

# **Constitution of “Greek Students’ Association of the University of Toronto”**

## **1. Article One – Name of Organization**

- 1.1. The official name of the recognized student group is “Greek Students’ Association of the University of Toronto”.
- 1.2. The official acronym of the organization is “GSA”.
- 1.3. The official seal will bear the name of the organization; the President shall be the holder of the seal.

## **2. Article Two – Aims and Purposes**

- 2.1. The purpose of the organization will be to:
  - 2.1.1. Serve as the official organization of the Greek student body of the University of Toronto.
  - 2.1.2. Promote a sense of community on campus for students of Greek descent through social, cultural, athletic, and academic events.
  - 2.1.3. Assist Greek students who have newly arrived at the University.
  - 2.1.4. Promote Greek language and culture within the Greek community and the University community.
  - 2.1.5. Initiate and promote relations between other organized Greek students in other universities and institutions of higher learning.
  - 2.1.6. Promote the benefits of higher education within the Greek community.
  - 2.1.7. Provide scholarships and bursaries to students of Greek descent at the University.
- 2.2. The organization fundamentally serves a non-profit function within the University of Toronto.
- 2.3. The organization is an independently recognized organization working within the University of Toronto.

## **3. Article Three – Language**

- 3.1. The official languages of the organization shall be both Greek and English.

## **4. Article Four – Membership**

- 4.1. Voting membership is open to all registered students of the University of Toronto.
- 4.2. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 4.3. The term of membership for the organization will be from September 1 – August 31 each year.
- 4.4. Each member shall be afforded the following rights through membership in the organization:
  - 4.4.1. The right to participate and vote in group elections and meetings.
  - 4.4.1. The right to communicate and to discuss and explore all ideas pertaining to the GSA.

- 4.4.2. The right to organize/engage in activities/events that are reasonable and lawful.
- 4.4.3. The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation.
- 4.4.4. 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 upon the rights and freedoms already mentioned above.
- 4.4.5. The right to distribute on campus, in a responsible way, published material provided that is not unlawful.
- 4.5. Each member shall possess the following responsibilities relative to participation in the organization:
  - 4.5.1. Support the purpose of the organization.
  - 4.5.2. Uphold the values of the organization.
  - 4.5.3. Contribute constructively to the programs and activities offered by the organization.
  - 4.5.4. Attend general meetings.
  - 4.5.5. Abide by the constitution and subsequent official organizational documents.
  - 4.5.6. Respect the rights of peers and fellow members.
  - 4.5.7. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 4.6. The organization will collect a mandatory membership fee from each member each year. This fee shall be decided on by the Executive Council before September of the proposed year. The fee shall not exceed \$5.00.
- 4.7. Any members who register with the organization on or after the first academic week-day after the University of Toronto's scheduled spring reading week shall not have voting rights within the organization.
- 4.8. The organization values and respects the personal information of its members. The organization secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 4.9. The organization will protect the privacy of member information and must use it only for the delivery of services.

## **5. Article Five – Executive Committee**

- 5.1. The Executive Council shall be comprised of seven voting members. Any registered member of the organization has the right to be nominated for the Executive Council, except the President. All members of the Executive shall be eligible for re-election.
- 5.2. The executives of the organization shall include President, Vice President External, Vice President Internal, Vice President Student Life, Vice President Public Relations, Secretary General and Treasurer.
- 5.3. The responsibilities of each executive position are as follows:
  - 5.3.1. The President is the official spokesperson of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies. This individual holds signing and financial authority along with the Treasurer.
  - 5.3.2. The Vice President External acts as a liaison between the organization and other

student clubs, societies, organizations, and groups off campus and acts as an advocate and resource for the academic issues of members, ensuring accessible, high quality education.

