

UTMSU Campus Group Constitution – ESA

Article I: Campus Group Name

1. The name of the campus group that is outlined by the following constitution is the Egyptian Students' Association and it shall be abbreviated as ESA.

Article II: Purpose

1. ESA's purpose is simple, and it is to provide a friendly, safe, and inclusive community for Egyptian students on and off campus. This involves having periodic events to engage both new and current students, providing them with a space in which they can socialize, make new friends and memories, try new experiences, and most of all, engage with people that come from a similar cultural background as them. Alongside this purpose however, ESA will also aim to educate the non-Egyptian students on campus about the Egyptian culture and its unique beauty. This will be done through tabling events on campus, but also the fact that ESA's event tickets will be open to all students, not only Egyptians. To conclude, ESA simply aims to be a source of happiness and education to all UTM students, but specifically Egyptians.

Article III: Membership

1. ESA membership is open to all UTMSU students
 - a. ESA members hold the right to participate in all matters relating to the club
2. ESA reserves the right to offer community members and alumni associate membership
 - a. Associate members hold the right to participate in all matters relating to the club, EXCEPT running for executive positions and vote in club elections
3. Membership to ESA is FREE of cost to all UTMSU members
4. UTMSU members MUST also be ESA members (on the membership list) in order to hold voting rights
 - a. UTMSU members that are not on ESA's membership list DO NOT have the right to vote in ESA Executive Elections

Article IV: Executives

Executive positions for ESA are the following:

1. President –
 - a. Oversee the operations, management and success of the group
 - b. Be the spokesperson for the group
 - c. Hold signing officer authority along with the Treasurer for financial purposes
 - d. Preside over executive meetings as well as general meetings
 - e. Ensure transition of office to the future Executives
2. Vice President –
 - a. Assume duties of the President in his/her absence
 - b. Oversee the various committees
 - c. Ensure that all the activities of the club meet regulations and policies of the University of Toronto
 - d. Coordinate organizational recruitment efforts
3. Head of Events –
 - a. Organize and oversee the scheduling, planning, and execution of all club events
 - b. Secure and book venues ensuring that they meet the requirements for each event
 - c. Manage the logistics of each event such as food, equipment, setup, etc.
 - d. Lead the Events Team to effectively execute events
4. Head of Marketing –
 - a. Create marketing strategies to promote the club's events and activities
 - b. Create, and oversee the creation of, promotional material for the club such as social media posts, flyers, posters, etc.
 - c. Manage and update the club's social media profiles continuously to ensure that the club's events are publicized and that members remain engaged
 - d. Develop and maintain the club's identity
5. Head of Finance –
 - a. Record all financial transactions of the group
 - b. Hold signing officer authority along with the President for financial purposes
 - c. Maintain a budget of income and expenses along with receipts
 - d. Advise members on financial position of the group
 - e. Prepare an annual budget for the group as well as budgets for specific events
6. Head of Sponsorship –
 - a. Identify and contact potential sponsors for the club
 - b. Develop and maintain relationships with existing sponsors

- c. Negotiate and prepare sponsorship deals that are feasible for the club
 - d. Coordinate with the Events Team to ensure that the sponsor visibility is in compliance with the sponsorship package
7. Secretary
- a. Make a list of all registered members
 - b. Maintain the member contact list
 - c. Record notes and motions for meetings
 - d. Notify all members of meetings
 - e. Handle official correspondence of the organization

Article V: Meetings

1. Executive Meetings
- a. ESA shall hold weekly executive meetings during the academic year to ensure that the club's goals and objectives are continuously being pursued as well as ensuring effective management of ongoing and upcoming events.
2. General Meetings
- a. ESA must conduct at least one General Meeting each semester (Fall and Winter) which is open to all members, not only executives.
 - b. These meetings serve to discuss the ESA's mission, goals, objectives, achievements, and future events.
 - c. These meetings shall also include a complete report of the club's finances, in order to maintain transparency and trust within the community and the club's executive team

Article VI: Elections

1. Election Procedures:
- a. ESA shall conduct democratic elections for its Executive Team and will be held in the Winter semester.
 - b. A Chief Returning Officer (CRO) shall be appointed (must be approved by outgoing executive team members and the Campus Groups Coordinator) in order to oversee the elections; this officer MUST be a neutral party and not involved in any way in ESA's elections.

- c. Only ESA members with Egyptian origins are allowed to be nominated for executive positions, in order to ensure that ESA's goals and objectives are being performed to the highest capability.
2. Election Timeline:
- a. Advertising Period:
 - i. 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
 - b. Nomination Period:
 - i. Two weeks before the election date
 - ii. 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.
 - c. All Candidates Meeting:
 - i. 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.
 - d. Campaign Period:
 - i. One week before the election date
 - ii. During this time, candidates are able to campaign themselves to the Campus Groups' Membership, specifically those who hold voting rights.
 - e. Voting Period:
 - i. Will be conducted over a three-day period, supervised by the CRO, with results being released on the final day
 - ii. Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.
3. First-Year Involvement:
- a. In order to encourage engagement and participation among new students (first years), ESA may reserve specific positions for first-year students, with those positions being elected/appointed in September.
4. Unfair Elections:
- a. 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.

5. Election Policies:

- a. 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.
- b. 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.
- c. Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.
- d. 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.

Article VII: Removal from Office

1. Grounds for Removal:

- a. Any executive member may be removed from office on the grounds of misconduct, failure to uphold UTMSU's Procedural Policies (Harassment, Sexual Harassment, Discrimination, etc.), and/or any action that harms ESA and its reputation.

2. Potential Sanctions:

- a. The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:
 - i. Permanent/Temporary ban from campus group activities
 - ii. Mandatory consent/Anti-oppression trainings
 - iii. Permanent/Temporary ban from UTMSU spaces
 - iv. Permanent/Temporary ban from campus group events

3. Grounds for Internal Removal From Office:

- a. Any executive member may be removed from office on the grounds of failure to fulfill their aforementioned duties (refer to Article IV) including, but not limited to, failure to attend meetings without notice and valid reasoning, misconduct towards

the club or its members, and/or any form of behavior deemed to be harmful towards ESA, its members, or the community.

4. Internal Removal From Office Procedures:
 - a. A written complaint must be filed to the Executive Team.
 - b. The individual in question must be given the opportunity to respond to the claims of which they are accused.
 - c. A vote of removal requires a majority of the Executive Team
 - d. In the case that an executive member is removed, a by-election may be held to fill the vacated position; these elections will follow the election procedures outline in Article VI.

Article VIII: Amendments to the Constitution

1. Proposals of Amendments:
 - a. Amendments to the constitution can be proposed by any member of ESA and must be submitted in writing to the Executive Team
2. Approval of Amendments:
 - a. The amendment is proposed by the President at the following General Meeting and must gain a majority vote in order to pass and be proposed to UTMSU for final approval.
3. Finalization:
 - a. No amendment is valid (even if it achieves a majority vote during the General Meeting) until it is reviewed and approved by UTMSU to ensure that it complies with university policies and regulations.