

Constitution of Iranian Student Organization (ISO)

Updated as of March 31, 2024

Article I: Name and Purpose

- 1.1 The official name of the Campus Group will be The Iranian Student Organization at the University of Toronto Scarborough.
- 1.2 The campus group may be referred to by the acronym ISO.
- 1.3 The purpose, objectives, mission and/or mandate of the organization is to
 - 1.3.1 To organize and administer events that will foster a community with individuals who identify as Iranian.
 - 1.3.2 To promote Iranian culture at the university while abiding by institution by laws.
 - 1.3.3 To serve as a resource for all Iranian students, whether international or domestic, who wish to have a closer connection with their Iranian heritage.
- 1.4 The Iranian Students' Organization will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by:
 - 1.4.1 Providing a forum for Iranian students and faculty to meet each other and form a close-knit community. The organization attempts to promote Iranian culture aligned with the University of Toronto strives at promoting inclusion and diversity. The organization provides a safe space for international students immigration from Iran at which students can share ideas, experiences, and helpful resources to better adjust to Canadian education system and social life.
- 1.5 The Iranian Students' Organization fundamentally serves a non-profit function within the University of Toronto Scarborough and will not engage in essentially commercial activities.
- 1.6 The Iranian Students' Organization operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article II: 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, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5 The membership fee will be \$6 per year. DOESN'T APPLY

Article III: Rights of Members

3.1 All members may apply for a full refund of their membership fee within one (1) month of becoming a member.

3.2 All voting members have a right to attend all general meetings of members.

3.3 All voting members have a right to cast votes at all general meetings of members.

3.4 All voting members have a right to stand for election unless otherwise stated in this document.

3.5 All voting members have a right to cast votes in all group elections and referenda.

3.6 All voting members have a right to propose and vote on amendments to this constitution.

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

Article IV: Executive Committee

4.1 The term for all positions on the Executive Committee shall be from May 1st to April 30th.

4.2 The Executive Committee shall be comprised of 12 voting members.

4.3 All voting members of the Executive Committee must be currently registered students of the University of Toronto.

4.4 Non-voting members may hold only non-voting positions on the Executive Committee.

4.5 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.

4.6 Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.7 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.

4.8 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 V: Elections

5.1 All voting positions on the Executive Committee shall be filled through an annual election.

5.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

5.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

5.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.

5.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

5.6 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.

5.7 The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

5.8 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)

Article VI: Termination of Membership

6.1 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.

6.2 A vote to revoke membership must be held at a meeting of the Executive Committee.

6.3 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

6.4 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

6.5 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.

6.6 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.

6.7 Executive Committee members are subject to the same termination of membership process as general members.

Article VII – Amendments

7.1 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

7.2 All voting members may propose and vote on amendments to the constitution.

7.3 The Executive Committee shall submit the revised constitution to staff in the Student Life programs office at the University of Toronto Scarborough within two (2) weeks.

7.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life programs office at the University of Toronto Scarborough.

Article VIII – Executives

8.1 The executives of the organization shall include:

- (1) President
- (1) Vice President Administration
- (1) Vice President Finance
 - (1) Finance Coordinator

- (1) Vice President External
- (1) Vice President Events
 - (3) Event Coordinators
- (1) Vice President Marketing
 - (1) Social Media Director
 - (1) Content Researcher
 - (1) Photographer

8.2 The broad responsibilities of each executive position are as follows:

President:

- Oversee the organization as a whole and determine the agenda and trajectory for each year and act as the chairperson in the general meetings.
- Fulfill the responsibilities of any vacant position or delegate the task to another party.
- Ensure the smooth transition of power and sustainability of the organization from year to year.
- Recruit new executives and review their performance on a monthly basis.
- Upholding the values of the organization and validating any piece of electronic or physical information shared on behalf of the club.
- Develop and maintain relationships with the SCSU, other DSAs, clubs, and other external organizations.

Vice President Administration:

- Update the organization's information and social media platform by working with the Vice President Marketing
- Manage members' information and resolving any matter pertaining to membership of ISO.
- Ensure that the organization is represented and recognized by the Governance Council, SCSU Board of Directors, Department of Student Life, and DSA Council.
- Maintain the organization's minutes, records, documents, emails, and Google files.
- Evaluate the performance of other executives; Write a comprehensive report on executives' performance.
- Conduct investigation into complaints against executives and recommend impeachment of complainees in the light of resounding evidence.
- Manage communication with all internal and external stakeholders.
- Will stay in their role for two consecutive years with possibility of renewal for 1 additional year to allow for long-term planning and continuity.
- To preserve confidentiality in the transfer of information between Vice Presidents and due to the significant training involved, the position of Vice President shall not be subject to annual rotation.

Vice President Finance:

- Keep track of the organization's fundraising goals set by the executives' committee on the first executive meeting.
- Manage the organization's bank account and keep proper bookkeeping records.
- Ensure enough capital is available for each event.
- Prepare Invoices and cheques for reimbursement and ensure adequate year-end cash flow reporting to the senior executives.
- Apply for internal and external funding sources and opportunities in a timely manner.
- Seek sponsorship packages from external organizations and prepare sponsorship proposals with the senior executives' consult.
- Will stay in their role for two consecutive years with possibility of renewal for 1 additional year to allow for long-term planning and continuity.
- To preserve confidentiality in the transfer of financial information between Vice Presidents and due to the significant training involved, the position of Vice President shall not be subject to annual rotation.

