

**Turkish Students' Association (UTM TSA)  
Club Constitution for 2024/2025**



### **Article 1: Name**

- A)** The official name of this campus group at the University of Toronto Mississauga (UTM) is “Turkish Students’ Association”.
- B)** The official acronym of this organization is “TSA” or “UTM TSA”. Additionally, the Turkish Students’ Association may sometimes be referred to as “UTMTurkish”.
- C)** The TSA formally recognizes the English translation of “Türküm, doğrucuyum, çalışkanım”, as “I am Turkish, I am honest, I am hardworking”, instated as the TSA’s motto, which is derived from the Republic of Türkiye’s Student Oath.
- D)** The TSA formally recognizes the image on this document’s title page as the logo of our association.

### **Article 2: Purpose and Objectives**

- A)** The purpose of our organization is to foster a welcoming and inclusive community that celebrates Turkish culture. We aim to provide a safe platform for students of all backgrounds regardless of race, ethnicity, gender identity, sexual orientation or religion.
- B)** The objectives of our organization are as follows:
- To promote Turkish culture by organizing cultural/ social events and workshops that showcase various aspects of Turkish heritage, including art, music, cuisine and history
  - To raise awareness and foster open dialogue about Türkiye’s contemporary issues through campaigns and discussions
  - To enhance and support the academic experience of our members by offering educational resources, mentorship opportunities and study groups
  - To actively connect with the University of Toronto (UofT) and University of Toronto Mississauga Student Union (UTMSU) communities through outreach programs, community service initiatives, volunteer opportunities, and collaborative partnerships with other student clubs and organizations; all aimed at making a meaningful and positive contribution to the university
  - To facilitate cultural exchanges with other student clubs and organizations, aiming to foster a deeper understanding and appreciation of Turkish culture, as well as to learn from the rich traditions of other cultures

### **Article 3: Membership**

- A)** Membership to the Turkish Students’ Association is open to all University of Toronto members (students, staff, faculty and alumni) across all 3 campuses (Mississauga, St. George and Scarborough).
- B)** Members must register with a TSA Executive by submitting their full name and a valid email address or by filling out the TSA’s membership form. Members who are active UTM students are permitted to run, nominate and vote in the elections of our organization.
- C)** Membership to the Turkish Students’ Association is open to non-UofT members. However, these members do not hold the aforementioned rights and are considered Associates.
- D)** Membership to the TSA has no fees. Attendees of a TSA event may be subject to an entry fee.
- E)** For recognition by the University of Toronto Mississauga Students’ Union (UTMSU), the TSA must maintain a minimum of 30 members, of which at least 51% must be UTMSU members. The TSA must also maintain recognition from the Centre for Student Engagement (CSE). These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

## **Article 4: Executive Positions**

### **A) The President:**

- Serves as the TSA's leader, responsible for providing overall direction and distribution of duties
- Facilitates effective communication and collaboration among TSA executives and members
- Serves as the signing officer authority along with the Director of Finance for financial purposes
- Represents the club at university events and in interactions with external organizations
- Collaborates with the VPI, VPE and other executives to ensure the club's success
- Authorized in the endeavours of the DOF, DOC, DOO and appointed representatives

### **B) The Vice President Internal (VPI):**

- Focuses on internal affairs and operations within the TSA
- Supports the President in managing the club's internal processes and communication
- Works to engage and retain TSA members through events and activities
- Collaborates with the President, VPE and other executives to enhance the TSA's internal dynamics
- Authorized in the endeavours of the DOF, DOC and appointed representatives
- If the President is temporarily unable to fulfill their duties, the VPI will step in as acting President to ensure the TSA runs smoothly during that time.

