

## **Constitution of “Italian Student Association”**

### **1. Name**

The official name of this recognized campus group is “Italian Student Association”

The acronym or abbreviation of this group is: ISA

### **2. Purpose and Objectives**

The purpose, objectives, mission and/or mandate of organization is outlined here:

1. The objective of this Association shall be to improve the academic and social life of all undergraduate students and specifically students in the Department of Italian Studies, and to foster a sense of community among them. Thus, the Association shall:
  - a. Organize academic seminars, establish, maintain and further ties to the Italian culture within the Italian Studies undergraduate student body as deemed desirable by the Association.
2. Organize social events as deemed desirable and possible by the Association.
3. Promote interaction between the staff, faculty and the student body of the Department of Italian Studies.
4. Provide and assist all other services as may contribute to the objective of the Association.

### **3. Membership**

Membership to the group is open to all currently registered students. Currently registered students are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-currently registered students. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address. The membership fee will be \$0 per year. Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods. For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

### **4. Executive List and Duties**

The executive committee shall be composed of 12-15 elected officers. These include at least one President, Vice-President of Academics, Vice-President of Events, Treasurer, Public Relations Executive, Academic Coordinators, Events Coordinators and Social Media Coordinator. Term lengths for all executives will last the entire academic year (September to April). Executives must be re-elected each year they wish to return.

*The President shall:*

- a. Oversee the operations, management and success of the group
- b. Be the spokesperson for the group
- c. Hold signing officer authority along with the Treasurer for financial purposes
- d. Preside over board meetings as well as general meetings
- e. Ensure transition of office to the future Executives

Additional responsibilities may include:

- i. Set agendas for meetings;
- ii. Act as a liaison between ISA and the Italian Studies Department;
- iii. Serves as the Ulife, UTSU and ASSU signing officer;
- iv. Administers all additional affairs of the Association not outlined in the Constitution;
- v. Works with the Treasures to create and adequately distribute the budget;
- vi. Sets the agenda for the academic year in consultation with the rest of the executive members;
- vii. Be available for consultations with the other executives;
- viii. Coordinates the activities of the other members of the executives;
- ix. Books rooms and other equipment as deemed necessary;
- x. Attends most ISA events;
- xi. Monitors ISA email and social media accounts;
- xii. Responds to all ISA correspondence from outside organizations;
- xiii. Ensures transition of office before the end of the academic school year to the incoming executive.

*The Vice-President shall:*

- Assume duties of the President in their absence
- Oversee their respective committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

Additional responsibilities may include:

- i. Assists President with administrative matters;
- ii. Serves as a Ulife, UTSU and ASSU signing officer;

- iii. Organizes academic seminars and works with event coordinators to fulfill tasks;
- iv. Books rooms and other equipment as deemed necessary;
- v. Monitor ISA email and social media accounts.

*The Social Media Coordinator shall:*

- Run and promote all ISA social media platforms (Facebook, Instagram);
- Will create advertisements for events as deemed necessary by the executive committee.
- Maintain member contact lists
- Handle official correspondence of the organization

Additional responsibilities may include:

- i. Be in contact with Italian Studies Department as per direction from the president and vice presidents;
- ii. Send emails to the Italian Studies students through Italian Studies ListServ;
- iii. Take minutes at all executive meetings and forward information to executive members.

*The Treasurer shall:*

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

Additional responsibilities may include:

- i. Prepares budget proposals;
- ii. Collects receipts and submits them to UTSU and ASSU with expenditure breakdown;
- iii. Maintains a written record of all financial accounts;
- iv. Advises the Association on the state of its finances;
- v. Administers all matters related to the unions bank account (i.e. depositing money) with the president and vice presidents;
- vi. Serves as a UTSU and ASSU signing officer.

*The Events Coordinator shall:*

- i. Plan and preside over Association social events;

- ii. Keep in contact with their respective VP and follow their direction
- iii. Recruit other executive members for assistance with any given event as deemed necessary;
- iv. Keep in contact with Directors of Communications to promote and create advertisements for events;
- v. Find appropriate event venues (i.e. close to campus, wheelchair accessible if needed and open to students under 19 years of age);
- vi. Contact venues, booking rooms and coordinating logistics;
- vii. Organize the equitable provision of food and drinks;
- viii. Doing all of the above at least two weeks prior to the event itself.

*The Academic Coordinator shall:*

- i. Organize and attend study group sessions in accordance to Italian Study tests;
- ii. Keep in contact with their respective VP and follow their direction
- iii. Acquire significant attendance for the study group sessions;
- iv. Promote and host all organized study sessions;
- v. Organize the equitable provision of food and drinks at study events.

*The Public Relations Executive shall:*

- vi. Actively search for potential partnerships with local Toronto Italian Companies
- vii. Update Sponsorship Package and alter where needed
- viii. Communicate with companies in a professional manner
- ix. Be a professional representative of the ISA
- x. Monitor and engage with the ISA email

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

**Termination of Executives or General Members:**

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, may be given notice of removal. The member up for removal shall have the right to defend their actions. A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter. The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

## **5. Club Culture**

Executive members will ensure that their actions and participation uphold the following values. By virtue of their participation, all members will be advocating for the following values:

- i. Abiding by the values of the University of St. Michael's college.
- ii. Environmental Stewardship through concerted efforts at sustainable practices, within reason.
- iii. Equity—supporting a community of fairness and justice, with freedom from bias and favoritism.
- iv. Inclusivity—providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those belonging to minority groups.
- v. v. Abiding by the U of T Student Code of Conduct.

## **6. Elections**

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are also currently registered students for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period. The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays. The CRO and Scrutinizers shall provide each currently registered student with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box. In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive

Committee and general members. Currently registered students may not vote by proxy. Non-currently registered students may not nominate or vote in elections. Only currently registered students who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting. Terms of executive positions shall be from May 1st to April 30th.

## **7. Finances**

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting. The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

## **8. Meetings**

### **A) Annual General Meetings (AGMs):**

The group shall hold general meetings at least 6 times per year, i.e. three per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

### **b) Executive Meetings:**

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

## **9. Amendments**

Any currently registered students 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 currently registered students in attendance.

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