

Iranians Students' Organization(ISO)

Article I: Iranian Students' Organization

1.1 The official name of the organization will be the Iranian Students' Organization. 1.2 The Iranian Students' Organization may be referred to by the acronym ISO.

Article II: Purpose

2.1 The purpose of the Iranian Students' Organization will be to:

2.1.1 To organize and administer events that will foster a community with individuals who identify as Iranian.

2.1.2 To promote Iranian culture at the university while abiding by institution by laws.

2.1.3 To serve as a resource for all Iranian students, whether international or domestic, who wish to have a closer connection with their Iranian heritage.

2.2 The Iranian Students' Organization will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by:

2.2.1 Providing a forum for Iranian students and faculty to meet each other and form a close-knit community. The organization attempts to promote Iranian culture aligned with the University of Toronto strives at promoting inclusion and diversity. The organization provides a safe space for international students immigration from Iran at which students can share ideas, experiences, and helpful resources to better adjust to Canadian education system and social life.

2.3 The Iranian Students' Organization fundamentally serves a non-profit function within the University of Toronto Scarborough and will not engage in essentially commercial activities.

2.4 The Iranian Students' Organization operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article III: Membership

3.1 Eligibility:

Membership in the Iranian Students' Organization is open to all students, staff, faculty, and alumni of the University of Toronto Scarborough. There is no fee associated with the membership. The membership can be obtained at any point in the year by contacting the president of the organization.

Article IV: Executive

4.1 The executives of the organization shall include:

- (1) President
- (1) Vice President Finance
- (1) Vice President Publicity and Marketing

- (1) Vice President Administration
- (1) Vice President Social
- (1) Social Media Director
- (2) Events Coordinators
- (4) Representatives

4.1.1 Presidents, Vice President Finance, Vice President Publicity and Marketing, and Vice President Administration shall be recognized as senior executives.

4.1.2 The team will be composed of as many or less, all dependent on the discretion of the senior executives.

4.2 The broad responsibilities of each executive position are as follows:

Presidents:

- Oversee the organization as a whole and determine the agenda and trajectory for each year.
- Fulfill the responsibilities of any vacant position or delegate the task to another party.
- Ensure the smooth transition of power and sustainability of the organization from year to year.
- Recruit new executives and review their performance on a monthly basis.
- Upholding the values of the organization and validating any piece of electronic or physical information shared on behalf of the club.
- Develop and maintain relationships with the SCSU, other DSAs, clubs, and other external organizations.
- Act as the chairperson in the general meetings.

Vice President Finance:

- Keep track of the organization's fundraising goals set by the executives' committee on the first executive meeting.
- Manage the organization's bank account and keep proper bookkeeping records.
- Ensure enough capital is available for each event; keep track of membership fees.
- Prepare Invoices and cheques for reimbursement and ensure adequate year-end cash flow in consultation with the senior executives.
- Apply for internal and external funding sources and opportunities in a timely manner. • Seek sponsorship packages from external organizations and prepare sponsorship proposals with the senior executives' consult.

Vice President Publicity and Marketing:

- Be responsible for increasing the organization's exposure and ensuring adequate promotion for ISO events is in order.
- Supervise publicity and marketing directors and ensure contents pursuant to the organization code are published on a regular basis.
- Be responsible that the organization is represented and recognized by the Governance Council, SCSU Board of Directors, Department of Student Life, and DSA Council.
- Responsible for advertising the organization and its initiative by performing tasks including but not limited to content creation on various social media platforms, ask from other organizations for social media promotion, designing posters and flyers, video editing, and photography under the supervision of the Vice President Publicity and Marketing
- Be responsible for taking initiatives aimed at increasing ISO's publicity and recognition; present their quantified marketing achievement in executive meetings.
- Work closely with the events director to ensure each event is adequately advertised.

Vice President Administration:

- Be responsible for updating the organization's information and social media platform by working with the Vice President Publicity and Marketing
- Be responsible for managing members' information and resolving any matter pertaining to membership of ISO.
- Be responsible for the maintenance of the organization's minutes, records, documents, emails, and Google files.
- Evaluate the performance of other Vice Presidents and executives; Write a comprehensive report on executives' performance and present it to the presidents at the end of each semester.
- Conduct investigation into complaints against executives and recommend impeachment of complainees in the light of resounding evidence.
- Be responsible for gathering feedback after each initiative and report the results in the next executive meeting with suggestions for improvement.
- Assist the presidents in preparation for executive meetings. Take attendance and provide the absent executives with the minutes of the meeting.
- Be responsible for recording the minutes of the meeting and documenting them.

Vice President Social:

- Ensure all the events and initiatives are adequately subsidized by working closely with the VP Finance.
- Organize at least one event per semester, excluding the general meetings and tabling events.
- Organizing at least one tabling event per semester with the help of representatives and volunteers.

Events Director:

- Assist in the organization of all events by performing tasks including but not limited to spot reservation, ticket sales, registration, transportation, outreach, promotion, and volunteering.
- Responsible for the organization of social events between students and faculty
- Report back to Vice President Social on a weekly basis.
- Meet with the Vice President Social ensuring each event is properly planned; attend additional meetings, if required.

Representatives:

- Assist in a broad range of responsibilities such as promotion and event organization, all depending on the needs of the organization and the qualifications of the representatives.
- Act as a forum between the executives and the students; provide the executive with feedback and constructive criticisms.
- Report back to their designated vice president on a bi-weekly basis.
- Solicit ideas for initiatives that ISO can support; seek perpetual feedback from students and report constructive criticism back to the executive body.
- Assist Vice President Social in organizing at least one tabling event per semester.
- Be comfortable making an announcement before lectures and function as a liaison between the student body and the executives.

