

# Constitution of “ BSA UTM”

## 1. Name

The official name of this recognized campus group is ‘ The Bangladeshi Students’ Association

The acronym or abbreviation of this group is: BSA UTM

## 2. Purpose and Objectives

### Purpose and Objectives of the Bangladeshi Students Association at UTM (BSA UTM)

#### Mission:

The mission of BSA UTM is to create a welcoming and inclusive community for Bangladeshi students at the University of Toronto Mississauga, fostering cultural pride, academic support, and social connections. We aim to bridge cultural awareness between Bangladeshi and non-Bangladeshi students and celebrate the rich heritage, values, and contributions of Bangladesh within the UTM community.

#### Vision:

Our vision is to establish BSA UTM as a vibrant hub that encourages cultural celebration, mutual understanding, and personal and academic growth among members. We envision a dynamic and united Bangladeshi student community that supports and uplifts one another while promoting a positive image of Bangladesh.

#### Objectives and Goals:

1. **Cultural Enrichment:** To host events, such as “Chaa and Adda,” that celebrate Bangladeshi culture, traditional festivities, and significant national observances, enhancing cultural awareness among all UTM students.
2. **Academic and Professional Development:** To provide members with resources and opportunities, including workshops, networking sessions, and guest speaker events, aimed at enhancing academic success and career readiness.
3. **Social Engagement:** To create a supportive environment for students to form friendships and build lasting connections through social gatherings, group outings, and collaborative activities.
4. **Advocacy and Outreach:** To promote diversity and inclusivity on campus and advocate for the needs and interests of Bangladeshi students within the larger UTM community.

#### Implementation Strategy:

BSA UTM will achieve its mission and objectives through a variety of approaches:

- **Events and Gatherings:** Hosting regular events that foster a sense of community, such as cultural nights, movie screenings, and holiday celebrations, to engage students in a fun and educational environment.

- **Educational Workshops:** Organizing seminars and workshops on academic skills, career planning, and leadership to empower members to succeed personally and professionally.
- **Collaborative Initiatives:** Partnering with other cultural associations and campus organizations to create a united platform for cultural exchange and advocacy.
- **Community Support and Outreach:** Providing peer mentorship, mental health resources, and a safe space for students to share and address their challenges, creating a supportive network within UTM.

Through these efforts, BSA UTM strives to be a nurturing space that celebrates Bangladeshi culture, supports student success, and builds a diverse and inclusive campus community.

### 3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$ 0

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

### 4. Executive List and Duties

The executive committee shall be comprised of four (4) elected officers. These include a [NAME ALL EXECUTIVE POSITIONS HERE].

**\*\*Executive List and Duties of the Bangladeshi Students Association at UTM (BSA UTM)\*\***

The executive committee shall be comprised of five (5) elected officers: **\*\*President, Vice-President of Operations, Vice-President of Marketing, Vice-President of Events, and Vice-President of Finance.\*\***

---

The President shall:

- Oversee the operations, management, and overall success of the group.
- Serve as the primary spokesperson and representative of BSA UTM.
- Hold signing officer authority, along with the VP of Finance, for financial purposes.
- Preside over executive meetings and general assemblies, ensuring organized and productive discussions.
- Ensure a smooth transition of responsibilities to future executives.

- Additional responsibilities may include:
  - Setting the strategic vision and annual goals for the organization.
  - Fostering relationships with other student organizations and external partners.

---

The Vice-President of Operations shall:

- Assume the duties of the President in their absence.
- Oversee and manage various operational aspects of the club, ensuring smooth execution of day-to-day activities.
- Coordinate recruitment efforts and engage with new and returning members to ensure an inclusive environment.
- Ensure that all club activities comply with University of Toronto regulations and policies.
- Additional responsibilities may include:
  - Assisting in the organization of key meetings and events.
  - Managing logistical arrangements for club events and activities.

