

# **Constitution of “University of Toronto Serbian Students Association”**

## **1. Article One – Name and Purpose**

1.1. The official name of this recognized student group is “University of Toronto Serbian Students Association”

1.2. The acronym or abbreviation of this student group is “U of T SSA”

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

The University of Toronto Serbian Students Association (U of T SSA) is an independent, non- political student organization whose foremost purpose is to promote and portray Serbian culture within the Serbian and university communities. The U of T SSA will achieve this vision by fostering a sense of community among students of Serbian descent and all other students, faculty, staff, and alumni who express interest in all aspects of Serbian culture. We will achieve this vision primarily through culturally-themed events such as Serbian movie nights, the annual celebration of the Serbian Slava, board game and trivia nights, Serbian language exchange cafes, arts nights, a book club, and food tours to local Serbian restaurants. Other socials may include networking-focused events, study sessions, and outings to artistic and cultural events in the local Serbian community. In collaboration with other student-led clubs, university departments, and external organizations, we will co-host events and lectures that support our mission. The U of T SSA may also work together with these clubs or organizations for charitable purposes.

## **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 registered students of the University of Toronto.

2.3. Voting membership is open only to registered students of the University of Toronto.

2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

2.5. The membership fee will be \$0 per year.

## **3. Article Three – Rights of Members**

3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.

- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. 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 at least two (2) voting members and up to eight (8) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, or ten per cent of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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.

#### **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, vision, and success of the group;
- 5.1.3. Serve as spokesperson for the group, which includes overseeing all official correspondence of the organization (e.g. proofreading);
- 5.1.4. Hold signing and financial authority along with the Secretary;
- 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;
- 5.1.7. Maintain a list of all registered members;
- 5.1.8. In the event that the group acquires funding: record all financial transactions of the group, hold signing and financial authority along with the Secretary, maintain a budget of income and expenses, advise members on financial position of the group, prepare an annual budget for the group;
- 5.1.9. Assist with other responsibilities as required, in the event that other positions remain unfilled.

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 that all the activities of the club meet regulations and policies of the University of Toronto;
- 5.2.4. Coordinate organizational recruitment efforts;
- 5.2.5. Oversee the notification of all members of meetings, the web site, and member contact list;
- 5.2.6. Assist with other responsibilities as required, in the event that other positions remain unfilled.

5.3. The Secretary shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.3.2. Record notes and motions for meetings;
- 5.3.3. Notify all members of general meetings (including through the mailing list);

5.3.4. Find and book on-campus rooms;

5.3.5. In the event that the group acquires funding: record all financial transactions of the group, hold signing and financial authority along with the President, maintain a budget of income and expenses, advise members on financial position of the group, prepare an annual budget for the group;

5.3.6. Assist with other responsibilities as required, in the event that other positions remain unfilled.

5.4. The Clubs and Community Liaison shall:

5.4.1. Be eligible to cast votes at meetings of the Executive Committee;

5.4.2. Brainstorm ideas for events with other student-led clubs, university departments, and external organizations in order to encourage attendance from within the general university community;

5.4.3. Communicate with other student-led clubs, university departments, and external organizations;

5.4.4. Promote the club's vision of portraying Serbian culture within the university community.

5.5. The Events Coordinator(s) shall:

5.5.1. Be eligible to cast votes at meetings of the Executive Committee;

5.5.2. Brainstorm creative event ideas;

5.5.3. Find and book external off-campus venues;

5.5.4. Create polls for dates and times of each meeting as well as to gauge general interest in different types of events.

5.6. The Social Media Coordinator shall:

5.6.1. Be eligible to cast votes at meetings of the Executive Committee;

5.6.2. Manage U of T SSA social media accounts, including the Facebook page and Instagram profile;

5.6.3. Innovate with new platforms to promote events;

5.6.4. Photograph and take videos of events.

5.7. The Tech Coordinator shall:

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.7.2. Manage website design and operation;
- 5.7.3. Facilitate events on online platforms;
- 5.7.4. Provide A/V for in-person events, in coordination with ACE Classroom Technology Support.

5.8. The First-Year Representative shall:

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.8.2. Promote the club among first-year students to ensure the club sustains future membership;
- 5.8.3. Collaborate with leading members to plan and organize events;
- 5.8.4. Assist in communicating event details to general members.

5.9. The Graduate Student Representative shall:

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.8.2. Promote the club among graduate students to ensure the club sustains future membership;
- 5.8.3. Collaborate with leading members to plan and organize events;
- 5.8.4. Assist in communicating event details to general members.

5.9. The Alumni Representative shall:

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.8.2. Promote the club among alumni to ensure continuity among past, present, and future membership;
- 5.8.3. Collaborate with leading members to plan and organize events;
- 5.8.4. Assist in communicating event details to general members.

## **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. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

## **7. Article Seven – Finances**

- 7.1. The President and Secretary shall keep an active record of income and expenses.
- 7.2. The President and Secretary 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 \$100.00 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 monthly. 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. 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.

9.6. 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.

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

## **10. Article Ten – Amendments**

10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

10.2. All voting members may propose and vote on amendments to the constitution.

10.3. 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.

10.4. 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.