

## **Constitution of “University of Toronto Asian Student Alliance”**

**Vision:** To foster a sense of belonging and solidarity within the University of Toronto Asian community.

**Mission:** To create a safe and community-led space where University of Toronto Asian members and Allies can connect, exchange ideas, and co-create solutions.

### **Governance Structure**

#### **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized group is “University of Toronto Asian Student Alliance.”
- 1.2. The official acronym or abbreviation of the group is “UTASA.”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to foster a sense of belonging and solidarity within the University of Toronto Asian community.

#### **2. Article Two – Membership**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, partner organizations, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. There will be no membership fee.

#### **3. Article Three – Rights of Members**

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

#### **4. Article Four - Executive Committee**

- 1.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 1.2. The Executive Committee shall be comprised of 10 voting members.
- 1.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 1.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 1.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 1.5. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 1.6. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

#### **5. Article Five - Executive Committee Composition and Duties**

##### **5.1. The Co-Presidents shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

##### **5.2. The Vice-Presidents shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the Chair in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts.
- 5.2.5. Internal VP: Communication with clubs and Alliance members,
- 5.2.6. External VP: Communication with external partners and community groups.

##### **5.3. The Secretary shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,

- 5.3.2. Maintain a list of group members,
  - 5.3.3. Maintain the group website and member contact list,
  - 5.3.4. Record notes and motions for meetings,
  - 5.3.5. Notify all members of general meetings,
  - 5.3.6. Assist Executive Committee to organization directory for contact information,
  - 5.3.7. Assist Social Media Director to disseminate information regarding events promotion.
- 5.4 The Events Directors shall:**
- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 5.4.2. Plan for events and execute logistical affairs,
  - 5.4.3. Centralize and provide outreach to respective tri-campus student organizations for collaborations
- 5.5 The Social Media Director shall:**
- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 5.5.2. Maintain Social Media presence on a regular basis; through online campus groups liaisons and engagements,
  - 5.5.3. Create and disseminate marketing material on social media platforms and website,
  - 5.5.4. Collaborate with the Secretary to discuss current affairs to create promotional materials in sync with upcoming events.

## **6. Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

## **7. Article Seven - Advisory Committee**

- 7.1. The term for all positions on the Advisory Committee shall be from September 1st to April 30th.
- 7.2. The Advisory Committee shall be comprised of four to five non-voting members.
- 7.3. All members of the Advisory Committee must be currently registered faculty and staff of the University of Toronto.
- 7.4. There will be no Executive Committee members serving on the Advisory Committee.
- 7.5. The Executive Committee and Advisory Committee will have two 1-hour meetings in a year, once in Fall and another in Winter.

## **8. Article Eight – Finances**

- 8.1. The Co-Presidents shall keep an active record of income and expenses.
- 8.2. The Co-Presidents shall present the group's updates on the group's financial position at annual general meetings.
- 8.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 8.4. The group may not engage in activities that are essentially commercial in nature.
- 8.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 8.7. The group will not pay salaries to any of its officers.

## **9. Article Nine – Meetings**

- 9.1. The Executive Committee shall meet bi-weekly.
- 9.2. The group shall hold general meetings at least once per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 9.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **10. Article Ten - Termination of Membership**

- 10.1. The Executive Committee may revoke the membership of 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.

- 10.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 10.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 10.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 10.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 10.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 10.7. Executive Committee and Advisory Committee members are subject to the same termination of membership process as general members.

## **11. Article Eleven – Amendments**

- 11.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 11.2. All voting members may propose and vote on amendments to the constitution.
- 11.3. The Executive Committee shall submit the revised constitution to the Advisory Committee within two (2) weeks.
- 11.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by the Advisory Committee.