### **C) The Vice President External (VPE):**

- Manages external relations and interactions on behalf of the TSA
- Supports the President in managing the club's external processes and communication
- Represents the TSA to external entities, such as collaborations with other organizations
- Collaborates with the President, VPI and other executives to promote the club's image and mission to a wider community
- Authorized in the endeavours of the DOC, DOO and appointed representatives

### **D) The Director of Finance (DOF):**

- Enables the TSA administratively, financially and monetarily, enacting as the Treasurer
- Responsible for controlling the club funds and cash flow
- Serves as the signing officer authority along with the President for financial purposes
- Responsible for conducting the UTMSU audit
- Works closely with the President and VPI

### **E) The Director of Communications (DOC):**

- Responsible for controlling TSA's communications and media presence
- Facilitates effective internal communication and engagement among executives and members
- Works closely with the President, VPI, VPE, MC

### **F) The Director of Operations (DOO):**

- Responsible for controlling club operations and organizational presence
- Responsible for long-term strategic planning, goal-setting and overseeing the TSA's day-to-day operations
- Works closely with the President, VPE, DOC and EC

**G)** The President, VPI, and the DOF shall have access to the TSA's bank account. The President, the VPE and the DOC shall have access to the TSA's social media accounts.

**H)** In their absence, the President may delegate their position to the VPI or VPE to ensure their duties are fulfilled.

I) In their absence, the DOF, DOC and DOO may delegate their position to the VPI or VPE to ensure their duties are fulfilled.

#### **Article 4.1: Appointed Representatives**

##### **A) Information Technology Coordinator (ITC):**

- Manages the Turkish Students' Association's website publications
- Supports the club's online presence and technology-related tasks
- Works closely with the VPI and DOC to conduct a comprehensive assessment of the club's ongoing requirements, relative to the purview of this designated position

##### **B) Marketing Coordinator (MC):**

- Seeks opportunities to enhance the general awareness and social media presence of the TSA
- Helps the club reach its target audience and expand its presence
- Works closely with the VPE and DOC for guidance and implementation of prospective events or partnerships

##### **C) Event Coordinator (EC):**

- Responsible for planning and organizing various events and activities for the club
- Coordinates and collaborates with the TSA executives and members to ensure successful event execution
- Works closely with the VPE and DOO to manage event logistics, scheduling and resources

##### **D) First-Year Representative (FYR):**

- Acts as a liaison between first-year students and the TSA executives
- Responsible for assisting in the onboarding and welcoming of the new first-year students to the club
- Works closely with the VPI and DOC to provide a voice for new members of the TSA

##### **E) Secretary:**

- Assists in the coordination and documentation of TSA initiatives, projects and events
- Acts as a point of contact for internal communications, facilitating efficient information flow between TSA executives, members and external parties
- Works closely with the VPI and VPE to manage administrative and clerical tasks

#### **Article 4.2: Termination of Executives, Appointed Representatives or General Members**

A) Any TSA member, who commits an act negatively affecting the interests of the TSA and its members, may be given notice of removal subject to the following:

- i) The member up for removal shall have the right to defend their actions. Any member removed from their position may appeal the decision within 14 days. The appeal will be reviewed by a committee consisting of the TSA Executives.
- ii) A minimum of two-thirds (2/3) majority vote is needed from the TSA Executives or members, to remove a member from the TSA.
- iii) The member being removed from the TSA's membership will lose any privileges associated with being a member of the club.

B) The TSA Executives, Appointed Representatives, General Members and Associates are subject to the same termination or impeachment process as outlined in Article 4.2A.

**C)** Additionally, a TSA Executive may be removed from office if the UTMSU's VP CL has issued two verbal warnings, and the UTMSU has issued one written warning, provided that the warnings clearly state concerns and the steps to take in which solutions will resolve them.

**D)** In the event of the resignation or removal of a TSA Executive from office, a By-Election will be held according to the Election regulations articulated in Article 5. The member elected from the By-Election will serve the remainder of the term of the removed Executive. If no candidates apply for that position, the TSA Executives have the authority to appoint a General Member to that position.

**E)** In the event of the resignation or removal of a TSA Appointed Representative from office, the TSA Executives reserve the right to appoint a General Member to that position.

### **Article 5: Elections**

**A)** The TSA must hold an Election for the Executive positions within the UTMSU's Election framework and timeline, of every academic year. The current TSA executives must begin advertising the executive positions in March and publish an election season timeline containing the nomination period, campaign period and voting period dates. Each of these periods must be a minimum of 3 weekdays. The voting period must end before March 30th. The TSA Election is open to all interested candidates and voters who apply to Article 3B. The term of executive positions shall be from May 1st to April 30th.

