

Article I: African Students' Association

1.1 The official name of the organization will be African Students' Association at the University of Toronto Scarborough.

1.2 The African Students' Association may be referred to by the acronym ASA.

Article II: Purpose

2.1 The purpose of the African Students' Association will be to provide a community presence for the African students on campus.

2.2 The African Students' Association will enhance the educational, professional, recreational, social, or cultural environment of the University of Toronto Scarborough by providing love, acceptance, and a sense of togetherness to students.

2.3 The African Students' Association fundamentally serves a non-profit function within the University of Toronto Scarborough and will not engage in activities that are essentially commercial in nature.

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

Article III: General Membership

3.1 Membership in African Students' Association is open to all students, staff, faculty, and alumni of the University of Toronto Scarborough.

3.2 The process for becoming a member of The African Students' Association is by filling out the Membership Google Form.

3.3 The term of membership for the African Students' Association will be from September 1 – August 31 each year.

3.4 Membership is automatically renewed for the following year, unless the member requests to be removed.

3.5 Each member shall be afforded the following rights through membership in African Students' Association:

3.5.1 The right to participate and vote in group meetings;

3.5.2 The right to communicate and to discuss and explore all ideas;

3.5.3 The right to organize/engage in activities/events that are reasonable and lawful;

3.5.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;

3.5.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;

3.5.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

3.6 Each member shall possess the following responsibilities relative to participation in African Students' Association:

- 3.6.1 Support the purpose of the organization;
- 3.6.2 Uphold the values of the organization;
- 3.6.3 Contribute constructively to the programs and activities offered by the organization;
- 3.6.4 Attend general meetings;
- 3.6.5 Abide by the constitution and subsequent official organizational documents;
- 3.6.6 Respect the rights of peers and fellow members;
- 3.6.7 Abide by University of Toronto policies, procedures, and guidelines;
- 3.6.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.7 The African Students' Association may collect a mandatory membership fee from each member each year. This fee must be proposed as part of the operating budget presented to general members for approval at a valid general meeting.
- 3.8 The African Students' Association values and respects the personal information of its members. The African Students' Association secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 3.9 The African Students' Association will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: Executive Members

- 4.1 All the executive members of the organization undergo a hiring process conducted by the outgoing President in collaboration with the incoming President.
- 4.2 Only student members of the organization may hold executive positions.
- 4.3 The term of each executive will last from May 1 following their election to April 30th of the following year.
- 4.4. The incoming executives, except for the First Year Representative, must be hired by May 31st, each year. The First Year Representative must be hired by September 30th, each year.
- 4.5 The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 4.6 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
- 4.7 This committee cannot amend the constitutions without the approval of two-thirds of the members present at a general membership meeting.
- 4.8 Executive members are required to attend at least 85% of executive meetings and 85% ASA's events. Executive members are excused only with prior notice unless there is an emergency.
- 4.9 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.

4.10 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a hiring process is conducted.

4.11 If the President resigns, 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.

4.12 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 hiring process is conducted.

4.13 The responsibilities of each executive position are as follows:

4.13.1 **President** (x1 based on discretion of outgoing President , Co-presidents can be appointed)

- Shall develop a vision plan for the group with concrete short-term and long-term goals
- Shall be responsible for the general management, organization, and supervision of the affairs and operations of the ASA
- Shall create an annual budget and secure funding alongside the Director of Finance and the Finance Associate
- Shall ensure that the constitution is upheld and protect all confidential banking information
- Shall approve all documentation released on behalf of the ASA including but not limited to newsletters, funding applications, and marketing materials
- Shall chair executive meetings
- Shall draft agendas for executive meetings alongside the VP Administration
- Shall act as the official representative and spokesperson of the ASA
- Shall be the primary signing officer
- Shall oversee the hiring process

This is a hired position, and the candidate must have at least 1 year of experience in the ASA in any executive capacity.

Vice Presidents

4.13.2 **Vice President of Administration** (x1)

- Shall be constituted as the head of Administration
- Shall be responsible for taking minutes at all meetings
- Shall draft agendas for executive meetings alongside the President
- Shall oversee and maintain the group's email inbox
- Shall attend executive meetings
- Shall oversee the work of the Director of Communication
- Shall report to the President

This is a hired position.

4.13.3 **Vice President of Events** (x1)

- Shall be constituted as the Head of Events
- Shall create programming for members that promotes academic and professional success and fosters community-building
- Shall facilitate all events alongside the Director of Social Events and Director of Academic Events
- Shall approve all event agendas and logistics and report them to President
- Shall oversee booking spaces for all events
- Shall oversee the work of the Director of Social Events and Academic Events
- Shall attend executive meetings
- Shall report to the President

This is a hired position.

4.13.4 **Vice President of Marketing and Media** (x1)

- Shall be constituted as the Head of Marketing and Media
- Shall oversee and approve the creation and distribution of all marketing and outreach materials, including but not limited to flyers, social media posts, and emails
- Shall oversee the work of the Director of Media, Director of Marketing, and Director of Outreach
- Shall attend executive meetings
- Shall report to the President

This is a hired position.

