



Constitution of University of Toronto Japan Student Association

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is University of Toronto Japan Student Association
- 1.2. The official acronym or abbreviation of the group is UTJA
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to promote and facilitate the exchange of Japanese culture and language between students, to provide a social platform for students from various cultural backgrounds.

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 is free.
- 2.6. However, members may be subjected to an additional fee depending on the event.
- 2.7. Executive members are exempt from the membership fee.

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 May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of 14 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, 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 (1) shall:**

- 5.1.1. Preside over executive meetings
- 5.1.2. Ensure that the expected events and activities are carried on throughout the year
- 5.1.3. Represent the association in the community as a leading role
- 5.1.4. Be responsible for weekly language exchange, events, meetings, and finance
- 5.1.5. Authorized as the signing officer of our business bank account
- 5.1.6. Oversee the responsibilities and actions of other executive members
- 5.1.7. Check in with executive members on a regular basis to ensure progress with with regards to event keeping, planning, and outreach
- 5.1.8. Manage reservations of campus booking and external venues

5.2. **The Vice-President (1) shall:**

- 5.2.1. Help the president with executive meetings
- 5.2.2. Ensure that expected events and activities are carried on throughout the year
- 5.2.3. Represent the association in the community as a leading role
- 5.2.4. Be responsible for weekly language exchanges, events, meetings, and finance
- 5.2.5. Authorized as the signing officer of our business bank account
- 5.2.6. Oversee the responsibilities and actions of other executive members
- 5.2.7. Check in with executive members on a regular basis to ensure progress with regards to event keeping, planning, and outreach

5.3. **The Finance Director (1) shall:**

- 5.3.1. Collaborate with the President and Vice President to overlook financial matters including:
 - (a) Formulating an annual budget plan
 - (b) Updating the current financial status
 - (c) Maintaining the budget spreadsheet
 - (d) Recording all transactions done by the club such as membership fee, event profits (internal and external), event costs (internal and external), and miscellaneous club fees (club items)
 - (e) Seek external funding opportunities such as the University of Toronto Student Union funding and off campus sponsorships

5.4. The Internal Affairs Director (1) shall:

- 5.4.1. Be responsible for the operation of the club's monthly internal events
- 5.4.2. Facilitate the monthly event planning processes
- 5.4.3. Collaborate with the Creative Director and the Web Designer for effective event advertisement
- 5.4.4. Collaborate with the External Affairs Representatives for events involving collaborations with groups and organizations both on- and off-campus

5.5. The Internal Affairs Representatives (2) shall:

- 5.5.1. Facilitate the monthly event planning processes under the supervision of the Internal Affairs Director
- 5.5.2. Collaborate with the Creative Director and the Web Designer for effective event advertisement
- 5.5.3. Collaborate with the External Affairs Representatives for events involving collaborations with groups and organizations both on- and off-campus

5.6. The External Affairs Director (1) shall:

- 5.6.1. Be responsible for the club's external affairs including:
 - (a) Maintaining steady communication with off-campus groups (sponsorship)
 - (b) Collaborating with other on-campus groups (outreach)
- 5.6.2. Facilitate the monthly event planning processes
- 5.6.3. Contribute in maintaining communications between other campus groups (e.g.) sending emails consistently for opportunities to collaborate)
- 5.6.4. Collaborate with groups and organizations both on- and off-campus
- 5.6.5. Collaborate with the Creative Director and the Web Designer for effective event advertisement

5.7. The External Affairs Representatives (2) shall:

- 5.7.1. Facilitate, under the supervision of External Affairs Director, club's external affairs including:
 - (a) Maintaining steady communication with off-campus groups (sponsorship)
 - (b) Collaborating with other on-campus groups (outreach)
- 5.7.2. Contribute in maintaining communications between other campus groups (e.g.) sending emails consistently for opportunities to collaborate)
- 5.7.3. Collaborate with groups and organizations both on- and off-campus
- 5.7.4. Collaborate with the Creative Director and the Web Designer for effective event advertisement

5.8. The Communications Officer (1) shall:

- 5.8.1. Be responsible for maintaining communication with the general members to communicate the date, time, and location of each internal and external events with the general members through UTJA's communication tools such as Discord and General Membership Emails
- 5.8.2. Also responsible for post activity updates on UTJA's communication tools

5.8.3. Contribute to maintaining communications between on and off-campus groups to facilitate events

5.9. **The Creative & Media Director (1) shall:**

5.9.1. Manage the aesthetic elements of the club including the logo, banners, membership cards, etc.

5.9.2. Design posters and banners (both on- and off-line) to promote events

5.9.3. Take charge in creating and operating the Instagram account

5.10. **The Web Designer (1) shall:**

5.10.1. Update the club website on a regular basis along with its related information such as:

(a) Club description

(b) Event schedules

(c) Funding

(d) Executive member profiles

(e) Sponsors and collaborators

5.11. **The First Year Representatives (2) shall:**

5.11.1. Rotate around internal affairs and external affairs to provide assistance and gain experience working amongst the different tasks

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 Finance Director shall keep an active record of income and expenses.

7.2. The Finance Director 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.