

UNIVERSITY OF TORONTO MISSISSAUGA

# ROCSAUT Constitution

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2024 - 2025

## **Article I – Name**

The name of the club to make use of this constitution shall be the “**Republic of China Student Association at University of Toronto (ROCSAUT)**”

The club will use the acronym “ROCSAUT”

## **Article II – Purpose**

The purpose of this club is to foster a sense of community among Taiwanese and Asian students at the University of Toronto. ROCSAUT aims to provide a platform for students who are interested in the Taiwanese culture to engage in events and activities that will enrich students’ university experience.

## **Article III – Membership**

- i. Club membership is open to all students at the University of Toronto (St. George, Mississauga, and Scarborough campuses)
- ii. UofT students from all campuses other than UTM can only be members as associates.
- iii. Special membership may be given to those outside of UofT (honorary membership for other clubs’ presidents etc.) after two-thirds of the current executives team approves.
- iv. Membership is valid for the duration of each school year (September-April).
- v. Staff who have served ROCSAUT for one year or more are known as the VIPs. VIPs have life-time memberships. However these will be terminated if 80% of serving executives with voting privileges vote for the impeachment of this membership.
- vi. Membership fees shall be put towards funding of club events and operations only.
- vii. Membership fees may be used for but not limited to events and activities, administrative costs (printing, communication, website maintenance), and purchasing club materials and supplies.
- viii. The membership fee for each year shall be 30 dollars.

## **Article IV – Executive List**

- i. President
  - a. The President will give leadership, direction and guidance to the ROCSAUT.
  - b. Voting privileges.
  - c. The President will be responsible for the cohesion and efficiency of the staff and club.
  - d. The President shall oversee all aspects of the club and is involved with all decisions made.
  - e. The President must attend and chair all staff meetings.
  - f. The President must attend all UTM ROCSAUT events.
- i. Vice President
  - a. The Vice President is responsible for all club’s matters and shall assist the President with overseeing the staff and communications between external clubs, universities, and sponsors.
  - b. Voting privileges.
  - c. The Vice President must attend all staff meetings.
  - d. The Vice President shall build good relationships with other clubs and ROCSAUT at other campuses through attending external events.
  - e. The Vice President shall chair staff meetings in the absence of the President.
  - f. The Vice President must attend all UTM ROCSAUT events.
- i. Secretary
  - a. The Secretary must ensure minutes are taken and attendance recorded at every meeting, certifying that a quorum is present.
  - b. The Secretary will construct and maintain a ROCSAUT staff and member contact list.
  - c. The Secretary shall be responsible for setting up schedules and deadlines for events and meetings.
  - d. The Secretary shall be responsible for booking spaces, tables, and equipment for activities.
  - e. The Secretary must attend all staff meetings.
  - f. The Secretary shall assist the President in administrative matters.
- i. VP Finance
  - a. Treasurer shall be responsible for creating the audits for UTMSU

- b. Treasurer shall be responsible for ensuring efficient operation of financial systems and the maintenance of detailed accurate financial records of all the UTM ROCSAUT transactions.
- c. Treasurer must submit cash flow analysis and reporting on monthly basis to the President.
- d. Treasurer shall assist the President in submitting an annual financial report.
- e. Treasurer shall be responsible for cash reimbursement and reconciliation of receipts.
- f. The VP Finance must attend all staff meetings.
- i. VP Events
  - a. The Program Directors shall plan and coordinate events with the budget constraint in the time given and finish before established deadlines.
  - b. The Program Directors shall be responsible for necessary duties that are related to executing events such as contacting sponsors and booking event venues.
  - c. Voting privileges
  - d. The Program Directors must attend all staff meetings.
  - e. The Program Directors must attend all events.
- i. VP Marketing (PR and Arts)
  - a. VP Marketing is responsible for communication between the ROCSAUT, members, sponsors, and other external clubs.
  - b. VP Marketing shall keep a good image of ROCSAUT and promote all events.
  - c. VP Marketing shall be responsible for finding the members' trend and interests to ensure ROCSAUT event's success.
  - d. VP Marketing shall be responsible in producing event posters or other advertising methods.
  - e. Voting privileges
  - f. The VP Marketing must attend all staff meetings.
  - g. The VP Marketing must attend all events.

## **Article V – Meetings**

- i. Staff/executive meetings shall be held at least once every two weeks.
- ii. Staff meetings are not open to the public, only authorized staff are allowed.
- iii. General meetings, open to all members, will be held once at least every two months.

## **Article VI – Elections**

- i. Election will be tentative and follow the UTMSU election timeline
- ii. Elections are open to all interested members of the club.
- iii. In order to apply for Associate Officer, the candidate must be a current staff or member.
- iv. Associate Officers shall be trained with current staff for their desired position from the end of February until the end of March.
- v. Associate Officers shall be new staff for the following academic year effective April 1 unless 2/3 of current staff are opposed due to lack of performance and effort.
- vi. Associate training will begin 1 month (or however long before the executives deem suitable) before election period begins.
- vii. No staff shall hold the same position for more than two years.
- viii. President, Vice President Internal, and Vice President External are to be elected by all club member and they must have a minimum of one year of ROCSAUT staff experience.
- ix. Elections advertisement will be sent out via e-mails and advertisement will be one week long.
- x. The President shall appoint one Chief Returning Officer (CRO) for supervising the electoral process.
- xi. Nomination period following the advertising period will be one week long.
- xii. Campaign week will be held in the week following nominations' close unless all positions claimed.
- xiii. If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. In case former executives are unavailable, serving executives will have the authority to appoint a suitable candidate

## **Article VII – Removal From Office**

An executive or staff may be removed from office by the club if

1. VP Campus Life has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The results of the vote should be two-thirds of the executives in favor of removal.
2. Alternatively, an executive member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied: A request is submitted to the VP Campus Life which should: Be signed by at least 30% of the Club membership or two-thirds (2/3) of the club executive membership, specifying the alleged incidents of neglect of duty.

## **Article VII – Finances**

1. All funds collected by the club, including but not limited to membership fees and event proceeds, shall be used for the furtherance of the club's activities and purposes as outlined in this constitution. Expenditures must be approved by the club Executive Committee, and all transactions shall be documented and reported to the membership at each regular meeting.
2. The Treasurer, in coordination with the President, shall oversee all financial matters of the club. Any expenditure must be approved by all the club Executives. In the event of an emergency requiring immediate financial action, the President and Treasurer may authorize expenditures up to \$100, subject to later approval by other club Executives.
3. VP Finance shall be responsible for 1) creating the audits for UTMSU; 2) ensuring efficient operation of financial systems and the maintenance of detailed accurate financial records of all the UTM ROCSAUT transactions; 3) submitting cash flow analysis and reporting on monthly basis to the President; 4) assisting the President in submitting an annual financial report; 5) cash reimbursement and reconciliation of receipts.

## **Article VIII - Amendments to the Constitution:**

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.