



FSAT
Filipino Students'
Association of Toronto

The Filipino Students' Association of Toronto

University of Toronto, St. George (Downtown) Campus

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THE FILIPINO STUDENTS' ASSOCIATION OF TORONTO (FSAT) CONSTITUTION (2024-2025)

1. Mandate

a) The Filipino Students' Association of Toronto (FSAT) has as its mandate, the task of representing Filipino students and Filipino culture at the St. George Campus of the University of Toronto; to increase awareness of the Filipino community and of Filipino culture. FSAT will act as a liaison between the Filipino community and the University of Toronto in an effort to encourage young Filipinos and Filipinas to further their education, and to encourage the University of Toronto to become more aware of the Filipino community at large. The group is to be dedicated to ending oppression among people regardless of their gender, class, race, religion, culture, sexual orientation, gender orientation, ability, and age.

2. Composition and Membership

FSAT membership is open to Filipino and non-Filipino volunteers from the University of Toronto community through event attendance. All members of the University of Toronto community (students, staff, faculty, alumni) are welcome to attend events, and nominate students for executive positions. Only current students at the University of Toronto are permitted to vote in elections and run for executive positions. **Only executive team members and associates have voting privileges on constitutional amendments**, however any member of the University of Toronto community may propose constitutional amendments to the executive team. FSAT membership is also open to non-University of Toronto members, but these members may not have the aforementioned privileges.

3. Executive Positions

- The FSAT executive team is to be made up of ten (10) executive positions from the University of Toronto St. George Campus, each of whom may choose to create a committee to support his or her work.

1) **Two (2) Co-Presidents** will be heads of the executive team and faces of FSAT. Using collective and collaborative efforts, the Co-Presidents will:

- oversee all operations at FSAT including but not limited to Internal and External courses;
- maintain and promote internal communication within FSAT sub-teams, as well as external communication between FSAT and other University of Toronto groups (i.e. UTSU, NCSC, ORSL, etc.). This communication includes, but is not limited to, renewing club registration under UTSU, reaching out to and maintaining relationships with the current and potential general members and/or alumni, as well as addressing general announcements among the executive committee team;
- chair all general meetings, as well as the Co-President External will chair external executive meetings and Co-President Internal will chair internal executive meetings;

- hold monthly administrative meetings with each other to ensure communication, coordination, and concurrence of both internal and external initiatives;
- establish the development of the club and its executives, as well as to ensure each executive is managed and supported;
- lead the FSAT booth at Campus Club Fairs and Campus Multicultural Club Fairs;
- act as one of the two signing officers for the FSAT bank account along with the Director of Finance and Philanthropy;
- Before the end of classes in the Spring, the two Co-Presidents must hold the elections;
- Throughout the year, it is also further advised that the two Co-Presidents must take primary responsibility for certain duties so as to equally manage affairs inside and outside FSAT, and prevent neglect of any duties.

The **Co-President External** will lead and participate in the external and outreach initiatives, as well as events that occur throughout each semester while serving as a model and mentor to other executive committees and general members of FSAT. The Co-President External will supervise all affairs within the FSAT external sub-team including:

- Culture and Community Liaison
- Education
- Health and Wellness
- Public Relations
- Social Events

This support includes, but is not limited to, conducting and tracking monthly external sub-team meetings, providing guidance or help to external plans and initiatives, and making announcements among the whole executive committee team. The Co-President External will be required to meet the Co-President Internal to ensure communication, coordination, and concurrence between internal and external initiatives. It is the main duty of the Co-President External to ensure that each executive under the External team is assisted, managed, and encouraged. Throughout the year, it is advised that the Co-President External must take primary responsibility for certain duties to equally manage affairs inside FSAT's external sub-team, and prevent neglect of any duties.

The **Co-President Internal** will lead and participate in the internal and administrative initiatives, as well as events that occur throughout each semester while serving as a model and mentor to other executive committees and general members of FSAT. The Co-President Internal will supervise all affairs within the FSAT internal sub-team including:

- Administrative Affairs
- Finance & Philanthropy
- Marketing

This support includes, but is not limited to, conducting and tracking monthly internal sub-team meetings, providing guidance or help to internal plans and initiatives, and making announcements among the whole executive committee team. The Co-President Internal will be required to meet the Co-President External to ensure communication, coordination, and concurrence of both internal and external initiatives. The Co-President Internal must also be a co-registrant for room or venue bookings along with the Director of Administrative Affairs, and for grant or fund applications from campus groups along with the Director of Finance and Philanthropy. It is the main duty of the Co-President Internal to ensure that each

executive under the Internal team is assisted, managed, and encouraged. Throughout the year, it is advised that the Co-President Internal must take primary responsibility for certain duties to equally manage affairs inside FSAT's internal sub-team, and prevent neglect of any duties.

