

Anthropology Departmental Student Association

DSA CONSTITUTION

Created October 28, 2023

Article 1 : Anthropology Departmental Student Association Consortium

- 1.1 The official name of this organization shall be Anthropology Departmental Student Association at the University of Toronto Scarborough.
- 1.2 This organization can be referred to as ADSA for short.

Article 2 : Purpose

- 2.1 To foster growth of an Anthropological community at the University of Toronto and to create an environment for students to share, create and express their interests pertaining to Anthropology..
- 2.2 The DSA will function to enhance the academic experience of students enrolled in the Anthropology
- 2.3 Enhancing academic progression and engagement for students in the Anthropology department at the University of Toronto Scarborough
- 2.4 ADSA fundamentally serves as non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.
- 2.5 ADSA is an independently recognized organization working within the University of Toronto Scarborough community.

Article 3 : Membership

- 3.1 Membership to the ADSA is open to all students, staff, faculty and alumni of the University of Toronto Scarborough.
- 3.2 Term of membership for ADSA will be ongoing
- 3.3 Each member shall be afforded the following rights through membership in ADSA
 - 3.3.1 The right to participate and vote in group meetings and elections
 - 3.3.2 The right to communicate and to discuss and explore all ideas;
 - 3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;
 - 3.3.4 The right to freedom from discrimination on the basis of sex, race, ethnicity, religion, or sexual orientation, age, year of study, program;
 - 3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
- 3.4 Members of ADSA shall possess the following responsibilities:
 - 3.4.1 Support the purpose of the organization;
 - 3.4.2 Uphold the values of the organization;
 - 3.4.3 Contribute constructively to programs and activities offered by the organization;
 - 3.4.4 Respect the rights of peers and fellow members
 - 3.4.5 Respond immediately or within a timely manner to direct messages, group polls and questions
 - 3.4.6 Actively participate in ADSA events and initiatives with frequent attendance
- 3.5 ADSA values and respects the personal information of its members ADSA secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 3.6 The ADSA will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article 4 : The Executive Team

- 4.1 The executives of the organization consists of a:
- >President (elected)
 - > Director of Finance
 - >Director of Communications
 - >Director of Graphics
 - >Director of Marketing
 - >Director of Events
- 4.2 Each executive has the following roles and responsibilities
- 4.2.1 All executives must maintain the overall image of the DSA
- 4.2.2 All executives must assist other executives in completion of tasks and objectives
- 4.2.3 All executives must ensure that they have properly informed the President of all DSA-related initiatives they wish to pursue and plan for.
- 4.2.4 All Executives must share an enthusiasm and interest for the creative arts.
- 4.3 Of the six executive positions, the President are elected positions. The remaining executive positions are subject to a formal interviewing process outlined by Article 10.
- 4.3.1 President (1)
- Provides direction for and overlooks all components of the organization in a manner consistent with DSA purpose.
 - Facilitates general and executive meetings
 - Responsible for maintaining and managing organization of DSA activities
 - Facilitates the communication between the DSA and outside entities
 - Maintains the overall image of the DSA
 - Acts as a liaison between the organization and other student DSAs, societies, organizations, and groups on and off campus.
 - Presidential candidates are required to have at least one term of experience as an executive.
 - Has signing authority over DSA bank account with Finance Director
 - Ensures well-being of fellow Executives and creates a positive and fun atmosphere for the DSA.
- 4.3.2 Finance Director (1)
- Reports to President
 - Responsible for financial operations for the DSA, in accordance to guidelines as outlined by Article 9
 - Contacts outside companies for price quotes as required
 - Releases a bimonthly financial report of DSA's expenditures and balance of funds.
 - Responsible for all campus fundraising proposals and initiatives
 - Has signing authority over DSA bank account with President
 - Assists other executives in completion of tasks and objectives
 - Must help promote ADSA on campus
- 4.3.3 Director of Events (1)
- Reports to President
 - Focused on developing and enhancing member services and events
 - Ensure all bookings and amenities for events are secured
 - Be aware of SCSU

events such as Frosh, DSA week, Carousel etc and sign up the DSA when convenient
- Keep a strong communication relationship with the social media director

-Plan budgeting

with the finance director

-Assists other executives in completion of tasks and objectives
-Must help promote ADSA on campus

4.3.4 Graphic Designer (1)

-Reports to President
-Creates social media pages by updating, engaging, and posting on them regularly
-Must keep in contact with Director of Communications
-Assists other executives in completion of tasks and objectives
-Must help promote ADSA on campus

