

Constitution of “UTMKRSA”

1. Name

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

The acronym or abbreviation of this group is: UTMKRSA

2. Purpose and Objectives

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

The purpose of the organization will be to develop a Korean community within the University of Toronto Mississauga and provide Korean students with help in adjusting their lives at the University of Toronto Mississauga. We plan to aid Korean international students, especially first-year students, in getting to know the university better both academically and socially. We aim to hold workshops, guest speeches, mentoring, and study groups to help students adapt to university classes. Also, we aim to hold social events, such as exam destressors and hangouts for students to meet and build long-lasting networks with other students. Most importantly, our events and programs are open to any interested individual; these services will be open to all registered University of Toronto students.

3. Membership

Membership to the group is open to all the University of Toronto members including students, staff, faculty, and alumni. Members will have to provide their full names and a valid university email to join. Applicable members will have the rights to run, nominate, and vote in elections and constitutional amendments regarding the group. Non-U of T members are also welcomed to join the group, but they will not have access to the aforementioned rights.

The club membership fee will be \$10 per individual that will include a small welcome gift that is worth around \$5.

Any member of the club may apply for a refund of \$5 within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

4. Executive List and Duties

The executive committee shall be comprised of **four (4)** elected officers. These include President, Vice President, Secretary, and Treasurer.

The President shall:

- Oversee the operations, management, and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside overboard meetings as well as general meetings
- Ensure transition of office to the future Executives

The Vice-President shall:

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

The Secretary shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

The Treasurer shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

Directors for Committees:

The Director for Public Relations shall:

- Connect with the University of Toronto
- Connect with the UTMSU and other student groups
- Manage potential sponsorships and opportunities

The Director for Design shall:

- Design and create promotion items for the club
- Take pictures and videos for events
- Record and edit pictures and videos

The Director for Events shall:

- Plan and manage the group's events
- Book locations for the group's events
- Determine the approximate amounts of funds needed for events

The Director for Academics shall:

- Organize and hold workshops and study groups

The Director for Socials shall:

- Manage the group's socials (Facebook, Instagram, Twitter...)
- Post announcements regarding events and the group

The Director for Korean International Students shall:

- Organize and hold workshops to help Korean international students get used to the University of Toronto Mississauga and their life in Canada.

The directors will have authority over their own respective committees but will not hold any final decision-making authority.

Termination of Executives or General Members:

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, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership 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 to the group.

Removal from Office:

Removal from office can occur after a member of the Clubs Committee, ex. 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:
 - o Be signed by at least 30% of the Club membership or two thirds (2/3) of the club executive membership
 - o Specify the alleged incidents of neglect of duty
 - o 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".

5. Elections

The General Process:

Elections are open to all interested candidates that are UTMKRSA registered members of the group.

Elections will be held before the end of February.

The elections will be advertised throughout campus for a period of at least one (1) week. Advertising will be visible around campus in the designated period of time.

A nomination period will follow the advertising period for at least one week.

A campaign week will be held in the week following the closure of the nomination period.

The actual election process will take place after campaign week for a period of either two (2) or three (3) days. The elections will be held at a designated location chosen by the group's executive committee.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

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

The SEO:

The UTMKRSA executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The SEO must make an appointment with the Student Engagement Coordinator at least two (2) weeks prior to the election date in order to discuss their role and sign an Agreement of the Senior Election Officer for Use of the Election System to use U-electT as an admin.

The SEO Election Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students, and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The SEO shall select three (3) election dates for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The SEO shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the SEO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

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

Other Information:

All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be non-biased and must be approved by the club executives and the Clubs Coordinator.

If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. This individual must be subsequently approved by the VP campus life.

Any complaints regarding the election, during or after the election, must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election. The Clubs Committee has the right to nullify any club election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections and the non-submission will result in the loss of club status through the club committee and therefore elections must take place.

Undemocratic election procedures and any misconduct may result in a nullification of results or a cancellation of club status.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The Treasurer shall also be responsible for coming up with monthly budgets for the group that will be discussed in executive meetings. The Treasurer shall record all of the group's financial transactions and come up with monthly and annual financial reports. The Executive Committee shall go over financial reports to determine the group's financial status and future plans.

The group's executive 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 of 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 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.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold annual general meetings at least twice per year, once for each academic semester (fall and winter). All club members will be invited to the annual general meetings where the group will go over its annual plans, financial health, and future plans. A proposal or voting for constitutional amendments may also occur in the meetings.

Dates for annual general meetings will be decided by the Executive Committee and be announced to all members at least two weeks prior to the meeting.

b) Executive Meetings:

The group shall hold executive meetings twice a month, or once every two weeks (preferably at the 1st and 3rd weeks of the month). Dates will be adjusted and finalized by the executives at the beginning of each month. In meetings, executive members will come up and go over monthly activity and financial plans. All executive meetings will require more than half of the executive members to be present.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

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

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e., Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc.) within two (2) weeks of its approval by general members.

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

Any adjustments to the constitution will be informed to all of the group's members and be recorded thoroughly by the executive team. The constitution shall be reviewed annually by the executive team and be open to adjustments based on the annual reviews.