

# The University of Toronto Vietnamese Students' Association (UTVSA)

Hội Sinh Viên Việt Nam ĐH Toronto

## Organization Constitution

### 1. Name

The official name of this recognized campus group is "University of Toronto Vietnamese Students' Association. It may be referred to as "Hội Sinh Viên Việt Nam ĐH Toronto" or abbreviated as "UTVSA". No other name will be used in the advertisement or representation of this club.

### 2. Purpose and Objectives

#### a. History

The University of Toronto Vietnamese Students' Association (UTVSA) is a non-profit organization founded in 1981. Since then, the UTVSA has sought to promote and preserve the Vietnamese language and culture by encouraging dialogue between University of Toronto students and the Vietnamese community. In collaboration with Vietnamese Students' Unions from other Universities around Ontario, UTVSA has actively worked to better the University experience for Vietnamese students by providing a strong supportive social network, organized social and academic-based events, and a forum for discussion within a vibrant Vietnamese community.

#### b. Goal

The UTVSA aims to build a network that encourages academic, social, and cultural development among its members, and acts as an entrance to the greater local Vietnamese community.

#### c. Strategy

UTVSA will accomplish this goal of building our community through social in-person events and resourceful workshops to bond with general members; fostering a secondary, online-accessible community through social media; and outreaching to other external initiatives, Vietnamese Student Associations, local organizations, and U of T/UTVSA alumni.

#### d. Overarching Vision

Regardless of whatever changes may come with varying social contexts, demographic, members, and leaders, UTVSA's fundamental goal has always remained the same. Through networking events, self-improvement workshops, cultural workshops, fundraisers, and many socials, this is how UTVSA hopes to achieve it. We are a place of open arms, welcoming anyone to reach out and connect. Regardless of who or where someone is from, UTVSA aims to ignite a spark for appreciation of Vietnamese culture and to continue fueling the flames in those already with a burning passion for tracing back cultural roots.

### **3. Membership**

Membership to the group is non-exclusive and is open to all the University of Toronto members (students, staff, faculty, and alumni). Coming from Vietnamese heritage is *not* a requirement for membership within the group. Former and current U of T members are permitted to apply and run for executive team positions, though only currently registered students of the University of Toronto have voting privileges. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. It is highly recommended that Co-Presidents have been an executive member for at least one year prior to becoming Co-President.

General members must register by submitting their full name and a valid email address. Membership shall be voluntary and must be renewed each year. No membership fee will be collected. Membership shall be regulated and recorded by UTVSA by the full name, valid email, and Arts & Science College membership (if applicable) of members.

General members are expected to register for events and agree to and abide by the general rules of UTVSA below. Should a general member violate any general rule, UTVSA reserves the right to issue a warning. If the general member(s) continues to violate the rules, UTVSA will have the right to ban the general member(s) from attending any future events.

“General rules: I understand that UTVSA is a politically-neutral, non-profit organization that seeks to promote Vietnamese culture and language to the UofT community and local community members, run by a group of student volunteers. I will be respectful in my interactions with others, help create a safe space, and promptly leave the premises if my behaviour is deemed offensive or inappropriate by an executive member.”

### **4. Executive Core Committee**

Every executive member is assigned to one of five sub-teams, apart from the Co-Presidents who oversee the management of the sub-teams as a whole. Each sub-team has one appointed sub-team leader, who is made part of the executive Core Team (i.e. five sub-team leaders and the Co-Presidents). Executive members who are not part of the Core Team form the executive board. The Core Team and the executive board, together, comprise the complete executive team. The Core will be primarily responsible for the overall administration and coordination of the organization within their respective domains. The sub-team members work with the Core to promote the mandate and objectives of the group and be responsible for their respective sub-teams and the implementation of their work. All executive members may be subject to aid in filling roles during in-person club events, but attending every club event as an executive member is not mandatory. Members of the Core are as follows:

**The Co-Presidents shall be responsible for:**

- Overseeing and guiding the overall development of the official UTVSA executive members by setting goals, ensuring equitable contribution, and regularly following up with the executive team

