

Constitution of “Korean Outreach Volunteer Association”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Korean Outreach Volunteer Association”.
- 1.2. The official acronym or abbreviation of the group is “KOVA”.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to encourage its members to become active participants of the student body and in communities around campus by providing them with opportunities to volunteer.

2. Article Two – Membership

- 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. There are no restrictions against different ethnicity, race, religion, and gender.

3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. 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 September 8th to April 10th.
- 4.2. The Executive Committee shall be comprised of 25 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 fifty per cent (50%) 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, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the finance director,
- 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.

5.2. 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 activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts.
- 5.2.5. Hold signing and financial authority along with the finance director
- 5.2.6. Prepare for collaboration events with other student clubs

5.3. The Secretary shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,
- 5.3.3. Maintain member contact list,
- 5.3.4. Arrange the room bookings for executive officers' meeting every week,
- 5.3.5. Prepare KOVA calendar,
- 5.3.6. Record notes and motions for meetings,
- 5.3.7. Notify all members of general meetings.

5.4. The Finance Director shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the president and vice president
- 5.4.4. Maintain a budget of income and expenses during each event,
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Acquire funding from available sources,
- 5.4.7. Prepare an annual budget for the group.

5.5. The Finance Committee shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Assist the Finance Director to execute his/her role and work as a team.

5.6. The Media Director shall:

- 5.6.1. Design and maintain the social media for the club,
- 5.6.2. Inform members about upcoming volunteer opportunities, meetings, and events via related posters/media files,

- 5.6.3. Design and create logo for the organization,
- 5.6.4. Design KOVA's pamphlets and executive officer's uniforms.
- 5.7. The Media Committee shall:**
 - 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.7.2. Assist the Media Director to execute his/her role and work as a team.
- 5.8. The Internal Event Director shall:**
 - 5.8.1. Ensure that all arrangements including room bookings, reservations, etc. are made for a given event,
 - 5.8.2. Brainstorm/organize fundraising events and social networking events,
 - 5.8.3. Plan for the club's General meetings and Orientation which will be held in the beginning of the school year,
 - 5.8.4. Present event ideas at executive officers' weekly meetings so they can be approved by the president and/or vice president,
 - 5.8.5. Assist the Vice-president when preparing for collaborative events.
- 5.9. The Internal Event Committee shall:**
 - 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.9.2. Assist the Internal Events Director to execute his/her role and work as a team.
- 5.10. The External Event Director shall:**
 - 5.10.1. Contact with the coordinators who are in charge of events which we will be volunteering at,
 - 5.10.2. Brainstorm with the rest of the executive member for volunteer opportunities and other events,
 - 5.10.3. Investigate background research and information for initiatives,
 - 5.10.4. Present event ideas at executive officers' weekly meetings so they can be approved by the president and/or vice president,
 - 5.10.5. Coordinate/manage the Long-term & Short-term volunteering events throughout the entire academic year.
- 5.11. The External Event Committee shall:**
 - 5.11.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.11.2. Assist the External Events Director to execute his/her role and work as a team.
- 5.12. The Marketing Director shall:**
 - 5.12.1. Contact general members to encourage participation in club meetings and events,
 - 5.12.2. Raise awareness of the club and general promotion of the club to the public,
 - 5.12.3. Oversee the advertisement aspect of the club which may include working with the Media Director when designing and creating posters and pamphlets,
 - 5.12.4. Search for sponsors.
- 5.13. The Marketing Committee shall:**
 - 5.13.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.13.2. Assist the Marketing Director to execute his/her role and work as a team.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election that is held at the end of the academic year.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. Nominations of officers shall be made in writing. Candidates shall be voted upon at the regular meeting following the meeting at which nomination are made.
- 6.4. Candidates shall give a brief speech to all the members of the organization before voting takes place.
- 6.5. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.7. 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.
- 6.8. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

- 7.1. The signing executive members for the bank account will be the President, Vice President, and Finance Director.
- 7.2. The Finance Director shall keep an active record of income and expenses.
- 7.3. Any financial transaction made shall be approved by the President/Vice- President.
- 7.4. Finances will be stored in bank account and managed by the Finance Director and Vice President.
- 7.5. The Finance Director shall present the group's updates on the group's financial position at annual general meetings.
- 7.6. The group may not engage in activities that are essentially commercial in nature.
- 7.7. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.8. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.9. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 8.1. General Meetings
 - 8.1.1. The club shall meet not less than twice per month at a time and place suited to the convenience of the members
 - 8.1.2. 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.
 - 8.1.3. The purpose of general meetings is to inform and enlist members of upcoming events.

8.2. Executive Meetings

- 8.2.1. The executive members shall meet at least once every other week.
- 8.2.2. The purpose of the executive meetings are as followings.
 - 8.2.2.1. Discuss what initiatives the club should pursue
 - 8.2.2.2. Discuss each executive officers' idea regarding the association/events
 - 8.2.2.3. Deliberate exactly how the events will run
 - 8.2.2.4. Assign tasks to each executive officer/member during the events
 - 8.2.2.5. Plan for marketing strategies for each event
 - 8.2.2.6. Discuss any internal or external problems/issues
 - 8.2.2.7. Plan general meetings

9. Article Nine - Termination of Membership

- 9.1. Any member or executive who commits following acts will be terminated from the club.
 - 9.1.1. Commits an act that conflicts with club's interests.
 - 9.1.2. Commits an act that negatively affects or harms any of the members or executives.
 - 9.1.3. Executive officer who commits an absence for any event/meeting without 24 hours pre-notice.
 - 9.1.4. Finance executive officer who commits any transaction from the association's bank account without any approval from the President/Vice-President.
- 9.2. Any member or executive facing removal will be given a notice of their situation, and after, they will have their rights to defend his/her actions.
- 9.3. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.4. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.5. 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.
- 9.6. 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 an executive 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.