

UTMSyria Constitution 2024-2025

Article I: Campus Group Name

The Syrian Students' Association. "UTMSyria". This is the same name which this club has been referred to, unchanged.

Article II: Purpose

UTMSyria has a few main and simple goals. Firstly, we aim to enhance Syrian students' sense of community and belonging on campus as provide them with opportunities to meet and build connections with other Syrians around UTM. We also aim to promote awareness and appreciation of Syria's history and heritage. We want to educate members and the wider UTM community about significant aspects of the rich Syrian culture. As well, we simply want to host an engaging community where students can create memories and friendships. We want to create a space for students who can't seem to find other Syrians around campus. Importantly, this is a very inclusive club, which is not tied to any religion or political views.

Article III: Membership

Membership is open to all UTMSU members (UTM undergraduate students).
UTMSyria does not offer associate memberships to community members and alumni.

Voting members do not need to be registered as general members of UTMSyria. Our group's elections are open to all UTMSU students.

Article IV: Executives

1. President – responsible for overseeing the group's practice and chief of decision making; responding to emails, primary contact for the group.
2. Vice President – taking meeting notes, second contact for the group, responding to emails
3. Finance Director – responsible for handling financial resources and cash flow; keeping records of receipts, finances, and spending; design budgets in collaboration with the President and other executives; submit the bi-annual audit report to UTMSU.
4. Director of Internal Affairs – responsible for internal communications, maintain membership records, meeting notes if VP is unavailable
5. Marketing Director – responsible for content creation on social media, managing social media accounts, canva post designs, reach out to sponsors when needed
6. Events Coordinator – planning and organizing events, event logistics, collabs with other clubs

Article V: Meetings

All club executives will be expected to attend executive meetings, unless asked not to do so. Meetings will occur biweekly and there will be at least one in-person meeting for all the members before any of our events in which everyone is expected to attend. Lastly, we will have a meeting at the end of the year to assess our year, and plan the upcoming elections.

General meetings will occur once in the Fall semester and once in the Winter semester (as requested) for members where the mission, goals, and accomplishments of the group are shared with all group members in addition to a detailed report on the financial condition of the group if particularly requested by any member.

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:

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

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

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

Removal procedure:

- Removal after 3 warnings issued to the individual
- Removal after missed 3 consecutive meetings without proper warning and communication

In case of a campus group 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: Amendments to the Constitution

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it.

All amendments must be approved by the groups membership via their General Meetings.

All amendments must be approved by UTMSU before they are formalized.