2) **Two (2) Chief Returning Officers (CROs)** serve as key advisors within FSAT, offering guidance and support to the Co-Presidents and the executive team in various matters. Their primary responsibility is to provide assistance in resolving disputes and addressing minor issues that may arise within the organization. As individuals with prior experience in FSAT executive team positions, the CROs bring a wealth of knowledge and insight to their role, ensuring that decisions are made with fairness and integrity. In addition to their advisory duties, the CROs also play a vital role in upholding the continuity and institutional memory of FSAT. To be eligible for the position, candidates must be upper-year students from the University of Toronto - St. George Campus who have served on the FSAT executive team within the past three years. This requirement ensures that the CROs have a deep understanding of FSAT's history, values, and organizational dynamics, allowing them to effectively fulfill their responsibilities.

3) **Two (2) Co-Directors of Public Relations** will be the main liaison between FSAT, other Filipino Student Associations (FSAs), and other cultural, social, and academic clubs at the University of Toronto. As such, the two (2) Co-Directors of Public Relations will need to attend monthly meetings related to the Filipino Canadian Students' Associations (FILCASA) and/or other Filipino organizations FSAT is affiliated with. They will also be encouraged to attend events that other FSAs or University of Toronto clubs hold as a way to stay connected and develop interaction with these organizations. It will be the duty of the two (2) Co-Directors of Public Relations to seek to expand the FSAT network and maintain existing relationships between other associations inside and outside of the University of Toronto. Hence, it will be their duty to host **at least two collaborative events per semester** in order to fulfill the above duty. The two (2) Directors of Public Relations shall be able to plan and/or host events such as (but not limited to): Cultural Exchange Event with other cultural clubs at U of T, Networking event with external Filipino organizations, or the GTA FSA formal dance event. Overall, the two (2) Co-Directors of Public Relations will be responsible for collaborations that promote a more cohesive Filipino community within the Greater Toronto Area (GTA) and outside of it.

4) The **Director of Culture and Community Liaison** will be primarily in charge of planning and implementing the **annual Filipino Appreciation Week (FAW)**, and the booth for campus multicultural events along with the two Co-Presidents. Each of the daily events for FAW will be the responsibility of the Director of Culture and Community Liaison, with support from the two Co-Directors of Social Events, unless an agreement has been reached assigning a specific event to another individual. Additionally, the Director of Culture and Community Liaison is also encouraged to actively communicate in planning and organizing other cultural and social events with the two Co-Directors of Social Events. As for community liaison, the Director of Culture and Community Liaison will lead and promote Filipino culture and community to the active and potential general members and alumni. This commitment includes **spearheading the year-long mentorship program**. The Director of Culture and Community Liaison shall actively communicate in planning and organizing **at least two mentorship events each semester** with the help and support from the two Co-Directors of Education. These events can include but are not limited to the Mentorship Orientation Ceremony, Mentor-Mentee Socials or Coffee Chat, annual Networking Night, and the Closing Ceremony, etc. Further, the Director of Culture and Community Liaison is advised to find suitable mentors who may be selected from inside and outside of the executive committee team such as alumni and upper year University of Toronto students for freshman (1st year), sophomore (2nd year), and/or junior (3rd year) mentees.

5) **Two (2) Co-Directors of Education** will liaise with the school board(s) and other organizations in order to maintain and promote tutoring, social justice awareness, and community opportunities for FSAT. The two (2) Co-Directors of Education are responsible for finding ways for FSAT to learn, participate, and help. This includes, but not limited to: organizing and facilitating FSAT's tutoring program, social justice event sessions, and Tagalog or Filipino classes (e.g. Baybayin workshop). The two (2) Co-Directors of Education **have the duty of holding monthly Tagalog classes or workshops, incorporating seminar events, and facilitating the annual mandatory Networking Night event** for FSAT. The two (2) Co-Directors of Education are advised to find suitable teachers who may be selected from inside and outside of the executive committee team such as alumni and educators. Honorarium may be provided as per budget. Further, the two (2) Co-Directors of Education are encouraged to actively communicate in planning and organizing **at least two mentorship events each semester** with the Director of Culture and Community Liaison especially during the semester when the preparation and execution of the annual Filipino Appreciation Week (FAW) occurs.