4.3.5 Director of Communications (1)

-Reports to President
-Manages ADSA official email correspondences
-Assists other executives in completion of tasks and objectives
-Promotes ADSA on social media and manages social media all social media accounts
-Must help promote ADSA on campus

4.3.6 Director of Marketing

-Reports to President
-Promotes ADSA on campus and partners with other DSAs to market events
-Creates marketing strategies for events and initiatives
-Must keep in contact with Director of Graphics and Director of Communications

4.3.7 First Year Representative

-Reports to the President
-Promotes ADSA events and initiatives to first-year anthropology classes
-Acts as a recruiter and representative for first-year anthropology students
-Assists with completing tasks and objectives
- Must help promote ADSA on campus

4.4 Only student members of the organization may hold executive positions.

4.5 Changes to the constitution cannot be made without the approval of majority of the executive team at a valid executive meeting.

4.6 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President.

4.7 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

4.8 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting.

4.9 Any vacancy of the President shall be filled by the Director of Communications until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

4.10 All executive positions are effective once hired or if appointed due to a constitution change.

Article 5: Removal of an Executive/Member

5.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives have notified the President to investigate a complaint which determines that:

- 5.1.1 A member or executive has engaged in unlawful actions or activities;
- 5.1.2 A member or executive has violated the constitution;
- 5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
- 5.1.4 A member or executive has violated the rights of a fellow member;
- 5.1.5 A member or executive has not fulfilled their organizational responsibilities;
- 5.2 The process to removing an executive or member may also be initiated if a petition calling for a vote and bearing the signatures of 30% of the general members and no less than 4 executives is presented to the President or the President will make the informed final decision.
- 5.3 The removal of members and executives will be facilitated by a two-tier procedure which operates as follows:
 - 5.3.1 First Tier - The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
 - 5.3.1.1 The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the President written response to demonstrate progress or correction of behavior.
 - 5.3.2 Second Tier is initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
 - 5.3.2.1 The Executive will be removed from the team at this point, and will be informed of their removal through writing or a meeting with that Executive

Article 6: Executive Meetings

- 6.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 6.2 Executive meetings will be facilitated by the President. The President shall be responsible for:
 - 6.2.1 Formulating and distributing an agenda for each meeting;
 - 6.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 6.2.3 Moderating the discussion at meetings according to the agenda;
- 6.3 There shall be a minimum of two executive meeting held every four (4) weeks during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via digital communication a minimum of two (2) calendar days prior to the meeting.
- 6.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 6.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
- 6.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
- 6.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 6.8 Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.
- 6.9 Each member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 6.10 Any question at an Executive Meeting shall be decided by a show of hands.
- 6.11 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 6.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 6.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article 7 : Emergency Meetings

- 8.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

- 8.1.1 These meetings must abide the respective rules outlined in sections 6 and 7 depending on the nature of the meeting.
- 8.1.2 Notice of these meetings must be provided a minimum of 24 hours in advance through email.
- 8.1.3 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

Article 8 : Finances

- 9.1 The funds of the organization shall be expended pursuant to the operating budget approved by the President.
- 9.2 Notwithstanding section 7.1, the President may not approve any unbudgeted expenditure of the organization's funds above \$150.00 without the approval of majority of the Executives at a valid general meeting.
- 9.3 All budgets shall be prepared by the Finance Director in accordance with the organization's priorities as determined by the President
- 9.4 The Finance Director shall present a proposed operating budget for the next fiscal year to the President for its consideration at the final general meeting.
- 9.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 9.6 The operating budget shall be approved by the President..
- 9.7 Any transaction shall be noted in a journal or budget report made by the Finance Director, which will be released to the President and on a bimonthly basis.
- 9.8 The President and Finance Director will have signing authority for the DSA's bank account.
- 9.9 Any monetary, product or service donation to the organization must be approved by the President and Finance Director.
- 9.10 ADSA will accept full financial and production responsibility for all activities it sponsors, plans, or executes.
- 9.11 ADSA will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections..

