

# Constitution of “Armenian Students’ Association of the University of Toronto”

Սահմանադրություն «Հայ Ռևանդուզական Միավորում»-ի



## 1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Armenian Students’ Association of the University of Toronto”
- 1.2. The official acronym or abbreviation of the group is “ASA”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to
  - 1.3.1. Promote interaction amongst members primarily within the context of the university community.
  - 1.3.2. Educate its members in the culture and history of Armenia.
  - 1.3.3. Introduce and promote Armenian culture and history, primarily but not only, to the university community.
  - 1.3.4. Introduce the Canadian culture to new Armenian students and aid them in their process of adaptation to university life.
  - 1.3.5. To encourage Canadian-Armenian secondary school students to pursue post-secondary education.
  - 1.3.6. To aid one another academically and to provide academic assistance to members.
  - 1.3.7. To assist the development of academic, cultural, and humanitarian organizations operating in Armenia.
  - 1.3.8. To cooperate with other Armenian student groups within provincially, nationally, and globally in order to fully promote 1.3.1 through 1.3.7

## 2. Article Two – Membership and Membership Fee

- 2.1. Membership is open to all members of the University of Toronto community and other interested individuals. Individuals who are not members of The University of Toronto community may participate only as adjunct members. Please refer to Article 2.6.
- 2.2. There will be a membership fee in the amount of \$10.
- 2.3. All members of the ASA will have the freedom of speech, belief, expression, thought, and creed.
- 2.4. The ASA will not stand for any acts of discrimination against sex, sexual orientation, race, or religion. In such matters, the ASA complies with the Ontario Human Rights Code.
- 2.5. An Adjunct or honorary member may participate in General Meetings and in all activities of the ASA, without voting privileges or access to the Executive Committee.

- 2.6. The Executive Committee reserves the right to revoke membership in the event that a member acts in contradiction to the ASA's Purpose (See Article 1) or if they do not comply with Article 2(2.2-2.4). Members whose membership is revoked may appeal this decision to the general members of the ASA.

### **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 seven (12) voting members.
- 4.3. All Executive Committee members shall attend at least 75% of executive meetings.
- 4.4. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.5. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.6. 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.
- 4.7. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.8. 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. Hold signing and financial authority along with the Treasurer,
- 5.1.4. To maintain the ASA bank account along with the Treasurer,
- 5.1.5. To act as an Executive Signing Officer,
- 5.1.6. To act as the official representative of the ASA,
- 5.1.7. To chair and plan all Executive and General Meetings,
- 5.1.8. Ensure a transition of office from one year to the next,

- 5.1.9. Serve as main contact in relation to larger external Armenian communities and organizations that work with the ASA,
- 5.1.10. To address all complaints and attacks against the ASA's activities and purpose.

**5.2. The Vice-President shall:**

- 5.2.1. Assume duties of the President in their absence,
- 5.2.2. To act as the liaison between the Executive Committee and sub-committees (if applicable),
- 5.2.3. To promote relations between the ASA and other ASAs, student groups, and like organizations,
- 5.2.4. To act as an Executive Signing Officer.

**5.3. The Secretary shall:**

- 5.3.1. To collaborate with Executive Committee members (mainly the President/Vice President) in preparation of an agenda for Executive Meetings,
- 5.3.2. To record the minutes and attendance of all Executive and General Meetings,
- 5.3.3. To maintain records of the particulars of all past and present members,
- 5.3.4. To prepare and respond to all correspondence,
- 5.3.5. To maintain the ASA's email account,

**5.4. The Treasurer shall:**

- 5.4.1. To supervise and handle all financial transactions under the auspices of the President and Vice President in reference to Article 5(5.1)(5.1.4) and Article 5(5.2)(5.2.4),
- 5.4.2. Hold signing and financial authority along with the President,
- 5.4.3. To maintain a record of all ASA transactions and financial records,
- 5.4.4. To prepare a budget at the beginning of the summer, fall, and spring sessions,
- 5.4.5. To maintain the ASA bank account along with the President.

**5.5. The Social Media Coordinator shall:**

- 5.5.1. To promote new ideas for social events amongst members.
  - 5.5.1.1. Must maintain ASA's Social Media Accounts: Facebook and Instagram.
- 5.5.2. To inform members of all upcoming events including and especially the Annual General Meeting.
  - 5.5.2.1. They must send an email two weeks in advance to notify members of events and also send a reminder email one week prior to the event.
- 5.5.3. Respond to any questions, concerns, or messages from any members.

