

# Tamil Students' Association

## 2023-2024



University of Toronto Mississauga  
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## Article I: Name

The Tamil Students' Association at the University of Toronto at Mississauga (UTM), hereafter referred to as TSA (abbreviation).

## Article II: Purpose

- Promote Tamil culture through various cultural and non-cultural events to further diversify UTM.
- Conduct fundraisers for Tamil and other communities in developing countries for different purposes, to make small yet impactful changes in the world.
- Host enjoyable events and activities for community engagement.
- Providing resources to gain knowledge about the Tamil community and its history, through academic, social, and networking events, and through social media engagement.

## Article III: Membership

TSA actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, disability, faith, religion, ancestry, national origin, citizenship, sex, sexual orientation, social class, economic class, ethnicity, gender identity, gender expression, and all other identities represented among our diverse membership.

General Membership is open to all UTMSU members, including both full and part-time students. Alumni and community members can be involved in TSA through partnerships or advisory positions. There is no membership fee.

## Article IV: Executive

It is highly recommended that gender equality is maintained when hiring executive members. The executive members are responsible for running the Club in consultation with general members by making important decisions. All executives must work closely together to ensure the club runs smoothly and must attend a minimum of 75% of executive meetings each semester. Descriptions of each role are below.

### *President*

Incoming President/Co-President must have been an executive member in the previous year.

Incoming executives can choose to hire/elect co-presidents if they wish to.

- Overall responsibility for the financial, organizational functioning, and

liability of club matters

- Run general and executive meetings, and events by setting direction and promoting cooperation of all members
- Delegate tasks responsibly to other executives, and ensures accountability for deadlines
- Maintaining regular communication with the club's executives about club activities and any issues to consult and seek advice where necessary
- Serving as the club's representative in the community and attend functions at which the club is to be represented
- Understanding and following UTMSU guidelines and general campus policies
- Proofread and approve all club communications
- Booking rooms and serving as a primary point of contact for the UTMSU
- Committing to and attends bi-weekly executive meetings, as set in the beginning of each semester

### *VP of Administration*

Incoming VP of Administration must have been an executive member in the previous year

- Work with President to delegate tasks and provide oversight in club operations
- Supporting current executives and providing mentorship to new executives
- Planning and coordinating programs with the president and the executive members
- Maintaining all schedules, and setting weekly meeting times
- Maintaining TSA's email by regularly responding to emails and updating other executives as necessary
- Consistently taking meeting minutes for all executive meetings, and regularly updating digital notes to folder prior to the next meeting
- Committing to and attending bi-weekly executive meetings, as set in the beginning of each semester

### *VP of Finance*

- Maintaining financial efficiency and integrity by recording all monetary transactions pertaining to club expenses
- Preparing and submitting financial audits to the UTMSU before their deadlines
- Maintaining a financial history of the organization

- Allocate funds for all events in conjunction with the executive members
- Must complete and archive pre-event and post-event financial matters within 2 weeks of event
- Advising members on financial matters
- Committing to and attending bi-weekly executive meetings, as set in the beginning of each semester

### *Events Coordinators (2)*

- Responsible for planning and executing events, activities, and fundraisers by collaborating with other executive members and possibly other internal or external organizations
- Maintaining industry contacts and history of sponsorship relationships
- Evaluating the successes and challenges of events and fundraisers to make improvements and changes
- Requesting space to be booked through the President or VP of Administration
- Working closely with the VP of Finance to develop budgets and ensure budgets are followed and revenues are documented
- Ensuring diverse event programming by submitting a potential calendar of events at the beginning of each semester
- Committing to and attending bi-weekly executive meetings, as set in the beginning of each semester

### *VP of Marketing and Graphics*

- Creating and designing high quality posters, flyers and banners as required for physical print or social media posts
- Works well with Free Online Poster Makers and/or photoshop/other design tools
- Meets deadlines for poster content and final posters
- Create a marketing vision to promote TSA and its upcoming events
- Committing to and attending bi-weekly executive meetings, as set in the beginning of each semester

### *Dance Coordinator*

- Coordinate and manage dance members
- Communicate with dance members regarding upcoming events and practices
- Responsible for scheduling practices among dance members

- Responsible for dance choreography and videography (if needed)
- Committing to and attending bi-weekly executive meetings, as set in the beginning of each semester

### *Associates (2-3)*

Consists of existing members of the club, who are students (preferring first or second year), but the number and year of selected representatives is subject to the discretion of the executive team.

- Responsible for ensuring that all club events are widely conveyed to the UTM student body, by serving as a liason
- Organizing, promoting, and advertising all club events
- Providing feedback and suggestions from peers regarding club activities
- Completing tasks in accordance with set deadlines
- Committing to and attending bi-weekly executive meetings, as set in the beginning of each semester

### Article V: Meetings

Executives will actively communicate with each other via social media. Meetings will be mandatory for all executive members and will take place bi-weekly in-person, or online if necessary. A general meeting will be hosted at least once during each semester and/or can be scheduled as needed to inform members about the mission, goals, and accomplishments of the club.

### 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 re- election will be held under the supervision of the UTMSU Clubs Coordinator.

Election Procedures:

- All registered clubs must hold an election in the Winter Semester.
- The election will be run according to UTMSU procedures and guidelines

- 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 non-biased 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.
- 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.

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. Non-occurrence 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: Removal From Office

Removal from office can occur after the VP Campus Life has issued two verbal warnings and the Clubs Committee has issued one written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. Alternatively, an executive member may be removed from office by the club for failing to perform his/her duties as defined by the club constitution. Such removal will occur only if, the following conditions are satisfied:

1. A request be submitted to the VP Campus Life which should:
  - a. Be signed by at least 30% of the Club membership or two-thirds (2/3) of the club executive membership
  - b. Specify the alleged incidents of neglect of duty.
2. Upon receipt of request, the council shall be required to hold a referendum in 20 days.
3. 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

Any amendments to the TSA Constitution must be included in this article, and agreed upon by 51% of executives in charge at the time of approval.

Changes made in the 2023-2024 TSA Constitution:

None