4.3 The executive positions collectively will form a committee that acts as the primary steward of the organization.

4.4 The term of each executive will last from May 1 following their election to April 30 of the following year. The term is subject to change upon unusual circumstances.

4.5 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it

shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

4.6 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.

4.7 If the President resigns, a notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

4.8 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article V: Impeachment of Executive Members

5.1 The process for removing a member or executive may be initiated when a committee of at least two executive members or one senior executive member requests an investigation into a particular matter pertaining to an executive. The investigation is undertaken by the president and the complaints can be regarding:

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; 5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

5.2 The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:

- 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.

- Second Tier:

Initiated because the member or executive has violated section 5.1 after receiving a first-tier warning relative to a particular action or behavior. The complaineer will receive a written warning via email and will be given seven calendar days to prepare a statement and

deliver it to the executive body. The statement will be discussed in the next executive meeting, and a vote will be put in motion. The dismissal of the complaine will be determined by the majority.

- Third tier:

Initiated because the member or executive has violated section 5.1 after receiving a second tier warning relative to a particular action or behavior. the executive shall prepare a 2-minute speech in the next executive meeting and get at least 2/3 majority votes of all the executives to hold their position.

5.3 The Impeached executive loses access to HUTSC resources provided for members and executives and cannot apply for general membership or an executive position for two consecutive years.

5.4 An executive member can also be impeached immediately and without following the three-tier process; an immediate impeachment can happen when:

- An executive fails to meet the attendance criteria pursuant to Article 8, section 14.
- The use of profanity and/or blunt display of impropriety in a public event or meeting confirmed by at least three (3) executives present at the scene.
- Failing to fulfill any of the responsibilities outlined in Article 2

Article VI: Finances

6.1 All Budgets shall be prepared by the treasurer in accordance with the organization's priorities as determined by the executive committee.

6.2 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

6.3 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

6.4 The senior executives, the Vice President Finance, and only in special circumstances the Vice President Publicity and Marketing shall be the sole signing authorities of banking instruments for the organization.

6.5 ISO will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

6.6 ISO will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VII: General Meetings

- 7.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy making, and to propose amendments to the constitution.
- 7.2 General meetings will be facilitated by the president, or a senior executive suggested by the presidents. The Chairperson shall be responsible for:
 - 7.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
 - 7.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner.
 - 7.2.3 Moderating the discussion at meetings according to the agenda.
 - 7.2.4 Suspending members from participating in meetings for constitutional or procedural violations.
- 7.3 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.
- 7.4 There shall be a minimum of one (1) general meeting held each semester. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.
- 7.5 General meetings may be called to order by the Co-presidents, through a petition by a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.
- 7.6 General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.
- 7.7 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
- 7.8 All executives are expected to make brief progress reports on their activities at every general meeting.
- 7.9 Minutes of all general meetings must be recorded and maintained for reference purposes.
- 7.10 Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.
- 7.11 Except for senior executives, who have two votes per person, each attendee of the general meeting have the right to cast one vote, excluding the chairperson who shall remain impartial unless the occurrence of a tie.
- 7.12 Any question at a valid general meeting shall be decided by a show of hands. Voting can take place by show of hands or any other methods all depending on the discretion of the chairperson.

- 7.13 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 7.14 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.
- 7.15 The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

Article VIII: Executive Meetings

- 8.1 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.
- 8.2 Executive meetings will be facilitated by the president and/or the Vice President administration. The facilitators shall be responsible for:
- 8.2.1 Formulating and distributing an agenda for each meeting;
 - 8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner.
 - 8.2.3 Moderating the discussion at meetings according to the agenda;
- 8.3 There shall be a minimum of one (1) executive meeting held every two (2) 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 email a minimum of two (2) calendar days prior to the meeting.
- 8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 8.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
- 8.6 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.
- 8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 8.8 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.
- 8.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting, except for senior executives who hold the right to cast two (2) votes for person on any discussed matter
- 8.10 Any question at an Executive Meeting shall be decided by a show of hands.

8.11 Whenever a vote by show of hands occurs, a declaration by the facilitators that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

8.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

8.13 The facilitators may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

8.14 Each executive member is entitled to be absent from one official meeting per semester, provided valid reasoning. Failing to attend two meetings per semester, or one meeting without a valid reason results in the impeachment of the executive member.

Article IX: Emergency Meetings

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

9.2 These meetings must abide the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

9.4 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 X: Elections

10.1 Executive elections will be held prior to March 31 each year.

10.2 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.

10.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.

10.4 The screening process of the candidate is decided by the presidents. . 10.5 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.

10.6 Successful candidates will be permitted to give a short speech at the general meeting where the election is being held. 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 Chairperson.

Article XI: Amendments

- 11.1 The organization 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 fourteen (14) 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 fourteen (14) days prior to the date of the meeting called to consider the change.
- 11.3 Amendments to the constitution require the approval of the majority of the members present at a valid general meeting (a general meeting that has achieved quorum).
- 11.4 The general membership must have the final say on amendments to the constitution. 6

Article XII: 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 May each year to assist with the transition between new executive teams.

Article XIII: 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 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

Article XIV: Food Handling on Campus

- 14.1 ISO 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 XV: Precedence of University Policies

15.1 ISO will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of , the University's policies, procedures, and guidelines will take precedent.

Article XVI: Legal Liability

16.1 The University of Toronto Scarborough does not endorse the 's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article XVII: Banking

17.1 ISO 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.

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with, the constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary, as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth

in the minutes for the record, and then the general membership should adopt or reject such changes.

3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances

when the member desires to make his/her comments recorded.

4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the general membership.

V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business, or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be

discussed and opens the floor to discussion.

2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

VIII. Voting

1. There are 3 basic motions for each item of business:
 - A motion to adopt a specific action by the board.
 - A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
 - A motion to remove an item from consideration.
2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.