Finance Coordinator:

- Support the VP Finance in maintaining accurate financial records and organizing receipts, invoices, and transaction documentation.
- Help prepare event budgets by gathering cost estimates and forecasting expenses under the VP's supervision.
- Aid in processing reimbursements and cheque requests, ensuring all paperwork is completed and submitted correctly.
- Research and compile a list of potential internal and external funding opportunities for the VP to review and apply for.
- Participate in meetings with the VP Finance and senior executives to provide financial input or recordkeeping assistance when needed.
- Assist with any arising inquiries as requested by the Vice President of Finance.
- Will be in rotating one-year terms to allow for diverse perspectives, new ideas/experiences, and creativity through annual rotations.

Vice President External:

- Act as the primary liaison between the club and external organizations, including other student clubs, university departments, and community partners.
- Initiate and maintain partnerships or collaborations with external groups for events, campaigns, or shared initiatives.
- Represent the club at tabling events and student union gatherings.
- Coordinate and manage co-hosted events with other organizations, ensuring clear communication and role division in coordination with the Vice President of Events.
- Seek and secure guest speakers, or other external resources that support club activities.

- Respond to external inquiries in partnership with Vice President of Administration and maintain professional communication with non-members and stakeholders.
- Will be in rotating one-year terms to allow for diverse perspectives, new ideas/experiences, and creativity through annual rotations.

Vice President Events:

- Oversee the planning, coordination and execution of all club events, including social, cultural, and fundraising initiatives.
- Oversee event proposals and timelines, including logistics, budgets, and required resources with working closely with VP Administration.
- Collaborate with other executives and committees to ensure events align with the club's mission and objectives.
- Book venues, manage equipment rentals, and oversee setup/take-down for events.
- Recruit and coordinate volunteers or team members to support event execution.
- Liaise with the VP Marketing to ensure proper event promotion.
- Monitor event performance and collect feedback to improve future programming.
- Maintain a calendar of upcoming events and ensure proper documentation (e.g. reports, debriefs).
- Will be in rotating one-year terms to allow for diverse perspectives, new ideas/experiences, and creativity through annual rotations.

Events Coordinators:

- Work closely with VP Events to plan, coordinate, and execute all club events, including social, cultural, and fundraising initiatives.
- Take on specific logistical tasks such as venue booking, equipment setup, catering, or registration.
- Help create and manage event timelines, checklists, and day-of schedules.
- Recruit, organize, and manage event volunteers or support staff. Communicate with vendors, performers, or guests as directed by the VP Events.
- Ensure smooth on-site execution during events, including setup, coordination, and takedown.
- Meet with the Vice President Social ensuring each event is properly planned; attend additional meetings, if required.
- Will be in rotating one-year terms to allow for diverse perspectives, new ideas/experiences, and creativity through annual rotations.

Vice President Marketing:

- Responsible for increasing the organization's exposure and ensure adequate promotion for ISO events.
- Monitor social media engagement and respond to comments.

- Supervise publicity and marketing directors and ensure contents pursuant to the organization code are published on a regular basis.
- Advertise the organization and its initiative by performing tasks including but not limited to content creation, ask from other organizations for social media promotion, designing posters and flyers, video editing, and photography under the supervision of the Vice President Publicity and Marketing.
- Take initiatives aimed at increasing ISO's publicity and recognition; present their quantified marketing achievement in executive meetings.
- Work closely with the events coordinators to ensure each event is adequately advertised.
- Will be in rotating one-year terms to allow for diverse perspectives, new ideas/experiences, and creativity through annual rotations.

Social Media Director:

- Manage and regularly update the club's social media platforms (e.g. Instagram, TikTok, Facebook, LinkedIn).
- Create and schedule content that promotes events, initiatives, and club updates.
- Design engaging visuals, captions, and stories in line with the club's mission.
- Work closely with the VP Marketing to develop and implement content strategies.
- Collaborate with other team members (e.g. VP Marketing, content researcher, and photographer) to gather content and promote specific initiatives.
- Track performance metrics (reach, engagement, growth) and provide regular updates to the VP Marketing.
- Stay up-to-date with social media trends and suggest new ideas to keep content fresh and relevant.
- Will be in rotating one-year terms to allow for diverse perspectives, new ideas/experiences, and creativity through annual rotations.

Content Researcher:

- Research relevant cultural topics, trends, and data to support the club's social media, campaigns, and promotional content.
- Provide accurate and engaging information for posts, newsletters, event promotions, and other marketing materials.
- Work closely with the Social Media Director and VP Marketing to brainstorm content ideas and ensure accuracy.
- Stay informed about current events, industry trends, and community issues relevant to the club's mission or cultural theme.
- Fact-check all outgoing content to maintain the club's credibility and professionalism.
- Monitor peer organizations and similar clubs for content inspiration and strategic insights.
- Help maintain a shared content calendar and repository of ideas and resources.

- Will be in rotating one-year terms to allow for diverse perspectives, new ideas/experiences, and creativity through annual rotations.

Photographer:

- Capture high-quality photos at club events, meetings, and initiatives for promotional use.
- Coordinate with the VP Marketing and Social Media Director to ensure key moments are documented.
- Edit and organize photos for use across social media, newsletters, and other marketing materials.
- In working closely with VP Administration, help build and maintain a photo archive for the club's future promotional needs.
- Suggest creative visual concepts or photo shoots to enhance the club's branding and campaigns.
- Collaborate with other marketing team members to provide visual content for posts and event promotion.
- Will be in rotating one-year terms to allow for diverse perspectives, new ideas/experiences, and creativity through annual rotations.