4.13.5 **Vice President of Finance** (x1)

- Shall be constituted as the Head of Finance
- Shall research and apply for suitable on/off campus funding resources
- Shall oversee and approve the creation and distribution of funding and budgeting
- Shall create an annual budget at the start of the academic year in collaboration with the President
- Shall be the second signing officer after the President
- Shall monitor the account and safeguard all confidential banking information
- Shall be responsible for headlining sponsorship liaisons between on/off campus parties
- Shall be responsible and accountable for timely dispensation of promised gifts for members
- Shall update the shared Google Drive accordingly with receipts and such for accountability and tracking purposes
- Shall delegate tasks to the Finance Associate
- Shall attend executive meetings
- Shall report to the President

This is a hired position.

Directors

4.13.6 Director of Communication (x1)

- Shall assist the Vice President of Administration with administrative tasks
- Shall maintain communication with general members for updates on the club's activities via email (i.e. newsletter)
- Shall facilitate conversations in the group chat with general members
- Shall attend executive meetings
- Shall report to the Vice President of Administration

This is a hired position.

4.13.7 Director of Social Events (x2)

- Shall plan and facilitate all social events including but not limited to the annual Meet and Greet
- Shall be involved in the booking of venues
- Shall communicate events details to the Media and Marketing Department
- Shall help facilitate academic events if needed
- Shall attend executive meetings
- Shall report to the Vice President of Events

This is a hired position.

4.13.8 Director of Academic Events (x1)

- Shall plan and facilitate academic events including but not limited to the club's annual career and alumni panels
- Shall be involved in the booking of venues
- Shall communicate events details to the Media and Marketing Department
- Shall help facilitate social events if needed
- Shall attend executive meetings
- Shall report to Vice President of Events

This is a hired position.

Associates

4.13.9 Finance Associate (x1)

- Shall assist in the research and application of suitable on/off campus funding resources
- Shall assist in the creation and adjustment of budgets as directed
- Shall assist in monitoring the account and safeguarding all necessary confidential information
- Shall help in sponsorship liaisons between on/off campus parties.
- Shall assist in the timely dispensation of promised gifts.

- Shall update the drive accordingly with receipts etc for accountability and tracking purposes
- Shall attend executive meetings
- Shall report to the Vice President of Finance

This is a hired position.

4.13.10 **Media Associate** (x2)

- Shall create all marketing materials (e.g. social media posts and flyers)
- Shall capture images and videos at ASA's events
- Shall delegate tasks to and supervise the Media Associate
- Shall attend executive meetings
- Shall report to the Vice President of Marketing and Media

This is a hired position.

4.13.11 **Outreach Associate** (x1)

- Shall distribute event posters in person
- Shall communicate information about the African Student Association to students by
 - Visiting classrooms and making announcements
 - Engaging with students at club exposures and on campus
- Shall seek partnerships with other student organizations
- Shall attend executive meetings
- Shall report to the Vice President of Media and Marketing

This is a hired position.

4.13.12 **First Year Representative** (x1)

- Shall liaise between first year students and ASA
- Shall promote events to first-year students both online and on campus
- Shall help market and outreach to other students if needed
- Shall assist execute events and initiatives if needed
- Shall attend executive meetings
- Shall report to the Vice President of Events

This is a hired position.

Article V: Removal of Members and Executives

5.1 The process for removing a member or executive may be initiated when the individual(s) holding presidency position(s) investigate a complaint and determine that:

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 process for removing a member or executive may also be initiated when:

5.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.

5.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

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

5.3.1 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.

5.3.2 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 Vice President of Administration will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

- The Vice President of Administration must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.

- The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President of Administration written response to demonstrate progress or correction of behavior.

5.3.3 Third tier:

- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.

- The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.

- The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

Article VI: Finances

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

6.2 The Director of Finance shall present a proposed operating budget for the next fiscal year to the executive committee at the start of the academic year.

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

6.4 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.

6.5 The President and the Director of Finance shall be the sole signing authorities of banking instruments for the organization.

6.6 African Students' Association will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

6.7 African Students' Association will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VII: General Membership Meetings

7.1 The purpose of General Membership Meetings is to provide a forum for executives to solicit feedback from members and/or propose amendments to the constitution.

7.2 The frequency of general membership meetings depends on need identified by the executive committee or upon request by general members.

7.2 General meetings will be facilitated by the President acting as the Chairperson. 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.

7.5 General meetings may be called to order by the President, through 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.

7.9 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 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.

7.12 Any question at a valid general meeting shall be decided by a show of hands.

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 of the organization. The President 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 by the Vice President of Administration.

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.

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

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 by 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.

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: 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 two-thirds of the members present at a valid general membership meeting (a general meeting that has achieved quorum).

11.4 The general membership must have the final say on amendments to the constitution.

Article XI: 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 XII: 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 XIII: Food Handling on Campus

14.1 African Students' Association 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 XIV: Precedence of University Policies

15.1 African Students' Association will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of African Students' Association, the University's policies, procedures, and guidelines will take precedence.

Article XV: Legal Liability

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

Article XVI: Banking

17.1 African Students' Association 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 Member 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.

10

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 of 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.

11 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.

Last Updated in: June 2024

Last Updated by: Phinées Crepin (Co-President),

Fortune David (Co-president),

Aleeyah Oloko (Vice President of Events),

Yann Gbaguidi (Director of Social Events)

2023-24 Executive Committee