

Constitution of “Afghan Students Association”

1. Name

The official name of this recognized campus group is “Afghan Students Association”.

The acronym or abbreviation of this group is: ASA

2. Purpose and Objectives

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

To provide a home on campus for Afghan students to connect with each other, as well as to educate students in the UTM community on Afghan culture and life. The first goal will be achieved by having events that foster connection between individuals. These include a games night and events that may potentially be coordinated with ASA’s at other schools, such as a Nowruz gala to celebrate a cultural day. Educating the UTM community on Afghan culture will be done through tabling events and fundraisers to bring attention to the situation in Afghanistan and help raise money to donate.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

All UTMSU members have the right to nominate, run in and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

4. Executive List and Duties

The executive committee shall be comprised of four (4) elected officers. These include a President, Vice-President, Secretary, and Treasurer.

The President shall:

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

Additional responsibilities may include:

- Event coordination
- Social media management

The Vice-President shall:

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

Additional responsibilities may include:

- Event coordination
- Social media management

The Secretary shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

Additional responsibilities may include:

- Event coordination
- Social media management
- submit bi-annual audit to UTMSU

The Treasurer shall:

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

Additional responsibilities may include:

- Event coordination
- Social media management

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

Termination of General Members:

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required in both the voting process and final vote. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

- Notice of removal
 - Notice of removal will be provided in writing and verbally.
- Voting process
 - Voting will take place during executive member meetings.
- Appeal process
 - General members given notice of termination have the right to appeal the decision. The appeal must be made within 7 days of the notice, in written communication via email (email address pending).
- Final vote process
 - Final vote for removal of a general member must take place within 7 days of the appeal. Final decision must be communicated in writing to the aforementioned.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Termination of Executives

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group. A two-thirds majority vote of the current members present in favor of removal is required in both the voting process and final vote.

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- Final vote process
 - Final vote for removal of an executive member must take place within 7 days of the appeal. Final decision must be communicated in writing to the aforementioned.
- Appointment/by-election
 - Termination will occur by-election. Other executives will take the responsibilities of the terminated member until an election can take place to replace the terminated member.

5. Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must be open to all interested candidates who are UTMSU registered members of the group.

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups's membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

Election Policies

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

In the event of a three-way tie during the elections, votes will be recounted. If the tie remains, the outgoing executive must hold another election. If there is a two-way tie, both individuals can be co-executives.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

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

b) Executive Meetings:

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

8. Amendments

Only UTMSU members can propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, etc) within two (2) weeks of its approval by general members.