



Nigerian Students' Association Updated Constitution (2023-2024)

(changes are highlighted in blue)

1. Name

The official name of this recognized student group is “Nigerian Students’ Association”.

The acronym or abbreviation of this group is: NSA

2. Purpose and Objectives

The Nigerian voice has always been proud, hospitable, jubilant, and loud. It is the voice of various peoples united under a common banner of green, white, green; peace, unity, and progress. It is the mission of the NSA to embolden that voice by promoting an awareness of Nigerian culture, politics, and people as they exist in the global and UofT communities, while at the same time supporting the exceptional achievements of Nigerian—and other—students at UofT. In keeping with our tradition of hospitality, the NSA welcomes all who wish to join. We are committed to creating a network for students on campus in which they feel seen.

3. Membership

Membership shall be open to all UofT Community Members (Students, Staff, Alumni, Faculty, etc.), without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. While membership does not extend to non-UofT persons, they are of course welcome to attend events and open meetings. However, as stipulated by the governing council, only U of T Members may “run for election, nominate executives, and vote on constitutional amendments”. Voting membership is open to currently registered UofT students only. Members must register with a designated executive by submitting their full name and a valid email address. There will be no membership fee to join.

4. Executive List and Duties

The executive committee shall be comprised of ten (10) elected officers. Additional positions can be added/removed from year to year as the President sees fit. These include:

- President
- Vice-President External
- Vice-President Internal
- Director of Finance

- Events Coordinator (1-3)
- Public Relations Officer (1-2)
- Secretary
- First-Year Representative

The President (This position shall only be open to members who have previously been a part of the executive team). **The President shall:**

- Oversee the operations, management and success of the group.
- Coordinate all members of the executive committee throughout the year.
- Be the official spokesperson/point of contact for the group.
- Hold signing officer authority along with the Director of Finance for financial purposes.
- Preside over board meetings as well as general meetings.
- Approve budget and assist with budget planning.
- Handle elections and ensure transition of office to future executives.

Additional responsibilities may include:

- Assume duties of any executive team member in their absence.
- Resolve any conflict within the executive committee.

The Vice-President External shall:

- Assume duties of the President in his/her absence.
- Maintain contact with external student bodies/groups including UTSU/ASSU/ULIFE.
- Coordinate organizational recruitment efforts
- Ensure that all the activities of the club meet UofT regulations and policies.
- **Oversee projects assigned to the Public Relations Manager(s) and First Year Representative**

Additional responsibilities may include:

- Assume duties of the Secretary in his/her absence.

The Vice-President Internal shall:

- Assume duties of the President in his/her absence.
- Maintain contact with all other executive committee members.
- Make an outline of prospective events for the school year.
- **Oversee projects assigned to Event Coordinator(s)**

Additional responsibilities may include:

- Assume duties of the Director of Finance in his/her absence.

The Secretary shall:

- Handle official correspondence of the organization.
- Maintain a membership database.
- Handle club membership.

- Respond to all emails received by the group.
- Record notes and minutes for all executive meetings.
- Keep all members informed of the group's events/activities throughout the year.
- Create and distribute a monthly newsletter on the 1st of every month.

The Director of Finance 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 the financial position of the group.
- Prepare an annual budget for the group as well as budgets for specific events.
- Write and submit grant/funding applications with the President and Vice-Presidents
- *Note: the Director of Finance cannot hold signing privileges on any other recognized student group

Additional responsibilities may include:

- Create invoices for group transactions (in conjunction with the President).
- Create and handle contracts for the group (in conjunction with the President).
- Handle sponsorship inquiries (in conjunction with the Vice-President External)

The Event Coordinators shall:

- Plan and organize all activities and events hosted by the group throughout the year in conjunction with event lead
- Handle event logistics including (but not limited to): venue booking, equipment rental, catering, and coordination with external vendors (in conjunction with the Vice President External and President)
- Work with the Director of Finance to create budgets for events.

The Public Relations Officers shall:

- Publicize all events and activities hosted by the group.
- Maintain communication between members and the public.
- Create posters for events/activities and make sure they are publicized.
- Distribute posters around campus and outside campus if necessary.
- Maintain and update the group's website.
- Maintain the group's social media networks and respond to any correspondence received through our official social media channels (Twitter, Facebook, Instagram etc.).

The First Year Representative shall:

- Shadow all executive roles and their duties in sequence throughout the academic year
- Coordinate with Event Coordinator(s) and lead a first-year focused events
- Advocate for first-year student needs and concerns to the executive body

Additional responsibilities may include:

- Assisting any executive position experiencing increased labour throughout the year

Termination of Executives or General Members:

Any executive committee member or general 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. Additionally, in the case that an executive fails to carry out their functions and fails to attend 3 meetings without due reason, the executive will be issued a written warning by the President or Vice President Internal. In the case that said executive misses 1 more meeting without due reason, that individual may be outvoted by the other executives.

The executive or general member up for removal shall have the right to defend his/her actions. A two-thirds majority vote of the current executive committee members present in favor of removal shall be required. The member shall lose his/her position as well as any privileges associated with being a member of the club.

5. Elections

Intending candidates shall be required to nominate themselves for a maximum of two (2) positions. Members may also nominate other members for positions.

Candidates shall run for a maximum of two (2) positions. Candidates shall also be required to submit a candidate statement of no more than 250 words for each respective position. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election. After the election is over, the Election Committee shall count the electronic ballots. The candidate with the most votes shall be elected to the position.

- a. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- b. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- c. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- d. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- e. 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.

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

6. Finances

The Director of Finance shall keep records of all income and expenses. The Director of Finance 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 group's executive 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 any or all of its officers. Scholarships are the only form of funding that may go to the benefit of any single member or group of persons.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's upcoming activities/events and to propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of members in attendance for a vote to be cast. The motion with the most votes will be passed.

B) Executive Meetings:

These will be held weekly or bi-weekly or/and as often as the executives see fit. These meetings are intended to go over the group's annual activity plan, plan upcoming events, and discuss financial health.

8. Amendments

If amendments are to be made to this constitution, all members must be able to compare and vote on the changes. Only those members belonging to the University of Toronto are eligible to vote. The executive committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc.) within two (2) weeks of its approval by general members.