- Holding signing officer authority for club finances and administrative U of T affiliations
- Ensuring club success in future years through appropriate transition with incoming members by developing a transition document and guiding new members through the presidency role
- Working with the **Vice President of Marketing** to oversee communication with the general body via administration of the listserv, social media platforms, and e-mail newsletter
- Working with the **Vice President of Events** to oversee the organization of event programming, philanthropic initiatives, and other social gatherings
- Working with the **Vice President of Finance** to oversee the financial status of the club, sponsorship opportunities, and other financial resources
- Working with the **Vice President of External Affairs** to oversee communication with external support initiatives, local organizations, other Vietnamese Students Associations, and alumni
- Working with the **Vice President of Internal Affairs** to oversee the administrative organization of club resources, club membership, Undergraduate Reps, and executive skill-building workshops
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**The Vice President (VP) of External Affairs shall be responsible for:**

- Maintaining organized email communication and connections with UTSU, UVSA, New College, other U of T clubs, other VSAs, and general community connections that are not assigned to or working with any other specifically designated executive position
- Acting as a representative for UTVSA within the larger U of T community and outreach and communicating with other campus groups at the initial stages before official club collaborations
- Working with the **Co-Presidents** to ensure the External sub-team's path towards achieving club goals, instructing and delegating tasks to the recruited **Undergraduate Reps** during External sub-team rotation
- Working with the **Core Team** to provide updates on overall external club affiliations and resources, and coordinating with sub-team leaders to implement resources in club activities
- Sharing resources provided by our general member population (ex. potential mentorships, marketing promotion, upcoming events)
- Acting as a leader to the **Student Liaisons** to facilitate ACCE, UTVSA's undergraduate mentorship program
- Acting as a leader to **Public Relations** to promote community building by connecting and hosting events with other Vietnamese Student Associations
- Maintaining an organized database of official club affiliations and community resources that can be utilized for data analysis and the improvement of future club relations
- Respond to DMs questions related to international student issues on UTVSA's social media channels
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**The Vice President (VP) of Internal Affairs shall be responsible for:**

- Maintaining administrative organization of documentation (attendance, meeting minutes, files)

- Acting as a human resources manager for UTVSA within the executive team to assess potential club conflicts, assist in relationship building, and encourage clear and respectful communication
- Working with the **Co-Presidents** to ensure the Internal sub-team's path towards achieving club goals, managing the sub-team rotation program for recruited **Undergraduate Representatives** during sub-team rotation periods
- Working with the **Core Team** to provide updates on overall internal club relations and resources, and coordinating with sub-team leaders to implement resources in club activities
- Acting as a leader to the **Creative Directors** and the **Undergraduate Reps** in the Internal sub-team to develop exclusive workshops for executive members on leadership skills, personal development, and clear communication for both personal and professional life
- Maintaining an organized database of the official general membership of the club that can be utilized for data analysis, CCR validation (if applicable), and improvement of future club activities
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**The Vice President (VP) of Finance shall be responsible for:**

- Developing and maintaining an organized year-long budget plan in spreadsheet format, considering the club's potential expenses, sources of revenue, and philanthropic initiatives
- Acting as a financial advisor for UTVSA within the executive team to communicate allowances and restrictions of the club's finances during meetings based on a developed budget for the year
- Working with the **Co-Presidents** to ensure the Finance sub-team's path towards achieving club goals, instructing and delegating tasks to the recruited **Undergraduate Reps** during Internal sub-team rotation
- Working with the **Core Team** to provide updates on overall financial status and resources, and coordinating with sub-team leaders to implement resources in club activities
- Acting as a leader to the **Sponsorship Coordinators** in the Finance sub-team to compile financial resources, sponsorships, and fundraising opportunities and develop plans to implement these resources into club activities in order to support the club's future financial capabilities
- Maintaining an organized database of expenses, revenue, reimbursements, receipts, e-transfers, and investments that can be utilized for data analysis and improvement of future club activities
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**The Vice President (VP) of Marketing shall be responsible for:**

- Developing and maintaining an organized year-long marketing and social media campaign strategy and schedule to refine the club's online image and achieve social media outreach goals
- Acting as a promotional strategist for UTVSA within the executive team to communicate allowances and restrictions of marketing campaigns based on a developed schedule for the year
- Working with the **Co-Presidents** to ensure the Marketing sub-team's path towards achieving club goals, instructing and delegating tasks to recruited **Undergraduate Reps** during Marketing sub-team rotation

