



The Teaching and Education Studies Association CONSTITUTION

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be ‘The Teaching and Education Studies Association’, also referred to as ‘TESA’

ARTICLE II: Purpose

The purpose of this club shall be:

1. To unite those students studying the Education Minor Program at the University of Toronto at Mississauga (herein referred to as UTM).
2. To unite students at the University of Toronto (herein referred to as U of T) with the ambition to become a teacher.
3. To educate students in the Education Studies minor by faculty and peer guidance, and independent learning through a supportive network.
4. To assist Education Studies minor students and UTM students with any issues, problems, questions or concerns that may arise in regards to the program or their career path.
5. To provide guidance and assistance in regards to education and teaching to any and all members in the U of T community as well as Education Studies teacher candidates.
6. To lay a foundation for continued success of TESA and Education Studies students at UTM.

ARTICLE III: MEMBERSHIP

Section A: Eligibility - Membership shall be open to any student, staff, faculty or alumni of the University of Toronto community. There is no membership fee involved.

ARTICLE IV: EXECUTIVES & RESPONSIBILITIES

Section A: Officers – The officers shall be a President, Vice-President, Secretary, Accountant, (2) Event Planners, and a Graphic Designer.

Section B: Eligibility – Officers must have successfully completed at least one full year of studies at UTM by the beginning of the fall semester of applied term, except for First-Year Intern(s).

Section C: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester. If any officer feels they cannot keep their position any longer, two (2) weeks’ notice must be given to the President and faculty advisor.

Section D: Vacancy – If a vacancy occurs in the office of the President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

Roles:

Section A: President – It shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club

- Serve as an ex-officio member of all committees
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President– It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Assist the Executive Council with duties
- Organize member applications for elections for the next term
- Create connections with other Academic Societies and Clubs at UTM
- Assist the Executive Council with duties
- Work with the Public Affairs & Marketing Officer in organizing social events
- Manage TESA Google Doc folder and Google calendar

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club
- Organize regular meetings

Section D: Accountant – It shall be the duty of the Accountant to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed
- Maintain the TESA bank account and be responsible for all funds
- Institute and be in charge of the UTMSU audit

Section E: Events Planners – It shall be the duty of the Event Planners to:

- Propose and take the lead on the planning of most TESA events
- Attend most or all of the events and ensure that they run as planned, including purchasing and gathering required resources for the events

Section F: Graphic Designer – It shall be the duty of the Graphic Designer to:

- Create promotional material, including posters, videos and otherwise, that can be distributed to and/or posted online regarding upcoming events and services provided by TESA
- Collaborate with the PR Officer to create promotional material which covers pertinent details and is distributed to the public appropriately

ARTICLE V: MEETINGS

Section A: Meetings – There shall be at least three (3) executive meetings in each semester. Special meetings may be called as defined in **Section B**.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

Section C: Quorum – A quorum shall consist of fifteen (15) members.

Section D: Parliamentary Authority – Robert's Rules of Orders shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section E: Procedure for General Members Meeting – The following are the directions and procedures to hold a General Members Meeting (herein referred to as GMM):

- There shall be at least one (1) GMM during each semester of the regular school year to update members on plans, procedures as well as to vote on any changes that need to be made to these procedures.
- At least one (1) GGM must be held between January and March to show financial statements to members.
- The Executive Committee shall plan and organize the GMM.

- The members shall be notified of the GMM through electronic means or classroom speeches (e.g. E-mail notifications).
- In order to make changes to the Constitution at the GMM, there shall be required a quorum.

Section F: Executive Attendance at Meetings – The following are the guidelines and procedures for executives in regards to meetings:

- Executives must attend all scheduled meetings throughout the school year, to the best of their ability.
- If a meeting is scheduled and an executive cannot attend, they must notify all other executives beforehand and they must have a valid reason for their absence at the meeting (i.e. death, illness, un-pre scheduled work).
- If an executive is unable to attend meetings and is therefore unfit to fulfill their duties as an executive member of the team, there shall be a vote by the other executives to replace that person.
- If an executive is fired or retires, someone may be appointed for that position by the other executive members or there may be an election for the position to be filled.

ARTICLE VI: ELECTIONS

Clubs must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee, these results will be subject to petition by a member and reelection will be held under the supervision of the UTMSU Clubs Coordinator.

Election Procedures:

- All registered clubs must hold an election by the end of February.
- Elections must open to all interested candidates that are UTMSU registered members of the club.
- Advertising for elections are mandatory and are to take place over a period of a minimum of one week. Advertising must be visible throughout campus. Mass emails should be sent to all UTMSU registered members of the club as well as the Clubs Coordinator and VP Campus Life prior to the week of accepting nominations.
- All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be unbiased and must be approved by the club executive and the Clubs' Coordinator.
- A Nomination period following the advertising period should be set for a period of at least one week.
- A campaign week will be held in the week following nominations' close.
- Elections are to take place at a location designated for this purpose by the clubs' executive in the week following campaigning, consisting of a period of two or three days. In the case of a by-elections, clubs must still follow the above regulations.
- Candidates are selected through a voting process maintained by students in the education studies program
- 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 candidate must be subsequently approved by the VP Campus Life. Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Clubs Coordinator in a written format within 72 hours of the election. The Clubs Committee withholds the right to nullify any club election results if evidence of gross misconduct has been found in the operation of the election. Nonoccurrence of elections will result in immediate effect of cancellation of club

status. Non-submission of election results will result in later loss of club status through the Clubs Committee.

**** If undemocratic election procedures are suspected, the election results or even the club status may be put forward to the Clubs Committee by the VP Campus Life.****

ARTICLE VII: ADVISOR & REMOVAL FROM OFFICE

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as the schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club Accountant in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behaviour on the part of the club members, and the possible consequence of said behaviours.

Section C: Removal - removal from office can occur after a member of the club:

- discloses private and/or confidential information to non-members
- is not fulfilling their duties or what is outlined in the constitution and laws
- has received more than three warnings (written and verbal)
 - 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 results of the vote should be two-thirds of the executives in favour of removal.
- 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”.

ARTICLE VIII: AMENDMENTS TO CONSTITUTION

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

Section C: Approval – All amendments to the constitution must be approved by the UTMSU before they are finalized.