**5.6. The Events Coordinator shall:**

- 5.6.1. To plan, organize, and implement social and cultural events under the ASA.
- 5.6.2. To work closely with the Executive Committee in order to create a strong vision for ASA events throughout the Academic year.
- 5.6.3. Must keep receipts and records of the expenses for the events and coordinate with the President and Treasurer in order to sustain budgets and funding.

**5.7. The Advisor shall:**

- 5.7.1. To ensure the operation of the ASA is in accordance with the Constitution.
- 5.7.2. To establish and maintain working relationships with partners both on and off campus.
- 5.7.3. To support the Executive Committee by offering guidance and information on matters related but not limited to event management, organizational practices, and financial affairs.
- 5.7.4. To conduct monthly and annual reviews in conversation with the President to promote accountability and identify issues and areas for improvement.

**6. Article Six – Elections**

- 6.1. All voting members of the ASA Executive Committee Members must be currently registered students at the University of Toronto, and must be members of a University of Toronto community that does not have its own Armenian student organization. (This shall include students, staff, faculty, and alumni.)
- 6.2. The Executive Committee shall be elected between April 1<sup>st</sup> and April 30<sup>th</sup>, during an Annual General Meeting of the ASA, whose date will be decided upon by the Executive Committee. Please refer to Article 8(8.3).
- 6.3. All voting members must be currently registered students at the University of Toronto and must be members of the ASA
- 6.4. All voting members have a single, equal vote in a closed ballot providing that they are present throughout the voting process. Note: All members of the Executive Committee must be present throughout the voting process.
- 6.5. The ballot counting shall be done by two neutral non-members to be selected by the Executive Committee and approved by the elections Annual General Meeting.
- 6.6. The voting procedures are as follows:
  - 6.6.1. The President shall inform the audience at the Annual General Meeting of the procedures (Article 6) and duties (Article 7) prior to the commencement of the voting procedures.
  - 6.6.2. Nominations and second nominations will be made for all positions in Article 5 prior to the commencement of voting. (Note: No nominations can be made after that.)
  - 6.6.3. Voting will be done in the order of Executive Positions in Article 5.
  - 6.6.4. Each nominee will be provided with time to relate their message to the Annual General Meeting.
  - 6.6.5. After all the nominees of one position have spoken, there will be a question period for the position.
  - 6.6.6. The nominee with the majority of votes gains the position, upon which they will take the ASA Oath of Office (See Appendix).
  - 6.6.7. In the case that there is only one nominee for a position, a majority vote will confirm their election to office. If no nominee is elected, members may be nominated for this position. If no nominee is elected, the voting will continue in another Annual General Meeting.
  - 6.6.8. The counters will individually determine the ballot results twice and confirm them with each other prior to announcing to the Annual General Meeting a tie or

confirmed election. The Meeting will not proceed to the next position until the preceding position has been filled.

6.6.9. In the case of a tie, there shall be a revote. If the revote leads to a tie, another revote will take place where the President (or any designated executive member) will initially abstain from the vote, and will only be counted if a tie occurs.

6.6.10. Each present member can elect Advisors to assist in their Executive role. Nominees with the highest number of votes will be elected as Advisors of the Executive Committee Positions.

6.7. The Executive Committee shall hold office for the duration of one term. Note: A term will begin on June 1<sup>st</sup> and end on May 31<sup>st</sup> of the following year.

## **7. Article Seven – Finances**

7.1.1. A report of all financial transactions is to be prepared by the Treasurer. The Treasurer will transfer the bank account information to the newly elected Executive Committee within the first two weeks from the commencement of the new Executive Committee's tenure.

7.1.2. Any financial transaction or series of related financial transactions exceeding the lesser of 2% of the amount in the ASA account or \$50.00 must be approved by a vote of the Executive Committee.

7.1.3. There shall only be one ASA Bank Account that will be in the name of "Armenian Students' Association – University of Toronto" and under a financial institution governed by the Office of the Superintendent of Financial Institutions.

7.1.4. A base amount to be determined by the Executive Committee of no less than \$100 CDN shall remain in the ASA Account.

7.1.5. Any cash withdrawal or transfer of funds out of the ASA Account greater than 40% of full account balance or \$200.00 in a single transaction or series of related transactions must be approved by all Executive Committee Members.

