

Constitution of “Nepalese Student Association”

1. Article One – Name and Purpose

1. The official name of the recognized student group is “Nepalese Student Association”
2. The official acronym or abbreviation of the group is “NSA”
3. The purpose, objectives, mission and/or mandate of the organization is to serve as a tri-campus community which aims to be the central hub for Nepalese culture at the University of Toronto. The NSA will act as an open space for anyone who is interested in Nepalese culture to celebrate, empower, cultivate and learn about Nepalese culture together. This would include educating audience members on Nepal’s geographies of scales, religions, festivals and unique traditions. The objectives will be executed through the hosting of tri-campus events, educational posts on social media and collaborations with Nepalese communities locally and globally.

2. Article Two – Membership and Membership Fee

1. The group shall maintain a list of group members.
2. Voting membership is open to all registered students of the University of Toronto.
3. Voting membership is open only to registered students of the University of Toronto.
4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
5. The membership fee will be \$0 per year.

Article Three – Rights of Members

1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
2. All voting members have a right to attend all NSA general meetings of members.
3. All voting members have a right to cast votes at all NSA general meetings of members.
4. All voting members have a right to stand for NSA’s election unless otherwise stated in this document.
5. All voting members have a right to cast votes in all NSA group elections and referenda.
6. All voting members have a right to propose and vote on NSA amendments to this constitution.

7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

1. Article Four - Executive Committee

1. The term for all positions on the NSA Executive Committee shall be from September 3rd to April 30th.
2. The Executive Committee shall be comprised of four (4) voting members.
3. All voting members of the NSA Executive Committee must be currently registered students of the University of Toronto.
4. Non-voting members may hold only non-voting positions on the Executive Committee.
5. The maximum number 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.
6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
7. 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.
8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

Article Five - Executive Committee Composition and Duties

1. The Presidents shall:

The President of NSA will be accountable for supervising the Nepalese Student Association (NSA) and its activities, events and operations across all three campuses: University of Toronto Scarborough (UTSC), University of Toronto Mississauga (UTM), and University of Toronto St. George (UTSG) campuses. The general responsibilities would include providing comprehensive support to team members in various roles, contributing to the development of guidelines, managing logistics, and ensuring the overall organizational efficiency

1. **5.1.1.** Be eligible to cast votes at meetings of the Executive Committee,

2. 5.1.2.Oversee the operations, management, and success of the group,
3. 5.1.3.Serve as spokesperson for the group,
4. 5.1.4.Hold signing and financial authority along with the Treasurer,
5. 5.1.5.Preside over meetings of the Executive Committee and/or members,
6. 5.1.6.Ensure a transition of office from one year to the next.

2. **The Vice-President shall:**

- 1) The Vice President of Communications role will act as a public relations figure by maintaining internal and external communication while preparing materials in order to recruit members in coordination with the rest of the team. The ultimate goal of VP Communications will be to establish, promote and maintain a positive image of NSA
- 2) The VP External of Nepalese Student Association will be responsible for forging connections and collaborations amongst other cultural groups, student clubs, and departments across all tri-campus. The VP External should utilize the NSA's social media accounts and in-person interactions in order to facilitate external relationships
- 3) The VP Marketing of Nepalese Student Association will be responsible for creating external media resources (i.e website and linktree) in order to increase NSA's media presence and promote upcoming events & news. The VP Marketing should be able to utilize these platforms in a way to increase awareness and information to external audiences about NSA
- 4) The Vice President Finance will work in collaboration with the Vice President of Events to maintain and administer all financial activities of the association. This will be through preparing an annual budget statement at the beginning of the academic year, disburse funds as needed and maintain an accurate record of all expenditures and incoming monetary resources to NSA
- 5) The Vice President Events will primarily work towards planning, approving and facilitating the association's events. Through working in collaboration with the Finance Manager, the VP Events will organize the association's finances and ensure that it remains in good standing. Additionally, the VP Events will assist the President in the overall operation, management and organization of NSA and its executive council

1. **5.2.1.** Be eligible to cast votes at meetings of the Executive Committee,
2. **5.2.2.** Assume duties of the President in their absence,
3. **5.2.3.** Ensure activities of the club comply with policies of the University of Toronto,
4. **5.2.4.** Coordinate organizational recruitment efforts.

3. **The Secretary shall:**

The Secretary will work alongside the VP Marketing in order to ensure NSA members and external audiences are engaging with the websites, instagram and other forms of promotional material. The Secretary will also contribute to sparking new ideas and creative ways we can promote NSA events to the student body in all tri-campuses. This would include taking meeting notes and interacting with the student body.

1. **5.3.1.** Be eligible to cast votes at meetings of the Executive Committee,
2. **5.3.2.** Maintain a list of group members,
3. **5.3.3.** Maintain the group website and member contact list,
4. **5.3.4.** Record notes and motions for meetings,
5. **5.3.5.** Notify all members of general meetings.

4. **The Treasurer shall:**

The Treasurer will be the liaison between students and NSA, gathering valuable feedback to enhance our events and initiatives. Collaborating closely with the VP Events and President, the director will ensure that NSA remains responsive to student interests and preferences, facilitating regular feedback sessions after events to drive continuous improvement and community involvement.

1. **5.4.1.** Be eligible to cast votes at meetings of the Executive Committee,
2. **5.4.2.** Record all financial transactions of the group,
3. **5.4.3.** Hold signing and financial authority along with the President,
4. **5.4.4.** Maintain a budget of income and expenses,
5. **5.4.5.** Advise members on financial position of the group,

6. 5.4.6. Prepare an annual budget for the group.
7. 5.4.7.

2. Article Six – Elections

1. All voting positions on the Executive Committee shall be filled through an annual election.
2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
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.
7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

1. Article Seven – Finances

1. The Treasurer shall keep an active record of income and expenses.
2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
3. The Executive Committee must approve all expenditures over \$300.00 through a majority vote at a meeting of the Executive Committee.
4. The group may not engage in activities that are essentially commercial in nature.
5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
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.
7. The group will not pay salaries to any of its officers.

1. Article Eight – Meetings

1. The Executive Committee shall meet bi-weekly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

2. The group shall hold general meetings at least once per month to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
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.

1. Article Nine - Termination of Membership

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.
2. A vote to revoke membership must be held at a meeting of the Executive Committee.
3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
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.
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.
7. Executive Committee members are subject to the same termination of membership process as general members.

1. Article Ten – Amendments

1. **10.1.**All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
2. **10.2.**All voting members may propose and vote on amendments to the constitution.
3. **10.3.**The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
4. **10.4.**Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.