- Working with the **Core Team** to provide updates on overall marketing statistics and resources, and coordinating with sub-team leaders to implement resources in club activities
- Acting as a leader to the **Social Media Coordinator** and **Content Creators** in the Marketing sub-team to compile social media analytics, graphics, and media resources and develop plans to implement these resources into club activities to support the club's future marketing outreach
- Maintaining an organized database of social media accounts, analytics, posting schedules, and marketing tactics that can be utilized for data analysis and improvement of future club activities
- Promoting UTVSA to the international student community through Facebook groups and leading events that target alumni (reunion) or international
- Researching and informing the UTVSA community about ongoing socio-political issues through social media
- Working with the **VP of External Affairs** to propose external initiatives or outreach strategies and implement them in club activities to expand UTVSA's global network.
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**The Vice President (VP) of Events shall be responsible for:**

- Developing and maintaining an organized year-long official club events schedule including tentative dates and times, considering themes that are prioritized to be covered during the year
- Acting as a program regulator for UTVSA within the executive team to communicate allowances and restrictions of official event programming based on a developed schedule for the year
- Working with the **Co-Presidents** to ensure the Events sub-team's path towards achieving club goals, instructing and delegating tasks to recruited **Undergraduate Reps** during Events sub-team rotation
- Working with the **Core Team** to provide updates on overall event programming and resources, and coordinating with sub-team leaders to implement resources in club activities
- Acting as a leader to the **Event Coordinators** to compile event-planning tasks and resources and develop plans to execute these detailed programs in club activities to support the club's future event attendance and success rate
- Maintaining an organized database of event itineraries, club inventories, resources, and attendee feedback that can be utilized for data analysis and improvement of future club activities
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**5. Executive Board**

The Executive Board is a team of individuals who play an active role in the regular operations and activities of UTVSA. These individuals will oversee more specific projects, tasks, and initiatives of UTVSA. The Board will work closely with the Core on certain key events of the year and on key collaborations with UVSA and other member VSA organizations. Members of the board are as follows:

**The Sponsorship Coordinator shall be responsible for:**

- Reaching out through email or in-person communications to potential sponsorship opportunities to fund general club affairs, specific club events/initiatives or provide promotional materials
- Maintaining consistent relationships with past and present UTVSA sponsors and connections through email and/or in-person communication with hopes of collaborating in future club affairs
- Proposing potential philanthropic initiatives, volunteer opportunities, and/or relevant local charities/organizations that UTVSA could help support through fundraising and awareness
- Working with the **VP of Finance** to maintain an organized database of current and past funding, sponsors, and contact information for data analysis and improvement of future club activities
- Working with the **VP of Finance** to propose local fundraising or sponsorship opportunities and develop plans to implement these club activities to support UTVSA's future financial capabilities
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**The Social Media Coordinator shall be responsible for:**

- Maintaining a professional and attractive online image for UTVSA through drafting, revising, and translating written social media posts, captions, and newsletters to members and connections
- Moderating a safe, welcoming online community through online servers, social media messages, social media comments, and any other informal communication forum associated with UTVSA
- Proposing social media trends, marketing campaigns, or novel ideas to implement through social media to improve online activities and outreach, based on social media analytics and feedback
- Working with the **VP of Marketing** to maintain an organized database of social media accounts, analytics, and marketing strategies for data analysis and improvement of club activities
- Working with the **VP of Marketing** and the **Content Creator** to propose online initiatives or creative projects and implement them in club activities to expand UTVSA's online presence
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**The Content Creator shall be responsible for:**

- Maintaining a professional and attractive online image for UTVSA through a creative content aesthetic consistent across graphic designs, photos, and video productions on all social media
- Producing high-quality photography and videography of official club events and initiatives as a visual document of UTVSA's activities to be shared in promotions, with members and sponsors
- Proposing creative projects/visions, social media trends, or novel content ideas to implement on social media to improve online activities and club image, based on social media analytics
- Working with the **VP of Marketing** to maintain an organized database of graphic designs, art resources, club photo and video content to be used for the improvement of future club activities
- Working with the **VP of Marketing** and the **Social Media Coordinator** to propose online initiatives or creative projects and implement them in club activities to expand UTVSA's online presence
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**The Student Liaison shall be responsible for:**