- 5.3.3. The Vice President Internal acts as a liaison between the organization and other student clubs, societies, organizations, and groups on campus and will work in cooperation with the University of Toronto Students' Union and Ulife departments.
- 5.3.4. The Vice President Student Life oversees the execution of the organization's events and services, including its alumni association, scholarship program and services for newly arrived Greek students.
- 5.3.5. The Vice President Public Relations is responsible for maintaining the organization's social media accounts and official website, as well as all marketing and promotional initiatives for the organization.
- 5.3.6. The Secretary General is responsible for informing and assisting the President in the current business of the organization, keeping all official documents of the organization, and recording the minutes at all general assemblies of the organization and meetings of the executive. Will also maintain the office, if one exists.
- 5.3.7. The Treasurer oversees the organization's finances and is in charge of developing and enhancing a sustainable fiscal budget. Shall keep receipts and complete financial records for all financial transactions of the organization. This individual holds signing and financial authority along with the President.
- 5.4. Only student members of the organization may hold executive positions, except the President.
- 5.5. The executive positions collectively will form a council that acts as the primary steward of the organization, with the President as its official spokesperson.
- 5.6. This council 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.
- 5.7. This council cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
- 5.8. The term of each executive will last from May 1 following their election to April 30 of the following year.
- 5.9. 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.
- 5.10. Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, or a delegate with no executive voting rights will be selected from the members.
- 5.11. If the President resigns, notice of such resignation must be submitted in writing and delivered to the Executive Council 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 Council, and no ratification by the organization shall be required to make the resignation official.

- 5.12. Any vacancy of the President shall be filled by another member of the Executive Council appointed by a simple and clear unanimous decision of the Executive Council.
- 5.13. The President is obligated to initiate the workings of a scholarship committee and ensure the continuation of the annual scholarship fund, when funds are available.
- 5.14. The Executive Council shall consist of only full-time undergraduate or graduate students registered at the University of Toronto at either the St. George campus or Mississauga campus.
- 5.15. All voting members of the Executive Committee must be currently registered students at the University of Toronto.
- 5.16. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 5.17. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

## **6. Article Six – Board of Directors**

- 6.1. The Board of Directors shall be comprised of six members. Any registered member of the organization has the right to be nominated for the Board of Directors. The Board of Directors is responsible for assisting the Executive Council in running the day to day activities of the organization. They act as either directors or representatives. All members of the Board of Directors shall be eligible for re- election.
- 6.2. The directors of the organization shall include: Director of Social Affairs, Director of Cultural Affairs, Director of Athletic Affairs and Director of Academic Affairs.
- 6.3. The representatives of the organization shall include: First Year Representative and Graduate Student Representative.
- 6.4. The responsibilities of each position are as follows:
  - 6.4.1. The Director of Social Affairs is responsible for planning and promoting the organization's social events on and off campus.
  - 6.4.2. The Director of Cultural Affairs is responsible for promoting Hellenic culture to the organization's members through events and is responsible for promoting Hellenic culture to the University of Toronto on behalf of the organization.
  - 6.4.3. The Director of Athletic Affairs is responsible for maintaining all intramural sports teams within the organization and responsible for involving the organization's athletes in University of Toronto sporting events.
  - 6.4.4. The Director of Academic Affairs is responsible for planning and promoting the organization's academic events as well as maintaining connections with Greek academic associations.
  - 6.4.5. The First Year Representative is responsible for involving the first-year members of the organization and promoting the organization to first year students.
  - 6.4.6. The Graduate Student Representative is responsible for overseeing a Graduate Student Committee that promotes the organization to graduate students and plans events focused on graduate students.
- 6.5. If need be, the removal process for directors shall be followed in the outlined process of article VII.

- 6.6. The Board of Directors elections shall succeed the first general meeting. Any registered members may be nominated for a position. The nominees must give a short speech at the meeting and participate in a question/answer period that follows. Voting will take place right after the question and answer period on paper ballots. Two (2) Returning Officers will process the ballots and the successful candidates will be announced at the meeting. Returning Officers are prohibited from voting and at least one Returning Officer shall not be a member of the organization.

## **7. Article Seven – Removal of Members and Executives**

- 7.1. The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:
  - 7.1.1. A member or executive has engaged in unlawful actions or activities.
  - 7.1.2. A member or executive has violated the constitution of the organization.
  - 7.1.3. A member or executive has violated University of Toronto policies, procedures, or guidelines.
  - 7.1.4. A member or executive has violated the rights of a fellow member.
  - 7.1.5. A member or executive has not fulfilled their organizational responsibilities.
  - 7.1.6. Other criteria deemed to be appropriate by the Executive Council in consultation with and approved by a majority of the general membership.
- 7.2. The process for removing a member or executive may also be initiated when:
  - 7.2.1. A motion for a removal vote is put forward by any member of the Executive Council 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.
- 7.3. The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:
  - 7.3.1. 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.
  - 7.3.2. Second Tier: Initiated because the member or executive has violated section 7.1 after receiving a first tier warning relative to a particular action or behavior. The Vice President Internal 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 Internal 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 7.1 will be given fourteen (14) calendar days from receiving the Vice President Internals' written response to demonstrate progress or correction of behavior.
  - 7.3.3. Third tier: Initiated because the member or executive has violated section 8.1 after receiving a second tier warning relative to a particular action or behavior. The removal vote must take place at a valid executive meeting. A representative supporting the motion for removal and the executive 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 of the executive present at a valid executive meeting. The executive member facing removal is entitled to vote on the motion.

