

Constitution of the “Lebanese Student Association”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Lebanese Student Association”
- 1.2. The official acronym or abbreviation of the group is “LSA”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to foster community spirit, raise financial support for Lebanese nonprofit organizations/NGOs, aiding those in need during a time of economic collapse.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all members of the Lebanese Students Association.
- 2.3. The membership fee will be \$0 per year.

3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document. Refer to article Four
- 3.4. All voting members have a right to cast votes in all group elections and referendums.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.

3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

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 comprised of eleven voting members.

4.3. All voting members of the Executive Committee must be currently registered students and alumni of the University of Toronto.

4.4. 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.

4.5. No person may run for election as President if they are currently committed as an executive for another national/ethnic club

4.6. President must be able to speak Arabic

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 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 Administrative Officer(s) (2) shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,
- 5.3.3. Maintain the group website and member contact list,
- 5.3.4. Record notes and motions for meetings,
- 5.3.5. Notify all members of general meetings.
- 5.3.6. Find and book available venues at the clubs need

5.4. The Treasurer (2) shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Prepare an annual budget for the group.

5.5. The Event Planner (2) shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Coordinate and plan all events and activities of the group,
- 5.5.3. Collaborate closely with the Treasurer to ensure events stay within budget,
- 5.5.4. Maintain a calendar of events, ensuring there are no scheduling conflicts,

- 5.5.5. Advise members on upcoming events and gather feedback on past events,
- 5.5.6. Prepare an annual events schedule in conjunction with the group's objectives.

5.6. The Community Outreach Officer shall: 2

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Manage and update all social media platforms and channels for the group,
- 5.6.3. Collaborate with the Event Planner to promote upcoming events and share post-event highlights,
- 5.6.4. Monitor comments, messages, and interactions to ensure positive and respectful engagement within the online community,
- 5.6.5. Advise members on the group's online presence, trends, and feedback from the broader online community,
- 5.6.6. Create and maintain relationships with Lebanese associations at other campuses, and associated businesses

5.7. The Alumni Advisor shall: 1

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Provide guidance and share experiences from past group activities and decisions,
- 5.7.3. Assist in maintaining a connection between current members and the alumni network,
- 5.7.4. Offer insights into long-term planning and sustainability of the group,
- 5.7.5. Advise members on best practices, based on historical successes and challenges,
- 5.7.6. Support the group in maintaining traditions and understanding the group's history.

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. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

6.4. 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.

6.5. On the condition that a position has only one candidate, that person will be voted in immediately

6.6. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

6.7. The Alumni

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 \$50.00 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 bi-weekly. 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 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.

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. If any member is facing removal, and is decided unanimously to be removed, that person may not appeal the decision

9.6. Any member facing termination may not be involved in the termination process

9.7. 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.

9.8. 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.

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

9.10. Grounds for termination include but are not limited to; criminal offenses, academic probation, misappropriation of funds, politically involved actions/statements

10. Article Eleven – Amendments

10.1. All members willing to propose amendments must propose said amendment via the administrative officers

10.2. All proposed amendments will be relayed by the administrative officers at the bi-weekly meetings

10.3. All constitutional amendments shall require a 2/3 majority vote to be passed at an executive meeting.

10.4. Any amendments passed by the executive committee will be placed to a vote by the general membership, which shall require a 50%+1 majority vote to be official.

10.5. 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.

10.6. 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.