7.1.6. No funds accumulated by the ASA shall remain in any Executive Committee Member's own personal account nor in any other member's own personal account. All money accumulated by the organization must be deposited in the ASA Account.

7.1.7. All transactions are to be accurately and promptly recorded by the Treasurer.

## **8. Article Eight – Meetings**

### **8.1. Executive Meetings:**

8.1.1. The Executive Committee must hold meetings bi-weekly throughout both the fall and winter semesters of the academic year to organize the activities of the organization. A meeting will only be deemed to have been held if a majority of the Executive Committee is present.

8.1.2. In the first Executive Meeting, a member that has continued to serve in the Executive Committee from the previous year shall provide a thorough description of the previous academic year's team and their accomplishments.

8.1.3. All Executive Committee members shall have an equal vote at the Executive Committee meetings in all discussions.

8.1.4. The minutes of every Executive Committee meeting will be recorded by the Secretary and shall remain in the ASA Archives for a period of no less than three years.

**8.2. General Meetings:**

8.2.1. General Meetings will hold the power to approve or disapprove any decision arrived at by the Executive Committee by a two-thirds vote.

8.2.2. A General Meeting will take place at the request of one-third of voting members or at the discretion of the Executive Committee.

8.2.3. The President shall chair the General Meeting as stated in Article 5(5.1.6).

8.2.4. In the absence of the President, the Vice President shall chair the General Meeting as stated in Article 5(5.2.1).

8.2.5. In the absence of both the President and Vice President, the General Meeting may be governed by another Executive Committee member. In such circumstances, all resolutions must be passed by a two-thirds majority vote.

8.2.6. General Meetings shall be considered Official only with the majority of voting members present. Resolutions may only be proposed at an Official General Meeting.

8.2.7. There must be at least two Official General Meetings per Executive Committee tenure (including the meeting for Executive Committee elections).

8.2.8. There shall be no voting by proxy.

8.2.9. The Executive Committee may permit a non-member to speak in the General Meetings, but not to participate in any other activities of the General Meetings.

**8.3. Annual General Meeting:**

8.3.1. Following the completion of events for the academic year by the ASA Executive Committee, there must be an Annual General Meeting that serves to summarize the activity of the organization over the year, along with hosting the Executive Committee elections for the upcoming year.

8.3.2. The chair of the AGM will be considered in the same manner as General Meetings (See Article 8(8.2(8.2.3-8.2.5))).

8.3.3. The Executive Committee elections will be conducted as described in Article 6.

**9. Article Nine - Termination of Membership**

9.1. If for any given reason, personal, professional, or otherwise, an Executive Committee member is unable to continue to perform their duties before the completion of the term, he or she will present a formal letter of resignation.

9.2. If the Executive Committee determines that an Executive Committee Member has failed to complete their duties as per Article 5, then the Executive Committee by a 75% majority vote may recommend to the General Meeting that said member be removed from the Executive Committee. The person will be allowed to provide a defense and will only be removed by a two-thirds majority vote of all voting members against the Executive member in question.

9.3. In the event of a resignation or removal a new Executive Committee Member shall be nominated to replace the former member following the procedures in Article 6, and the nominee shall become an official Executive Committee Member for the remainder of the

Executive Committee's tenure following confirmation by a majority vote at a General Meeting.

#### 10. **Article Ten – Amendments**

- 10.1. Amendment of the Constitution may occur only by the agreement of at least 75% of all voting ASA members, during a General Meeting on the condition that the motion is presented in writing and distributed during a previous General Meeting.

#### 11. **Article Eleven – Records**

- 11.1. All records kept by the ASA are to remain confidential and under the care of the Executive Committee.
  - 11.1.1. Such records shall be accessible only to members of the Executive Committee. Wider distribution of archival material shall require the consent of any individual directly affected as well as the Executive Committee.
  - 11.1.2. All minutes of the Executive Committee Meetings, General Meetings, and the Annual General Meeting, as well as all materials relating to the preparation of budgets and the receipt or disbursement of funds, shall be kept for a period of not less than three years. All records will be stored in the ASA Google Drive in order to maximize future accessibility.

### **APPENDIX:**

#### ASA OATH OF OFFICE

I, (name), having been elected (*state position*) on (*state date*) and having read and understood the Constitution of the University of Toronto Armenian Students' Association, do solemnly affirm that I will faithfully execute the (*state position*) position of the ASA and will do the best of my ability to preserve, protect, and defend the Constitution of the ASA.