7.3.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

7.3.4.1. In the case of an appeal, the Executive Committee and the member facing removal must come to agreement on a reasonable place and time to host a general meeting. Both parties may speak for up to five minutes each to present their arguments for and against the revocation of membership. Once finished, the final outcome will be determined by a simple majority vote of the general members. At least 10% of general members must participate in the vote for the appeal to be upheld.

## **8. Article Eight – Elections**

8.1. Executive elections will be held during the month of March each year.

8.2. Only student members who meet the minimum requirements of being a member of the organization shall be permitted to participate in an election and hold executive positions.

8.3. Any member may run for any position; however, it is strongly recommended that candidates running for President have at least one years experience as an executive.

8.4. No executive, director, or member of the organization may run for more than one position during the executive elections.

8.5. Members become eligible to vote and run in the September Board of Directors elections immediately once completing the minimum requirements of being a member.

8.6. Members become eligible to vote and run in the March Executive Committee elections once completing thirty (30) days of good standing. Therefore, new members joining the association within a thirty (30) day period prior to the March Executive Committee election date are not eligible to vote or run in that election.

8.6.1. However, members with less then thirty (30) days of good standing who still wish to vote or run in the March Executive Committee elections must contact a member of the executive council and provide a reasonable explanation to be granted an exception at their discretion. A simple majority vote of four (4) or more executive members out of seven (7) will be sufficient to grant exception, and the decision should be based primarily on whether the council members suspect election tampering or

8.7. Notification of the acceptance of applications for executive positions will be sent to all members via email, a minimum of fourteen (14) calendar days prior to the election date (nomination period).

8.8. All candidates may campaign for their nominated executive position for a seven (7) calendar day period prior to election date (campaign period). Campaigning maybe exercised solely through any personal social media outlet. Campaigning should not be exercised through any of the organization's social media outlets. Campaigning shall not undermine or be disrespectful to the organization or the other candidates. Physical campaign posters shall not be posted in or on the building that hosts the current organization's office. There will no acts of bribery or treason surrounding the election

process. Failure to comply with these guidelines will result to immediate disqualification to the discretion of the Returning Officers.

- 8.9. Candidates will be permitted to give a short speech at a general meeting which will be scheduled by the Executive Council during campaign week. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Executive Council.
- 8.10. The voting period will succeed the campaigning period. There shall be a minimum of three (3) to a maximum of five (5) voting days (voting period).
- 8.11. The Executive Council shall appoint at least three (3) Returning Officers to conduct the elections, a minimum two calendar days prior to the nomination period. Returning Officers are prohibited from voting and at least two Returning Officers shall not be a member of the organization. The Returning Officers shall have full authority to all decisions pertaining to the executive elections.
- 8.12. A minimum of 15% of registered members of the organization with voting rights must participate in the electoral voting process to validate the elections results.
- 8.13. Elections shall be conducted by anonymous ballot and overseen by the Returning Officers. The Returning Officers shall be provided with an updated membership list by the Executive Council and will verify identity of each member via student identification. Ballots shall be counted in a private environment by the Returning Officers.
- 8.14. Successful candidates will be determined by accrual of the greatest number of votes tallied from amongst the general membership.
- 8.15. Final results of the election must be presented to the membership of the organization no later than two (2) hours after the results have been verified by the Returning Officers. The results themselves should not be brought into question; only the process through which these results were tabulated.
- 8.16. If an error in the process is found, the election should be re-held at a final general meeting with a new election oversight committee.
- 8.17. A candidate may request a re-count of the ballots by submitting a formal email to the Returning Officers stating a desired re-count no later than twenty-four (24) hours after the results have been released to the membership.
- 8.18. Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes during the election to be declared the winner of that election.
- 8.19. All executive positions may be left vacant if there is no nomination for the position, except President.
- 8.20. If a by-election is required, it shall be held as soon as possible and conducted in a manner similar to that of the annual general election.

## **9. Article Nine – Transition**

- 9.1. 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.
- 9.2. 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.

