

Filipino Student Association Constitution

Article I: Campus Group Name

The official name of this recognized campus group is “The Filipino Student Association at the University of Toronto Mississauga.”

The acronym or abbreviation of this group is: UTM FSA

Article II: Purpose

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

UTM FSA will be a social and cultural club. Our purpose is to create a place for Filipinos and those interested in Filipino culture to gather and communicate. This will be accomplished through social events such as game nights and karaoke events, as well as cultural events, such as film marathons and all-you-can-eat Filipino food events. These events aim to foster greater appreciation and awareness for Filipino culture, and to represent the Filipino community at large here at UTM.

Article III: Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni). Voting at elections is open to all UTMSU students. It should be noted that only current UTMSU members have full rights to run, nominate, and vote in elections, general meetings, 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, student number, and valid email address. If they are a non-UofT member, they only need to submit their full name and email address.

The membership fee will be \$10 per year. Payment of the optional membership fee enables the member to receive the following benefits: reduced entry fee at in-person events, discounts with our sponsors, etc.

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.

For recognition by the University of Toronto Mississauga Students’ Union (UTMSU), the group must maintain a minimum of 30 members, of which a total of 51% are UTMSU members. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

Article IV: Executives

The executive committee shall be composed of at least seven (7) elected officers. These include a President (or Co-Presidents), a Vice President of Finance, a Vice President of Internal Affairs, a Vice President of External Affairs, a Vice President of Events, and Co-Vice Presidents of Communications (2).

The Co-Presidents shall:

- Share authority and have the final word in any major changes or initiatives.
- Deliberate, consult, and work closely with the team to ensure greater consensus.
- Set direction for the club and take primary responsibility in conceiving, engineering, and implementing projects.
- Delegate council responsibilities and guide the council in executing tasks, including stepping in to fill a role on the occasion that a council member is unable to fulfill their duties.
- Be the first signing officer/s in all financial transactions within the club.
- Be the primary point of contact for the club.

Note: All major paperwork and/or transactions require the approval and/or signature of one (1) President.

The VP Finance shall:

- Oversee the approval of expenditures.
- Take charge of budget creation and allocation, as well as review the usage of sponsorship money.
- Manage the club's funding and sales records.
- Responsible for the submission of the UTMSU audit.

The VP Internal shall:

- Ensure that all of the club's internal affairs are operating smoothly.
- Preside over the club's relations between UTMSU, the UTM Administration, and all other clubs and societies within campus.
- Be responsible for internal communications in the group and taking minutes.
- Inquire and facilitate room and event space booking.
- Assist in the coordination of organizational recruitment and promotion efforts within campus.

The VP External shall:

- Ensure that all of the club's external affairs are operating smoothly.
- Coordinate the club's relations with organizations outside of campus (e.g., FILCASA), including the handling of community engagement.
- Inquire and contact speakers and vendors.
- Assist in the coordination of organizational recruitment and promotion efforts within campus.

The VP Events shall:

- Organize, plan, and execute event logistics and themes for any UTM FSA event.
- Generate unique and creative content to present to the team for possible event ideas and themes

- Ensure a smooth execution of events.
- Oversee and delegate tasks to the events team.
- Work with VP's of Finance and Communications to ensure that events are within budget and promoted correctly.

The Co-VPs of Communications shall:

- Manage and maintain the club's online presence (i.e., social media)
- Handle the creation of promotional materials, including promoting the club's awareness through campus postings and online presence.
- Maintain a contact list of all members.

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

Article V: Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term. These are open to all members of the group.

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, accomplishments, goals, and propose or vote on constitutional amendments, if any. Motions will require a two-thirds 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 weekly basis where date and times are to be set by the President. The quorum of executive meetings shall be two-thirds of executives.

Executives must attend a minimum of 70% of all meetings held. In the case where this is not met, these executives may not receive CCR or can make up for lost meetings by taking on additional work as seen fit.

Article VI: 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 open to all interested candidates who are UTMSU registered members of the group.
- In case of a tie, the CRO and the involved parties will discuss a compromise. They may choose to share the position (e.g. co-presidents) or hold a re-election for the involved position under the supervision of the UTMSU Campus Groups Coordinator and with approval from the UTMSU.

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.

Article VII: Removal from office

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 a notice of removal.

Removal from office can occur after a member of the Clubs Committee (e.g., VP Campus Life) has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them.

After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The member up for removal shall have the right to defend his/her actions through a formal written appeal to the executive team. The vote should be supervised by the UTMSU, and the results shall be verified by the Clubs Committee. The results of the vote should be two-thirds of the executives in favour of removal. The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter. The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office.

Alternatively, an executive member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws. Such removal will occur if, and only if, the following conditions are satisfied:

- A request is submitted to the VP Campus Life which should:
 - Be signed by at least 30% of the Club membership or two-thirds (2/3) of the club executive membership
 - Specify the alleged incidents of neglect of duty
- Upon receipt of the request, the council shall be required to hold a referendum within twenty (20) days.

In case of a council member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

Article VIII: Finances

The VP Finance shall keep records of all income and expenses. The VP Finance shall present the group's financial health at the annual general meetings. Expenditures of over \$100.00 by majority vote at an executive meeting. Such expenditures require the approval of at least one (1) President.

The group's executive 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.

Article IX: Amendments to the Constitution

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings. All amendments must be approved by UTMSU before they are formalized.

Constitutional amendments shall require a two-thirds 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., the Centre for Student Engagement, the University of Toronto Mississauga Students' Union) within two (2) weeks of its approval by general members.