will be permitted
 3. Membership to UTEHKSA is open to any member in the University of Toronto's community (including students, staff, faculty, and alumni)
- Non-members of the University of Toronto are welcome to join UTEHKSA but have no right to nominate, run and vote in elections and referenda.
- Acceptance of membership is unbiased, and discrimination should not occur.

Article IV. Executive

- “Executives” consists of all officers in UTEHKSA.
- When the University of Toronto refers to “Executive”, it only concerns to UTEHKSA’s Directors Team.
- Executives who have signing authority for financial documents will ONLY be the President and Vice President Finance.
- Listed below are the “Executive” positions of UTEHKSA under the University of Toronto reference:

1) External President

- To chair all general and directors’ meeting
- Support and encourage the work of all involved in the club
- To provide guidance on the running of the club for all departments
- To ensure effective financial management with President Internal and VP Finance
- Ensure all necessary documents are signed accordingly
- Have signing authority for financial documents

2) Internal President

- Responsible for on-campus events
- Assumes responsibilities and duties of the president during their absence
- Provide support for the activities of managing directors
- Coordinate activities between departments
- Coordinate events for job positioning

3) Vice President (Internal)

- To record and preserve the minutes, including date, time, place, attendees, and a brief summary of the discussions
- Email minutes to Presidents for amendment

- Keep all the minutes

4) Vice President (Finance)

- To ensure effective financial management
- To keep records of any income and expenses
- To prepare budget reports and financial statements
- Have signing authority for financial documents
- Responsible for the UTMSU audit

5) Vice President (Administration)

- To manage important documentation such as the constitution and executive information
- To assist the President in club recognition and renewing U-life
- To ensure member list is updated
- To schedule executives in terms of meetings, booths, and events

6) Vice President (Communication)

- Responsible for sponsor hunt, joint-school events, and projects within the GTA
- Assumes responsibilities and duties of the president during their absence
- To seek sponsorship and to maintain a good relationship with sponsors within the GTA
- To represent UTEHKSA in joint-school meetings and events within the GTA
- Communicate with the student union and/or other school clubs

7) Production Director

- In charge of event rundown, preparation, and execution

- Ensure all events stay within budget
- Ensure events are to be run corresponding to run-down (time management)
- Ensure all props are provided
- Ruled by VP Internal

8) Graphics and Media Director

- To design and prepare posters
- In charge of all graphic publications
- In charge of UTEHKSA's multimedia production, including YouTube promotion videos
- In charge of UTEHKSA's official website, including design and updates, etc.
- In charge of event photography and videography

9) Marketing Director

- To promote UTEHKSA and events
- To enhance UTEHKSA's positive image
- Post poster of UTEHKSA's events around campus
- To update and keep in contact with members through email, newsletter, Facebook page, text messages, etc.
- To maintain and update UTEHKSA's website and other platforms on a regular basis

10) Web Developing Director

- To create and maintain the club website
- Ensure the website's functionality and speed
- Ensure the website is aesthetically pleasing and simple to navigate

11) Chief Returning Officer (CRO)

- Ensure members are aware of the elections and voting days, etc.
- Explain the election process to candidates
- Host an all candidates' meeting
- Set up voting platforms
- Keep track of all election material to ensure it is accessible
- Monitor all campaigns to ensure they do not breach community guidelines

Article V. Meetings

- General meetings for all members are held once every month.
- Executive meetings should be held at least once every month.
- Each department or team of UTEHKSA should meet at least once every month.
- Executives who are late for more than 20 minutes for meetings will be marked with 1 late and the executive will receive a warning.
- Executives who are late more than 3 times without any notice beforehand shall be dismissed.
- The executive officers each will have one vote to place an issue in a motion for normal decision-making.

Article VI. Elections

- The election timeline is in line with the UTMSU election timeline
- Every director and the UTEHKSA's executive team is entitled to 1 vote.
- Every current UTEHKSA member is entitled to 1 vote.
- People who are not registered in the University of Toronto (this includes students, staff, faculty, and alumni) are not eligible to vote or nominate.
- ONLY UTEHKSA but not UTHKSU members are eligible to vote
- There will be a nomination period for one week.

- All UTEHKSA members and UTMSU members are eligible to run for all executive positions.
- Election process goes as the following:
 - 1) Elections will be open to all interested members of UTEHKSA
 - 2) Elections will take place by the second Friday of March
 - 3) A notice will be sent a month prior to the Election Day to the members
 - 4) Each candidate who is running for a position will have to give a speech
 - 5) After each candidate has given a speech, voting will take place with the use of ballots
 - 6) Each voter will circle the names of the candidates they have chosen for each position on the ballot
 - 7) The UTEHKSA's Committee will then count the names of the candidates on the ballot
 - 8) Based on the count, the candidate that has the majority vote for each position will be the winner
 - 9) Results of the election would then be posted on platforms that are accessible to members
- Positions will be assigned according to the candidate with the most votes unless the candidate decides to forfeit the position.
- In a situation with one candidate only, there must be at least 50% in-favor votes.
- If no one runs for a particular position, the running officers have the right to appoint one who is suitable for the position.
- If problems arise during the elections, they will be brought to the attention of the Campus Groups Coordinator within 72 hours after the end of the election.

Article VII. Removal from Office

- Any executive if found to miss office/booth hours three times without any valid reason when he or she is supposed to be on duty, that executive will receive a warning from the President.
- If that executive continues that behavior of not attending office/booth hours during his or her office/booth hour time, that executive shall be dismissed.
- Removal from office can occur after a member of the University of Toronto Mississauga Students' Union Clubs Committee, such as the VP Campus Life, has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. 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 two-thirds of the executives in favour of removal. In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter.
- The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office. Alternatively, an executive member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied: A request is submitted to the VP Campus Life which should: Be signed by at least 30% of the Club membership or two-thirds (2/3) of the club executive membership Specify the alleged incidents of neglect of duty Upon receipt of the request, the council shall be required to hold a referendum within twenty (20) days. In case of a council member being removed from office, a

by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

- Any officer or executive who will damage the reputation of UTEHKSA shall be dismissed.
- Any officer or executive of UTEHKSA who fails to be responsible in his or her duties shall be dismissed.
- If any officer or executive is removed from UTEHKSA, a bi-election will be conducted.

Article VIII. Amendments

- If constitutional changes were to be made, it would be discussed by the UTEHKSA's Executives and then voting would take place by the general membership.
- UTEHKSA's members will get to vote if constitutional changes can be made or kept the same. If two-thirds of UTEHKSA's members vote for the changes in constitution, UTEHKSA will adopt a new constitution and send the revised constitution to respective University offices within two weeks of its approval by general members.