- 9.3. 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.

## **10. Article Ten: Executive Meetings**

- 10.1. 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.
- 10.2. Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
- 10.2.1. Formulating and distributing an agenda for each meeting.
- 10.2.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner.
- 10.2.3. Moderating the discussion at meetings according to the agenda.
- 10.3. 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 in writing, a minimum of two (2) calendar days prior to the meeting.
- 10.4. The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the Executive Council.
- 10.5. Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
- 10.6. 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.
- 10.7. Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 10.8. 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.
- 10.9. Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 10.10. Any question at an executive meeting shall be decided by a show of hands.
- 10.11. 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.
- 10.12. In case of an equality of votes at an executive meeting, the motion will be recorded as having failed.
- 10.13. The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.
- 10.14. Any member of the executive may call an emergency meeting of the executive if the need arises. Conduct shall be similar to regular executive meetings.

## **11. Article Eleven – General Meetings**



- 11.1. The purpose of general meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.
- 11.2. 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.
- 11.3. 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.
- 11.4. Minutes of all general meetings must be recorded and maintained for reference purposes.
- 11.5. Any question at a valid general meeting shall be decided by a show of hands.
- 11.6. There shall be at least one (1) general meeting of the organization per year.
- 11.7. The conduct rules of the general meeting will be set at the beginning of each general meeting.
- 11.8. All members of the organization shall be given a minimum of forty-eight (48) hours' notice prior to a general meeting.

## **12. Article Twelve – Finances**

- 12.1. The organization 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.
- 12.2. The group may not engage in activities that are essentially commercial in nature.
- 12.3. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 12.4. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 12.5. The group will not pay salaries to any of its officers.
- 12.6. The funds of the organization shall be expended pursuant to the operating budget approved by the Executive Council at a valid executive meeting.
- 12.7. All budgets shall be prepared by the Treasurer in accordance with the organization's priorities as determined by the Executive Council at a valid general meeting.
- 12.8. The Treasurer shall present a proposed operating budget for the next fiscal year to the Executive Council for its consideration at the final executive meeting.
- 12.9. The Treasurer may not approve any unbudgeted expenditure of the organization's funds above \$250.00 without the approval of the Executive Council at a valid executive meeting.
- 12.10. The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 12.11. The operating budget shall be approved by a majority vote of the Executive Council present and voting at a valid executive meeting.
- 12.12. 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 Council

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 Council may designate, direct or authorize from time to time and to the extent thereby provided.

- 12.13. The President and the Treasurer shall be the sole signing authorities of banking instruments for the organization.
- 12.14. The organization will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 12.15. The organization will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

### **13. Article Thirteen – Legal Liability**

- 13.1. The University of Toronto does not endorse the organization's beliefs or philosophy, nor does it assume legal liability for the group's activities on or off campus.

### **14. Article Fourteen – Precedence of University Policies**

- 14.1. The organization will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the organization, the University's policies, procedures, and guidelines will take precedent.

### **15. Article Fifteen – Food Handling on Campus**

- 15.1. The organization will conform to provincial and municipal health regulations when events which include the sale and/or service of food products are held on campus.

### **16. Article Sixteen – Emergency Powers**

- 16.1. In the case of extenuating circumstances, the Executive Council shall be afforded the ability to act without direction from the organization's members.
- 16.2. 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.
- 16.3. Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 16.4. General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 20% of the entire general membership.

### **17. Article Seventeen – Amendments**

- 17.1. The organization may make, amend or repeal the constitution or certain sections therein.

- 17.2. Notice of a meeting called to consider such a resolution shall be given as follows:
- 17.2.1. Notice of the full text of the proposed constitutional amendment shall be given to each member at least five (5) calendar days prior to the date of the meeting called to consider the change;
  - 17.2.2. A list of proposed amendments shall be given to each member at least twenty-four (24) hours prior to the date of the meeting called to consider the change.
  - 17.2.3. Amendments to the constitution require the approval of three fifths (3/5) of the members present at a valid general meeting (a general meeting that has achieved quorum).
  - 17.2.4. The general membership must have the final say on amendments to the constitution.
  - 17.2.5. There must be an attendance of minimum 20% of registered members of the organization present at the general meeting called to consider change.
  - 17.2.6. Ratification of any constitutional amendments will become ratified immediately following the formal constitutional amendment process at an official general meeting. Amendments pertaining to Article(s) V and VI shall be made affective according to the election guidelines stated in Article IIX.