**B)** The TSA executives shall appoint a Chief Returning Officer (CRO) from the General Members to conduct and hold the elections. The CRO must be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election. The CRO is responsible for accepting nominations according to Article 3B. Only members who have been in good standing for 30 days prior to the election dates are eligible for nominating and running.

**C)** The election will be held online and the members of the TSA will be notified through mass communication. The CRO is responsible for accepting votes according to Article 3B. Only members who have been in good standing for 30 days prior to the election dates are eligible for voting.

**D)** If no candidates apply for an Executive position, the newly elected TSA executives have the authority to appoint a General Member to that position.

**E)** In the event of a tie, the CRO will hold a By-Election to break the tie with the same rules as the By-Election in the Election regulations articulated in Article 4.2 and Article 5.

**F)** At the end of the election, the candidate with the most votes shall be elected to that position. The CRO is responsible for submitting a report of the results to the newly elected Executives and General Members, as well as the UTMSU.

**G)** If the TSA Elections are not held for the next academic year or the Election results are not submitted to the UTMSU, the TSA will endure cancellation of UTMSU recognition and club status.

### **Article 6: Finances**

**A)** The Director of Finance is responsible for maintaining records of all income and expenses. The DOF shall present a report on the TSA's financial health at the executive meetings referenced in Article 7B. Expenditures exceeding CAD\$100.00 require a majority vote by the Executives.

**B)** The TSA's Executives or members shall not engage in activities that are essentially commercial in nature. This does not preclude collecting charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the TSA must not make profits for purposes outside the organization.

## **Article 7: Meetings**

**A) General Meetings:** The TSA shall hold a minimum of two general meetings per year (at least once per academic term). The TSA Executives will announce these dates two 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.

**B) Executive Meetings:** The TSA Executives meet on a monthly basis where dates and times are to be set by an Executive. The quorum of Executive Meetings shall be 50%+1 of executives. The Appointed Representatives may be invited to the Executive Meetings.

## **Article 8: Amendments**

**A)** A minimum of two-thirds (2/3) majority vote is needed from the TSA Executives or members, to modify this document. A General Meeting must be held to vote on constitutional amendments, according to Article 7A.

**B)** The TSA Executives shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc.) within two weeks of its approval by the TSA Executives or members.

## **Article 9: Transition Process after Elections**

**A)** Within the first week following the election, the outgoing President must transfer all TSA account credentials mentioned in Article 10, to the newly elected President. The incoming President is then responsible for granting access to appropriate Executives according to Article 4G.

**B)** The newly elected Executives must promptly update the passwords for the TSA's corporate email, [turkish@utmsu.ca](mailto:turkish@utmsu.ca) and all other accounts listed in Article 10. Where possible, the recovery email must be set to [turkish@utmsu.ca](mailto:turkish@utmsu.ca). Otherwise, the recovery email must be the current President's university or personal email.

**C)** While the incoming Executives are not permitted to delete any content created by their predecessors, they do have the authority to archive posts from previous TSA board members on platforms such as Instagram. Retaining documents on Google Drive is crucial to ensure continuity and provide historical context for the new Executive team.

## **Article 10: Accounts**

**A)** G-Suite: [turkish@utmsu.ca](mailto:turkish@utmsu.ca)

**B)** Instagram: @UTMTurkish, connected to [turkish@utmsu.ca](mailto:turkish@utmsu.ca)

**C)** Twitter/ X: @UTMTurkish, connected to [turkish@utmsu.ca](mailto:turkish@utmsu.ca)

**D)** LinkedIn: Turkish Students' Association (TSA)/ UTMTurkish, connected to the personal email of the President

**E)** Canva: connected to [turkish@utmsu.ca](mailto:turkish@utmsu.ca)

**F)** WIX: connected to [turkish@utmsu.ca](mailto:turkish@utmsu.ca)

**H)** Eventbrite: connected to [turkish@utmsu.ca](mailto:turkish@utmsu.ca)

**I)** Linktree: connected to [turkish@utmsu.ca](mailto:turkish@utmsu.ca)

**J)** Any other accounts created throughout the term must be added to Article 10 for future reference.