

Chinese Undergraduate Student Association at the University of Toronto Mississauga Club Constitution

Name and Purpose

1.1. Name of the Club

The official name of this student organization is "Chinese Undergraduate Student Association at the University of Toronto Mississauga."

1.2. Abbreviation

The official abbreviation for this organization is "CUAUTM."

1.3. Purpose, Goals, Mission, and Tasks

Introduction

The Chinese Undergraduate Student Association at the University of Toronto Mississauga (CUAUTM) is a non-profit organization that upholds the principles of political freedom, respect for individual values, and the protection of intellectual property. We are dedicated to serving all undergraduate students at the University of Toronto and establishing a social network for Chinese alumni both on and off-campus.

Goals

Our goal is to create a robust and stable network of mutual assistance among Chinese alumni, providing long-term sustainable high-quality and stable value to every member of the University of Toronto community. To achieve this goal, we engage in a variety of activities including but not limited to:

- Organizing various activities: Enriching students' campus life and off-campus experiences, enhancing interaction and connection among students.
- Establishing an academic support department: Providing reasonable academic assistance to freshmen and students in need, helping them achieve academic success.
- Offering life consultation and assistance services: Supporting freshmen in adapting to local life, helping them integrate into the new environment more quickly.
- Cultural exchange: Collaborating with other associations and students from different cultural backgrounds to promote and share Chinese culture, fostering cultural exchange and understanding.
- Alumni networking: Building connections with outstanding University of Toronto graduates to provide current students with more social experiences and career guidance.

We welcome all members of the University of Toronto community, regardless of cultural background, to learn about and join our organization, contributing to the alumni network of the University of Toronto. Through our efforts, we hope to provide practical help and support to every member, creating a vibrant and mutually supportive community.

Membership and Membership Fees

2.1. Non-Voting Membership

Open to all members of the University of Toronto community, including:

- Full-time or part-time Chinese students.
- Students interested in learning about China, its culture, and Mandarin.
- University of Toronto faculty, staff, and alumni.

Non-voting members do not have the rights granted to voting members.

2.2. Membership Fees

Our association does not have a membership fee system.

2.3. Voting Membership

Exclusive to registered students of the University of Toronto.

Member Rights

3.1. Voting Member Rights

- Participate in all general meetings.
- Vote at general meetings.
- Run for office.
- Vote in all elections and referendums.
- Propose and vote on amendments to the constitution.

3.2. Non-Voting Member Rights

Non-voting members do not have the above-mentioned rights.

Executive Committee

4.1. Term of Office

The term for all Executive Committee positions runs from April 2nd each year to April 1st of the following year.

4.2. Composition

The Executive Committee consists of 12 voting members.

4.3. Eligibility

All voting members of the Executive Committee must be currently enrolled students at the University of Toronto. Non-voting members are not eligible to hold any position on the Executive Committee.

4.4. Financial Authority

If someone holds financial or signing authority in other student organizations at the University of Toronto, they must declare it in advance and undergo a review by the CUAUTM Supervisory Department to ensure no conflict of interest.

Responsibilities of the Executive Committee

5.1. President Responsibilities

- Determine annual goals and vision.
- Oversee all club activities and coordinate the work of the Executive Committee members.
- Maintain internal communication within the Executive Committee.
- Supervise and coordinate the work of the Internal and External Vice Presidents.

- Temporarily assume the responsibilities of any Vice President unable to fulfill their duties.
- Determine the dates, times, and agendas for Executive Committee meetings.
- Convene meetings when necessary.
- Liaise with Student Affairs and other university administrative departments.
- Strive to establish and maintain contact with the Consulate General of China in Toronto.
- Represent the association in resolving issues at the request of other Executive Committee members.
- Manage CUAUTM's bank account jointly with the Internal Vice President.
- Make short-term policy decisions not exceeding CAD 200 per event.
- Cooperate with the alumni association.
- Organize one general meeting of members and regular Executive Committee meetings each semester (including summer).
- Serve as a signing officer for CUAUTM in the Student Affairs Office.

5.2. Internal Vice President Responsibilities

- Assist the President in handling all internal affairs.
- Supervise and coordinate the work of the Human Resources Director and the Financial Director.
- Temporarily assume the responsibilities of the directors unable to fulfill their duties.

- Organize one general meeting of members and regular Executive Committee meetings each semester.
- Submit a work report to the President before the end of December.
- Ensure the reasonable use and execution of office hours.
- Attend all office meetings related to Student Affairs.
- Attend campus meetings when the President is unable to attend.
- Serve as the other signing officer for Student Affairs, in addition to the President.
- Raise funds for CUAUTM.