Article 10 : Elections and New Executives

- 10.1 Elections must take place each year before March 31st and the date for the election must be announced at least one week in advance.
- 10.2 A traditional Elections meeting should be held. In the case of unforeseen circumstances, online voting is allowed as an alternative.
- 10.3 In the case of a solo candidate running, if majority of the votes are in their favour, they are elected to the position.
- 10.4 Only the position of President is an elected position.
- 10.5 Only student members who have been in an executive position for at least one year may run for the position of President.
- 10.6 Majority of the members must attend or participate in the elections process.
- 10.7 The Elections Facilitator will be a non-candidate executive.
- 10.8 Here are the guidelines for what should occur during the elections:
 - 10.8.1 Each running candidate must give a speech, indicating why they should be elected, and their plans and agenda for the DSA if elected.
 - 10.8.2 Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the elections facilitator.
 - 10.8.3 After all running candidates have given their speeches, and the question and answer period has been completed, the running candidates must exit the room where the elections meeting is being held.
 - 10.8.4 Running candidates are entitled to one vote, and may wish to do so during the election meeting.
 - 10.8.5 While the candidates are absent, the Facilitator of the election will proceed with handing out the secret ballots to every member who is present during the election meeting.
 - 10.8.6 Once each member has indicated their votes on the ballot, they are to conceal their vote

- and place it in a designated ballot holder/box. The facilitator will collect the ballots and tally the votes.
- 10.8.7 Once the voting count has been tallied, the facilitator must call the running candidates back into the room, to announce the winners. The candidate with the most votes shall be elected to the position.
 - 10.8.8 All votes must be kept anonymous. The facilitator must simply summarize each voting count as a “majority of votes”.
 - 10.8.9 Once the winners have been announced, the positions of the newly elected President and will take into effect immediately. The former President may remain as advisors for the new President in helping them with adjusting into their new positions until the end of the current school term (April 1st).
 - 10.8.10 All mandates and agendas of the newly elected President may take into effect.
 - 10.8.11 If an error in the process is found or there is no clear winner in the election, the election should be re-held and rescheduled to another elections meeting with a new election oversight committee.
 - 10.8.12 Registered UofT members may not vote by proxy. Non UofT members may not nominate or vote in elections.
- 10.9 Hiring New Executives may take place anytime throughout the year, when necessary, with the discretion of the President.
- 10.9.1 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
 - 10.9.2 The President and whomever the former two approves of assisting in the hiring process, will overlook the selection of applicants for interviews, and will collectively decide which applicants will be hired based on the application qualifications and if they reasonably believe that the applicant is ideal for hiring.
- 10.10 The newly elected President and an outgoing executive will conduct the interview process of the remaining positions for the upcoming year.
- 10.10.1 Hiring process will take place immediately right after the elections (if necessary) and must be completed by the end of March
 - 10.10.2 Candidates will be subject to an interview process supervised by the elected President and one outgoing executive relevant to the position or a third neutral executive.
 - 10.10.3 New candidates must at least meet the minimum qualifications for their position, as defined by the outgoing executive team.
 - 10.10.4 Final decision is made by the President, while taking the executive team’s opinion into consideration.

Article 11 : Amendments

- 11.1 The President may make, amend or repeal the constitution or certain sections therein.
- 11.2 Notice of a meeting called to consider such a resolution shall be given as follows:
 - 11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least seven (7) days prior to the date of the meeting called to consider the change;
 - 11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least seven (7) days prior to the date of the meeting called to consider the change.
- 11.3 Amendments to the constitution can be made through a vote during a valid meeting.
- 11.4 Proposed amendments require a 2/3 majority vote of all members present at a valid meeting.

- 11.5 Once the changes have been decided, the President must submit it in writing to the Office of Student Affairs.
- 11.6 Amendments can be proposed at the annual election meeting and/or as part of the Candidate's agenda. An additional meeting must be held separately for a final approval of the constitution. The amendments will take into effect once majority of votes are in favour.

Article 12: Transition

- 12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- 12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of April each year to assist with the transition between new executive teams.

Article 13: Emergency Powers

- 13.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 13.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 13.4 An Executive may be permitted to enact such power, only if, after effectively reaching out to all possible channels to resolve an issue, failed.

Article 14 : Food Handling on Campus

- 14.1 The V.P.C.C.will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article 15 : Attendance at Meetings and Orientation Sessions

- 15.1 At least one representative from V.P.C.C.will attend all meetings or orientation sessions intended for all student organizations held by the SCSU and/or the Office of Student Affairs and Services.

Article 16 : Precedence of UTSC Policies

- 16.1 V.P.C.C.will abide by all pertinent U of T Scarborough policies and regulations. Where U of T Scarborough policies and regulations and those of V.P.C.C.conflict, the policies and regulations of UTSC will take precedence.

Article 17 : Legal Liability

- 17.1 V.P.C.C.recognizes and understands that the University of Toronto and the University of Scarborough assume no legal liability for the actions of this organization, and that the university is not providing blanket indemnification insurance coverage for any activities of the organization.

Article 18: Banking

- 18.1 V.P.C.C.agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.