6) **Two (2) Co-Directors of Finance and Philanthropy** will – in good faith – maintain the financial operations of FSAT by being the primary cardholder of the FSAT bank account. As such, the one of the Co-Directors of Finance & Philanthropy will be one of the two signing officers for cheques, deposits, and other budgeting actions along with one of the Co-Presidents. The two (2) Co-Directors of Finance and Philanthropy must fundraise and solicit donations from sponsors, campus unions or groups, and Filipino businesses or organizations in the Toronto area in order to maintain enough funds to hold FSAT events. This must be coordinated with the Co-Presidents. Additionally, the two (2) Co-Directors of Finance and Philanthropy shall remain on top of FSAT's fund or grant application and must submit it before application deadline. It is one of the main duties of the two (2) Co-Directors of Finance and Philanthropy to document, keep track, and reconcile detailed records (e.g. expense reimbursement form, budget, and receipt) related to FSAT's funding inflows and outflows. The two (2) Co-Directors of Finance and Philanthropy must verify all transactions with executive members. Further, the Director of Finance and Philanthropy will relay all necessary information to the executive team about the finances with effective communication skills, and in a timely manner. As for philanthropy initiatives, the two (2) Co-Directors of Finance and Philanthropy are advised to **execute at least one charity event per year**. The two (2) Co-Directors of Finance and Philanthropy shall look for an organization to help and donate in alignment with FSAT current goals and values.

7) **Two (2) Co-Directors of Social Events** will plan social events throughout the year (e.g. club nights, movie nights, bowling nights, games nights, food nights, etc.) There should be **at least one social event per month** (four events per semester). The two (2) Co-Directors of Events shall plan and coordinate events that cater to the desires and wishes of the general members. The two (2) Co-Directors of Events shall make all reasonable efforts to ensure that FSAT social events are inclusive and accessible to many. The two (2) Co-Directors of Events are also responsible for extending support to the Director of Culture and Community Liaison during the annual Filipino Appreciation Week (FAW), as well as actively communicating in the planning and organizing of other cultural and social events for FSAT. Throughout the year, it is advised that at least one of the Co-Directors of Events must actively spearhead and facilitate certain duties in the events committee to prevent neglect of any duties.

8) **Two (2) Co-Directors of Marketing** play pivotal roles in shaping FSAT's brand identity and communication strategies. They **serve as in-house graphic designers for advertising, event posters, and merchandise designs**, leveraging their creative expertise to produce visually compelling materials. Additionally, they design graphics for FSAT events and social media platforms, ensuring cohesive branding and messaging across all channels. The two (2) Co-Directors of Marketing also collaborate closely with the Director of Administrative Affairs to **assist with website layout and design**, contributing to an engaging online presence

for the association. As supervisors, the two (2) Co-Directors of Marketing provide guidance and support to the Social Media Manager and Photographers & Videographers, fostering collaboration and ensuring the effective management of FSAT's digital and visual assets.

The **Social Media Manager** will fall under the supervision of the Co-Directors of Marketing and have the main responsibility of **managing FSAT's social media accounts and ensure its public image aligns with the association's mandate**. The Social Media Manager will oversee the day-to-day operations of FSAT's social media platforms, including content scheduling and engagement strategies. Additionally, the Social Media Manager will collaborate closely with the Co-Directors of Marketing and the Photographers & Videographers to ensure consistent messaging and branding across all platforms.

Two (2) Photographers and Videographers will fall under the supervision of the Co-Directors of Marketing and have the main responsibility of **taking photos and videos at the FSAT meetings and/or events** for documentation and promotional purposes, as well as the editing of any photo or video resources for distribution across all of FSAT's social media platforms.

9) The **Director of Health and Wellness** will be responsible for organizing and planning activities that the coordinator deems to be of importance for the improvement of the health and wellbeing of FSAT members, as well as ensuring that other events are sensitive to the health and wellness of members. These events might include athletic and recreational sports activities (e.g. gym work-outs, volleyball, dodgeball, etc.), healthy eating, mental health initiatives, amongst other well-being oriented events. Furthermore, the Director of Health and Wellness is encouraged to design events that cater to the desires and needs of the general membership. **A minimum of two (2) health & wellness-based events should be executed per semester**, which may act as a social event or be in conjunction with social events. The Health and Wellness Coordinator shall make all reasonable efforts to ensure that all of these activities are inclusive and accessible.

10) The **Director of Administrative Affairs** will be responsible for organizational paperwork. This includes, but not limited to: being the primary contact to the Student Life Coordinator, attending monthly New College Student Centre meetings along with the Co-Presidents, updating the general membership list, filing risk assessment forms, documenting meeting minutes, creating monthly newsletters or bulletins sent to FSAT general members, and supervising the management of the FSAT website. The Director of Administrative Affairs is also responsible in the scheduling of executive affairs as well as in booking rooms or venues for meetings and events held within the university. Additionally, the Director of Administrative Affairs will be managing the emails in the main FSAT account while also guaranteeing all folders and other digital paperwork are neatly organized. As such, the Director of Administrative Affairs will be responsible for the receipt of communications through the general FSAT email account and the FSAT website. This correspondence is to be distributed or forwarded accordingly or attended to by the Director of Administrative Affairs itself.