5.3. External Vice President Responsibilities

- Assist the President in handling all external affairs.
- Supervise and coordinate the work of the Sponsorship Director and the Public Relations Director.
- Temporarily assume the responsibilities of the directors unable to fulfill their duties.
- Establish and maintain contact with organizations outside the University of Toronto.
- Create and distribute sponsorship packages in collaboration with the Sponsorship Director and the President.
- Order business cards for the Executive Committee.
- Submit a work report to the President before the end of December.
- Organize social activities for the Executive Committee.

- Attend external meetings when the President is unable to attend.

5.4. Executive Vice President Responsibilities

- Serve as the contact for all room bookings for CUAUTM.
- Record all meetings and activities organized by the club.
- Take minutes at Executive Committee and general membership meetings.
- Distribute meeting summaries to all committee members promptly after the meetings.
- Maintain accessible association archives, including but not limited to the current constitution, minutes of general membership meetings, and all Executive Committee meeting minutes.
- Assist the President in liaising with Student Affairs and other university administrative departments.
- Maintain CUAUTM's assets.
- Attend office meetings related to Student Affairs when the Internal Vice President is unable to attend.
- Keep up-to-date information from the Career Center and distribute useful information to members.

5.5. Marketing and Activities Vice President Responsibilities

- Report marketing strategies and execution plans to the President.
- Promote CUAUTM through various media platforms.
- Supervise all marketing and media department activities and coordinate work with relevant directors.

- Develop a detailed annual plan at the beginning of the academic year.
- Keep alumni informed of recent CUAUTM activities.
- Organize networking activities with other CUAUTM departments.
- Promote Mandarin to English speakers interested in learning Chinese.
- Provide useful academic information to CUAUTM members (including collecting past exams and papers from senior members).

5.6. Public Relations Vice President Responsibilities

- Establish and maintain relationships with external organizations and partners.
- Handle public inquiries and manage the association's public image.
- Coordinate promotional activities with the Marketing and Communications Vice President.
- Develop and execute public relations campaigns to enhance the association's visibility.
- Represent the association at external events and activities.
- Assist in organizing events that require external participation.

5.7. Human Resources Director Responsibilities

- Maintain alumni records.
- Recruit new members.
- Invite successful alumni to hold information exchange meetings about their graduate experiences.
- Assist those seeking help from CUAUTM alumni.

- Maintain and update the official membership list (adding new members throughout the year).
- Maintain a list of CUAUTM members' UTORids.

5.8. Marketing and Media Director Responsibilities

- Prepare and order membership cards.
- Design posters as requested by the Executive Committee.
- Design and promote Chinese cultural exhibitions within the University of Toronto community.
- Establish and manage social media accounts.

5.9. Financial Director Responsibilities

- Collect cash from Executive Committee representatives of CUAUTM and provide reimbursements.
- Jointly manage the club's bank account with the President and Internal Vice President.
- Coordinate event funding issues with other departments (e.g., presale of event tickets).
- Attend most events and manage ticket sales.
- Report all transactions and cash flow to other financial officers for record-keeping.
- Maintain records:
 - Keep a ledger of all transactions and any receipts.

- Prepare the association's annual budget and financial statements if needed.
- Coordinate funding-related issues during events with other departments (e.g., setting ticket prices and fees).
- Assist other financial officers with ticket sales during events.
- Prepare documents for external use.
- Regularly reconcile the ledger and cash.
- Supervise internal control procedures.
- Ensure continuous cash flow and promote the association's financial health in collaboration with the Internal Vice President.

5.10. Sponsorship Director Responsibilities

- Collaborate with the External Vice President to create and distribute sponsorship packages before the end of the academic year.
- Run sponsorship activities.
- Maintain relationships with companies throughout the year.
- Manage all forms of annual sponsorship, including product sponsorship (e.g., prizes).
- Liaise with the alumni association (may become important in future years).
- Organize fundraising activities if needed.

5.11. Public Relations Director Responsibilities

- Develop an annual social activity plan at the beginning of each academic year.

- Ensure timely promotion and announcement of events in cooperation with the Marketing Director.
- Work with specific event coordinators (e.g., workshops, social activities, sports activities, membership events) to promote all CUAUTM activities.
- Release detailed event information two weeks before the event date.
- Supervise and monitor the implementation of each event with the help of assistants.
- Manage event ticket sales.
- Represent the association.

5.12. Event Director Responsibilities

- Plan events.
- Arrange manpower required for events.
- Set up equipment for events.
- Print posters and all promotional materials.
- Organize and direct the event on-site.

5.13. Supervisory Responsibilities

- Independently supervise the organization to ensure it operates according to the constitution's rules.
- Monitor major events and provide reasonable risk warnings and risk control in advance.

