

# **Constitution of “ The African Student Association ”**

## **1. Name**

The official name of this recognized campus group is “African Student Association UTM ”

The acronym or abbreviation of this group is: ASA

## **2. Purpose and Objectives**

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

The purpose of this organization is to provide a safe environment to encourage the lifestyle of African students and the diaspora to the University of Toronto Mississauga Campus. The University of Toronto Mississauga African Students Association aims to provide this accepting space by organizing events that cater to the diverse experiences of the students, as well as allow them to form relationship and participate in diverse events on campus.

## **3. Membership**

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments.

The membership fee will be \$0 per year.

For recognition by the University of Toronto Mississauga Students’ Union (UTMSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTMSU members. The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

## **4. Executive List and Duties**

The executive committee shall be comprised of nine (9) elected officers. These includes: (2) Co Presidents, (1) Vice President Socials (1) Vice President Outreach (1) (2) Event Coordinators (1)VP Finance (1) Vice President of Administration

Co- Presidents (2)

The Co-Presidents are the primary student contact for the club and the “external spokesperson” of the group who regularly interacts with other club, the UTMSU and University officials. They are the liaison between the club and the advisor and other University or community contacts. The duties for this position should be tailored as the

club deems necessary. The responsibilities of this position tend to include but are not limited to:

- supervising all club meetings;
- overseeing the process of club event planning;
- overseeing all club purchase requests

## 2. VP Social

Responsible for helping with the execution of events as well as overlooking process of club membership

Responsible for promoting events for the club. This includes running the club's social media and ensuring club info are reaching the members to keep the club relevant

Responsible for making graphics, posters, and marketing for events on social media (Instagram, Twitter, Facebook, and LinkedIn) included but not limited to:

- Reels, feed posts, stories, IGtv, organizing skits, and more.

## 3. VP Admin

In charge of responding to mass emails and keeping everyone alert of new emails

In charge of sending out promotional emails for events and announcements

In charge of booking rooms for meetings and events

In charge of documenting notes during meetings

## 4. VP Outreach

Responsible for recruiting volunteers and sponsoring events, and submitting papers for re-establishing club

Responsible for obtaining and coordinating volunteers for the club and its events when needed

Advising potential sponsors to contact ASA email.

Responsible for inviting potential special guests and speakers for events.

## 5. Event Coordinators (2)

Plan and delegate events for the academic school year

Assist in promotion of events

Manage all event operations on event day

Evaluate events success and submit reports

## 6. VP Finance

The financial admins should keep the officers and members informed about the club's financial activities. The responsibilities of the treasurer include but are not limited to:

- preparing the annual club budget;

- monitoring the club's budget;

- completing an annual financial report for the club;

- tending to the status of all purchase requests;

- collecting funds and depositing to the club's account;

- paying bills;

keeping a record of all transactions, i.e. deposits, checks and adjusting entries;  
Working hand in hand with the Outreach coordinator to find external sponsors and funding.

Working hand in hand with the Co-presidents to find internal funding from UofT

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

### **Termination of Executives or General Members:**

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, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

## **5. Elections**

**Elections are held annually, based on the elections guideline provide by the UTMSU for all on-campus clubs:**

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, these results will be subject to petition by a member and a re-election 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 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-election, 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. 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.**

**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. \*\***

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

## **6. Finances**

The VP Finance shall keep records of all income and expense. The VP 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 or 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 some or all of its officers.

## **7. Meetings**

A: Executive meetings will be held weekly throughout the Fall/Winter terms

B: General meetings will be held once per Fall and Per Winter semester for members where the mission, goals, and accomplishments of the club are shared with all club members in addition to a detailed report on the financial condition of the club is available upon request by any member.

## **8. Amendments**

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.