a) The **Associate** programs are up to the discretion of the Co-Presidents to implement in that specific school year if they see fit. Their responsibilities would include assisting in any logistical, administrative, and organizational work with other directors or executive team members. Voting for Associates is to be exclusively done by the Co-Presidents of that year and the associated executive members the Associates' positions fall under. Associates specialization throughout the year is highly recommended. The position would help transition general members who may be interested in becoming an executive for the next school year. The Associates do not have voting rights when it comes to constitutional changes.

b) It is the responsibility of all executives to set year-long goals and a rough calendar of FSAT's major events for the following Fall-Winter school year.

c) There should be at least three (3) directors present at any and all FSAT events held throughout the year to ensure and encourage attendance at FSAT events. However, events expected to begin or end after 10:00 p.m. are exempt from this requirement in consideration of safety and transportation concerns.

4. Committees (Optional)

a.) The formation of committees can be done throughout the school year. This membership is optional for the executive team to create in order to gain more support.

b.) The Logistics Committee shall be headed both by the Director of Culture & Community Liaison and the Co-Directors of Social Events and shall be composed of up to four (4) other executive team members under the discretion of the committee heads. The group shall be in charge of scouting for a cost-efficient venue as well as set-up (equipment, backdrops, lighting, program, etc.) for club events. They may also be in charge of facilitating groups and events provided they are supervised by their committee heads.

5. Elections and termination of members and/or executives

a) **All executive officer positions will be elected by the FSAT membership via annual election.** Nominations and elections for the officer positions shall be held in the spring. Nominees' campaign statements will be posted on the FSAT social media. During the voting period of elections, ballots will be available on the FSAT website where each member of FSAT who is a current University of Toronto Student is allowed to vote. Each member will possess one vote during elections. The candidate who receives the most votes during the election will obtain the nominated position.

b) Should a tie in voting occur for any of the executive positions: a re-vote between the two highest voted candidates will commence. Each general member will be entitled one vote to decide the winner for this position.

c) The term of office of an executive member commences and ends with the Executive turnover meeting after elections. All obligations and responsibilities held by the previous executive council are immediately transferred at the end of the turnover.

d) Appointed positions will require application by the candidate to the Executive during the nomination period, and will be screened and appointed by the outgoing executive.

e) Should any executive officer/director fail to act in good faith then the other executive officers may have him or her removed by a two thirds (2/3) majority vote at an executive meeting. Subsequently, an officer may be appointed by the executive council and this appointment must be ratified by a majority (2/3) vote during an executive meeting.

f) Should any executive officer/director request to step down from their position (for legitimate reason) a mini election is to be held to find their successor. Elections will be conducted in usual fashion; Nominees will have their campaign statements posted on FSAT social media, followed by a voting period. Standard voting procedure still applies (see section 5, clause a).

6. Meetings and Events

- a) FSAT General Meetings, where all members are invited to attend, must be held at least once every month (with the exception of exam seasons in December and April). Business to be conducted at the general meetings includes, but is not limited to: financial update, event planning, financial allocations, presentations from outside parties, and organizational business. Members are expected to respect each other's opinions and ideas.
- b) A quorum of fifteen (15) members must be met at a General Meeting in order to pass motions of material significance over the course of that General Meeting.
- c) FSAT should have a presentation table at the Orientation Week club fair every year, if possible.
- d) The officers of the year may choose to meet more frequently in order to discuss more everyday business with which the general membership may not be concerned. The results/minutes of these meetings should be kept for review by the general membership.
- e) A quorum of eight (8) officers must be met at an Executive Meeting in order to pass motions of material significance over the course of that Executive Meeting.

7. Event Planning

- a) FSAT events shall be planned in a clear and organized manner.
- b) Any individual who is responsible for the planning and organization of an FSAT event is responsible for the following: providing information to the executive committee such as financial requirements, budgets and regular status reports, organizing and co-coordinating volunteers, equipment or supplies as required, maintaining regular communications with any and all event volunteers and advertising the event to the general membership including posters, website postings or e-mail notifications to be forwarded by the Director of Administrative Affairs through the FSAT listserv/Mailing List. These duties should be executed with the help of relevant executive members.
- c) Any individual who is responsible for the planning and organization of an FSAT event should actively seek participation from the membership in respect of volunteering for and attending the event.

8. Communication

- a) It is the duty and responsibility of each FSAT officer to maintain regular communication with the executive committee and their sub-committees.
- b) Each officer must respond to emails addressed to him or her within 48 hours or sooner as may be required. In the event that an officer is unable to check the e-mail account or respond in due time, they must notify one of the Co-Presidents of such circumstances such that alternatives may be employed.

9. Amending the Constitution

- a) The Constitution of FSAT may be amended by a majority vote (2/3) during any executive meeting held throughout the year.