- Effective use of communication platforms to communicate between collaboration parties (email, Facebook, Instagram, etc.)
- Organizing and planning for collaborating events + program with the **VP of External Affairs** and **Public Relations**
- Coordinating with VP External and Event team to lead the collaboration
- Organize ACCE Mentorship program with the ACCE committee, from recruitment to activities
- Working with the **VP of External Affairs** to maintain an organized database of helpful initiatives, organizations, and resources for international students to improve future club activities
- Working with the **VP of External Affairs** to propose external initiatives or outreach strategies and implement them in club activities to expand UTVSA's global network
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**The Public Relations coordinator shall be responsible for:**

- Building a social network with UTVSA alumni or within the Vietnamese community
- Promoting UTVSA to the international student community through Facebook groups and answering DMs related to international student issues
- Attending at least 2 external events per semester, representing UTVSA
- Working with the **VP of External Affairs** to maintain an organized database of relevant external groups from any VSA networks and New College or U of T.
- Working with the **VP of External Affairs** and the **Student Liaisons** to propose external initiatives, outreach strategies, and collaborative events to expand UTVSA's global network.
- Organizing executive members to take part in the collaboration and attend the events
- Attending required collaborating meetings to keep the team informed and updated
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**The Senior Advisor shall be responsible for:**

- Provide support with knowledge of club operations to all subteams
- Work with the **VP of Internal Affairs**, **VP of External Affairs**, **VP of Finance**, **VP of Marketing**, and **VP of Events** to ensure smooth operations and that actions are in line with the club mission and values
- Be the source of communication between subteams and Co-presidents
- Take over the roles of VPs of subteams, should any VP take leave for any reason
- Provide support for subteams, should any subteam require any
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**The Event Coordinator shall be responsible for:**

- Micromanaging all detailed event logistics including event itineraries, inventory lists, and executive roles to plan official social gatherings that incorporate safe and inclusive practices
- Execute detailed event planning and logistics of each event, including itinerary, inventory lists, and exec roles
- Ensure educational and cultural aspects of Vietnamese culture are incorporated into events
- Perform external tasks for event planning such as contacting food options, room booking, resources, and equipment
- Able to keep track of time and cue everyone during the event
- Proposing practical and creative methods to improve our event-hosting in regard to execution, executive organization, event preparation, and alignment with our overall club goals
- Working with the **VP of Events** to maintain an organized database of all event itineraries, inventory lists, and logistics to streamline a standard event-planning protocol for future events
- Working with the **VP of Events** to maintain an organized database of culture-related research and resources to be incorporated into future club events, marketing, external or internal affairs
- Incorporating Vietnamese cultural components in event planning as much as possible, providing accurate and credible cultural resources, and preventing excessive politics or cultural insensitivity
- Researching diverse, traditional, and modern Vietnamese culture and current events taken from credible sources to incorporate into club events, marketing, external or internal affairs
- Proposing practical and creative methods to improve our event-hosting in regard to cultural education, cultural sensitivity, and creating an inclusive environment
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**The Creative Director shall be responsible for:**

- Working with the **VP of Internal** to assist in developing exclusive workshops for executive members on leadership skills, personal development, and clear communication for both personal and professional life
- Assisting in internal ACCE mentorship bonding activities that occur every full-team meeting
- Creating at least one Creative Project per semester that highlights Vietnamese culture
- Serving in their position from the end of the election (April) until the end of the next election (April next year)

**The Undergraduate Representative shall be responsible for:**

- Gaining experience through a monthly rotation program in all sub-teams to collaborate with Core leaders and fulfill the learning goals associated with each sub-team rotation
- Completing both the assigned sub-team rotation tasks and assisting in supplementary sub-team roles if teams are in need of extra help to complete tasks
- Communicating with the **Co-Presidents** to document individual growth within the team, suggest ways to improve the structure of the team/roles and provide feedback for the Undergraduate Rep program



- Serving in their position from the end of the application process (October/November) until the end of the next election (April next year)

## 6. Finances

No membership fee will be collected for membership into the group. The **VP of Finance** and **Co-Presidents** must authorize all expenditures in the group. Reimbursements for properly documented expenses must be approved and signed off by the **Co-Presidents**. All cheques or cash withdrawals from the bank account shall be signed by both **Co-Presidents**, who are the signing authorities, of the executive committee.

