

Constitution of “Iraqi Student Community”

1. Name

The official name of this recognized campus group is “Iraqi Student Community at UTM ”

The acronym or abbreviation of this group is: UTM-ISC

2. Purpose and Objectives

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

The Iraqi Student Community at UTM (UTM ISC) is committed to creating a welcoming and supportive environment for Iraqi students and allies at the University of Toronto Mississauga. Our mission is to celebrate Iraqi cultural heritage, foster a sense of community, and support the academic and social well-being of our members. We aim to achieve this by organizing a variety of activities and events, including cultural workshops, social gatherings, and educational seminars. Additionally, the group will engage in outreach and advocacy efforts to raise awareness about the diverse religious and cultural landscape of Iraq, as well as the challenges faced by the Iraqi community, both in Canada and globally. UTM ISC seeks to promote understanding, tolerance, and appreciation of the country’s diverse traditions. Through these initiatives, UTM ISC strives to empower its members, promote Iraqi traditions, and enhance understanding and appreciation of Iraqi culture within the broader university community.

3. Membership

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

U of T members are permitted to run, nominate, 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 per year.

4. Executive List and Duties

The executive committee shall be composed of 10 elected officers. These include Co-presidents (2), Vice president, finance director, secretary, Social media director (2), Event director, Outreach director, and First year rep.

Co-Presidents (2):

- **Primary Responsibilities:**

- Oversee the operations, management, and success of the group.
- Serve as the spokespersons for the group.
- Hold signing officer authority, along with the Treasurer, for financial purposes.
- Lead over board meetings as well as general meetings.
- **Additional Responsibilities:**
 - Develop and maintain relationships with other student organizations, faculty, and external partners.
 - Represent the group in university-wide meetings or events.
 - Address conflicts within the group and ensure a collaborative environment.

Vice-President:

- **Primary Responsibilities:**
 - Assume the duties of the President in their absence.
 - Oversee the various committees within the group.
 - Ensure that all activities of the club comply with the regulations and policies of the University of Toronto.
 - Coordinate organizational recruitment efforts.
- **Additional Responsibilities:**
 - Assist in the development and execution of strategic plans for the group.
 - Support event planning and logistics as needed.

Secretary:

- **Primary Responsibilities:**
 - Maintain a list of all registered members.
 - Manage the group's website and member contact list.
 - Record minutes and motions for all meetings.
 - Notify all members of upcoming meetings.
 - Handle official correspondence of the organization.
- **Additional Responsibilities:**
 - Archive all important documents, including meeting minutes and reports.
 - Assist in the preparation of meeting agendas.
 - Manage and distribute promotional materials.

Treasurer (Finance Director):

- **Primary Responsibilities:**
 - 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, including receipts.
 - Advise members on the financial position of the group.
 - Prepare an annual budget for the group as well as budgets for specific events.
- **Additional Responsibilities:**
 - Organize fundraising activities to support the group's initiatives.

- Ensure compliance with university financial policies and procedures.
- Prepare financial reports for review by the executive committee and general membership.

Social Media Directors (2):

- **Primary Responsibilities:**
 - Manage and create content for the group's social media platforms.
 - Promote events, meetings, and activities through social media channels.
 - Engage with members and the broader community online to increase visibility and participation.
- **Additional Responsibilities:**
 - Develop a social media strategy aligned with the group's goals and objectives.
 - Monitor and respond to inquiries or comments on social media.
 - Track engagement metrics and adjust strategies as needed to improve outreach.

Event Director:

- **Primary Responsibilities:**
 - Plan, organize, and execute all events hosted by the group.
 - Coordinate logistics, including venue booking, catering, and equipment.
 - Work with other executive members to ensure the successful promotion and implementation of events.
- **Additional Responsibilities:**
 - Develop event themes and programming that align with the group's mission and objectives.
 - Manage event budgets in collaboration with the Treasurer.
 - Conduct post-event evaluations to assess success and areas for improvement.

Outreach Director:

- **Primary Responsibilities:**
 - Develop and implement strategies for engaging with external organizations, community groups, and potential members.
 - Coordinate outreach efforts, including community service projects, partnerships, and advocacy initiatives.
 - Represent the group at external events and meetings.
- **Additional Responsibilities:**
 - Identify and pursue opportunities for collaboration with other student organizations and community partners.
 - Organize information sessions and outreach campaigns to increase group membership.
 - Maintain relationships with alumni and supporters of the group.

First Year Representative:

- **Primary Responsibilities:**
 - Represent the interests and concerns of first-year students within the group.
 - Act as a connection between first-year members and the executive committee.
 - Assist in recruitment efforts targeting first-year students.
- **Additional Responsibilities:**
 - Organize events and activities specifically aimed at engaging first-year students.
 - Provide feedback to the executive committee on ways to better support first-year members.
 - Help to promote the group within first-year cohorts through word of mouth and social networks.

Termination of Executives or 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. 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.

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

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.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The SEO Election Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the **beginning of March**. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The SEO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The SEO shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the SEO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Term of executive positions shall be from September 3rd until January 6, 2025. Second executive positions will be from January 6 to april 30.

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. 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.

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 biweekly 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

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.

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.