Elections

6.1. Eligibility

Only currently enrolled University of Toronto students are eligible to participate in elections and become members of the Executive Committee.

6.2. Executive Committee Voting Positions

All voting positions are filled through annual elections.

6.3. Voting Member Eligibility

All voting group members are eligible to nominate and vote for each voting position.

6.4. Non-Voting Group Members

Non-voting group members do not have the right to vote for any election position.

6.5. General Election

All Executive Committee members are elected in the annual general election.

Elections are held in March each year. The Executive Committee should make reasonable efforts to notify all CUAUTM members of the election and by-election dates via email, phone, or mail and provide the eligibility criteria and voting standards.

To become a candidate, a nomination form signed by at least five members is required.

Any CUAUTM member can run for any position. To be eligible to vote, one must be a qualified voter; eligibility is holding CUAUTM membership for at least three weeks, with the recommendation but not requirement that each member participates in at least one academic year activity before voting to better understand CUAUTM's activities.

To ensure legitimacy, all elections will be supervised by a neutral panel of at least three people. Election winners are determined by a simple majority (i.e., the candidate with the most votes for the position) and follow applicable CUAUTM election procedures.

If there are vacant positions on the Executive Committee after the election, the positions will be open for application and filled through by-elections open to all voting group members. If a position becomes vacant during the academic year, the Executive Committee should hold a by-election as soon as possible. Elections must be conducted fairly. No candidate shall participate in the planning or management of the election.

The Supervisory Department will oversee every aspect of the election to ensure fairness.

Finance

7.1. Non-Profit Nature and Fund Management

CUAUTM, as a non-profit organization, accepts financial support from members, individuals, and institutions, provided that such support does not conflict with the CUAUTM constitution. CUAUTM obtains funds through donations, sponsorship activities, and various fundraising events. CUAUTM designates two financial officers to manage its non-profit account, who must keep detailed records of all income and expenses and ensure that all routine expenses are approved by a majority vote of the Executive Committee. CUAUTM's bank account is a non-profit account opened in its name, and the assets belong to all members. The Executive Committee is responsible

for managing these assets and using them reasonably in the interest of all CUAUTM members.

7.2. Financial Reporting and Asset Transfer

The Executive Committee should submit a financial report at the annual membership meeting held in April each year to ensure financial transparency and accountability.

CUAUTM's bank account and all related assets should be transferred within one month after the election to ensure continuity of financial work.

7.3. Non-Commercial Operation and Use of Funds

CUAUTM will not operate as a branch of a commercial organization, and its main activities should align with the nature and purpose of a non-profit organization.

CUAUTM will not provide profit-making goods and services unrelated to its purpose, and all funds should be strictly used to achieve the organization's goals.

7.4. Compensation Policy

All CUAUTM officers serve voluntarily and will not receive any form of compensation.

Meetings

8.1. General Meetings

Three general meetings will be held each academic year: once in October, once in January, and once in March.

8.2. Executive Committee Meetings

Executive Committee members will meet at least once every two weeks.

Non-executive members can attend the meetings and engage in a 10-minute open discussion with all executive members.

8.3. Meeting Notice

The Executive Committee must announce the dates of general meetings to all members at least three days in advance.

Membership Termination

9.1. Motion for Dismissal

Dismissal of a CUAUTM Executive Committee member requires the agreement of at least 50% of CUAUTM Executive Committee members, or if the member has unexcused absences from 1/5 of CUAUTM general meetings.

9.2. Dismissal Approval

The motion to dismiss a CUAUTM Executive Committee member must be jointly approved by a President and a Vice President.

9.3. Submitting a Motion

The motion should be submitted in writing at a CUAUTM general or executive meeting and included in the agenda for the next regular meeting.

9.4. Dismissal Vote

Dismissing a CUAUTM member and revoking any related duties or privileges requires a two-thirds majority vote of Executive Committee members.

9.5. Right to Defend

The impeached individual has the right to defend their actions at the next executive or general meeting following the impeachment.

Amendments

10.1. Amendment Vote

All constitutional amendments require a two-thirds majority vote at a general meeting.

10.2. Proposal and Voting

All voting members can propose and vote on constitutional amendments. Amendment proposals must be approved by a two-thirds majority of the Executive Committee members to pass.

10.3. Amendment Notice

All Executive Committee members must receive notice of any proposed constitutional amendments or changes at least one week before the scheduled general meeting.

10.4. Amendment Approval

Constitutional amendments must be approved by a two-thirds majority vote of all CUAUTM members. Once approved, the Executive Committee must formally implement the new constitution within two weeks and submit the revised version to the relevant university office (e.g., Student Engagement Center, University of Toronto Mississauga Student Union).