The group will not engage in activities that are essentially commercial in nature, or partake in any major activity that makes it an on-campus chapter of a commercial organization. Additionally, sponsorships and alternative sources of revenue will be attained to only improve the success of the club and the experience of club activities or events, and not be used for profit. Salaries will not be paid to any of its officers.

## 7. Meetings

Any member of the administrative executive has the authority to call a meeting of the executive committee or general body. He/she may also call such a meeting on the recommendation of the majority of the Board members. Any decision made at a meeting must be reached by consensus of the executive committee before it becomes official UTVSA policy.

Meetings of the executive will be held at a minimum, monthly. The time and place shall be determined based on what is convenient for most executive members. Executives are expected to attend at least 70% of the team's meetings and events, and their own subteam meetings. **A meeting of the general body shall be called at least once a year.**

## 8. Elections

At the end of each year (in the month of April), a call for nomination for Co-Presidents (for the next academic year) will be issued by the current Co-Presidents. Any student members who wish to run for the positions are highly suggested to meet these standards:

- Attend as an executive for at least 50% of UTVSA events
- Attend at least 50% of UTVSA full-team meetings

Student members will be notified once a call to run for Co-Presidents positions for nomination for Co-Presidents is issued.

All members of the Executive Committee and eligible general members are voting members.

General members who wish to become voting members must meet these requirements below:

- Have to be currently-registered students

- Have to be a UofT member with a valid UofT email
- Must be in good standing with UTVSA for thirty (30) days prior to the election

After meeting these requirements, general members will automatically be approved to be a voting member once the call for Co-President nominations is issued.

After being approved by the club, voting members will be invited to conduct a multiple-voting process.

- Voting members have the right to vote on Co-Presidents, the Core team, and the Executive team
- Voting members have the right to vote on emergency situations that affect the club's internal affairs and external affairs.

Each vote of a general and executive voting member will count as one vote.

If a voting matter is needed at the beginning of the year and no one qualifies for general member voting, current executive members will be authorized to vote on behalf of the community.

At the end of each year (in the month of May) the executive shall issue a call for nomination for the positions in the Core Team and Executive Committee. At least one week after the call for nominations, a voting process identical to the Co-President election will take place.

All positions for the Core Team and Executive Committee shall be elected at this time and shall be effective for one year. Any member of the University of Toronto community shall be eligible to nominate or run for an elected position; previous experience with the UTVSA is not necessary.

Executives may appoint Special Committees or Project Leaders/Directors to supervise special projects undertaken by the UTVSA. The duration of appointed positions shall be subject to the decisions of the Co-Presidents and the executive member responsible for the committee.

## **9. Executive Member Resignation**

Executive members and board members have the right and power to resign from their roles upon approval by the Co-Presidents. They must communicate their reasons for the change in commitment to the team, where role resignation is agreed upon by the team and approved by the Co-Presidents to be the best solution given the circumstances.

Upon resignation, the individual's previous tasks and responsibilities must be immediately filled by existing team members or newly recruited team members.

## **10. Official complaint process and removal of executive member**

- a. One (1) general member/executive member can submit a formal complaint with the club's complaint form through email/website regarding an issue. The complaints could be under any of the following reasons:
  - i. Fail to abide by the clubs' constitution
  - ii. Unlawful actions or activities
  - iii. Violate Student Union or university policy at club meetings or events.

- iv. Harassed or violated another student's rights
  - v. Harmed the reputation, function, and unity of the club through deliberate action or inaction
- b. One (1) written warning will be issued to the person under scrutiny, along with the complaint form. The warning must clearly state the problem(s), the steps to be taken to resolve them, and the timeline. Must specify the alleged incidents of neglect of duty from the executive member
- c. If the problem fails to be resolved/obliged, 2-4 weeks of suspension depending on the circumstances. After the suspension period, an official written form of communication must be presented by the person under scrutiny to the team to explain and discuss their case.
- d. Eligible voting members and the executive team then vote anonymously for the removal of a member. Each vote will count as one (1) vote. Pass if  $\frac{2}{3}$  (66%) of the Executive Team and eligible general voting members approve for removal of a member.

## **11. Amendments**

Any member of the UTVSA general body shall be permitted to bring forth proposed amendments to the constitution, as well as vote on the passing of constitutional amendments. A general meeting shall be held to bring forth proposed amendments to the membership at large and shall be passed through an affirmative  $\frac{2}{3}$  vote by the executive after an attempt to attain a consensus.