---

The Vice-President of Marketing shall:

- Develop and execute marketing strategies to increase the visibility of BSA UTM and its events.
- Manage the club's social media accounts and website, ensuring engaging and relevant content.
- Collaborate with the VP of Events to promote upcoming activities effectively and reach a broad audience.
- Handle the design of promotional materials, including posters, banners, and online media.
- Additional responsibilities may include:
  - Engaging with external organizations and sponsors to enhance club outreach.
  - Coordinating with the executive team to create cohesive branding for the club.

---

The Vice-President of Events shall:

- Plan and oversee all BSA UTM events, ensuring a well-organized and enjoyable experience for members.
- Coordinate event logistics, including venue reservations, supplies, and event staffing.
- Work closely with the VP of Marketing to effectively promote events and engage attendees.
- Develop new event ideas that align with the club's mission, such as cultural celebrations, workshops, and networking sessions.
- Additional responsibilities may include:
  - Collecting feedback from members post-event to continuously improve future gatherings.
  - Establishing partnerships with other organizations for joint events.

---

The Vice-President of Finance shall:

- Record all financial transactions of the club and ensure accurate financial documentation.
- Hold signing officer authority, along with the President, for financial purposes.
- Prepare and maintain a budget, tracking income and expenses, and advising the executive team on the club's financial health.
- Prepare annual and event-specific budgets, ensuring responsible financial management and sustainability.
- Additional responsibilities may include:
  - Sourcing sponsorships and managing fundraising efforts.
  - Creating financial reports to present at executive meetings and for university requirements.

---

**\*\*Directors and Their Duties of the Bangladeshi Students Association at UTM (BSA UTM)\*\***

The Directors support the executive team in specific areas, assisting with key responsibilities to ensure smooth operations of the club. Directors do not hold executive decision-making authority but play essential roles in executing the club's initiatives. The positions include: **\*\*Director of Marketing, Director of Events, Director of Finance, and Director of Operations.\*\***

---

The Director of Marketing shall:

- Assist the VP of Marketing in developing and executing marketing strategies to increase the club's visibility.
- Help manage social media platforms and the website, creating engaging posts and keeping members informed of club updates.
- Design promotional materials, including graphics for events and announcements, ensuring they align with BSA UTM's branding.
- Work with the VP of Marketing to engage and grow the club's audience.
- Additional responsibilities may include:
  - Coordinating outreach efforts to attract new members.
  - Gathering feedback on promotional efforts to enhance future marketing strategies.

---

The Director of Events shall:

- Assist the VP of Events in planning, organizing, and executing BSA UTM events.
- Handle logistics for events, including securing supplies, managing schedules, and coordinating with volunteers.
- Help facilitate event setup, registration, and troubleshooting during events to ensure smooth operations.
- Work with the VP of Events to develop new ideas that align with the club's mission and cater to member interests.
- Additional responsibilities may include:
  - Collecting participant feedback and reporting on event outcomes.

- Assisting with budgeting and sourcing materials or resources for events.

---

The Director of Finance shall:

- Support the VP of Finance in managing and recording all financial transactions.
- Assist in preparing the club's budget, tracking expenses, and ensuring responsible financial practices.
- Help with the preparation of financial reports, maintaining clear and accurate financial records.
- Collaborate with the VP of Finance in sourcing sponsorships and supporting fundraising efforts.
- Additional responsibilities may include:
  - Assisting in preparing budgets for specific events and monitoring spending to stay within budget.
  - Preparing financial summaries for presentation to the executive team and for university requirements.

---

The Director of Operations shall:

- Support the VP of Operations in managing the club's daily functions and logistics.
- Assist with recruitment efforts, helping to organize and participate in member outreach and engagement.
- Help ensure that all club activities comply with university policies and regulations.
- Aid in managing the club's scheduling and logistical needs for meetings and events.
- Additional responsibilities may include:
  - Coordinating volunteer efforts for various events and activities.
  - Assisting with administrative tasks to ensure smooth day-to-day operations within the club.

---

These Directors provide essential support to the VP roles, enabling the club to effectively execute its mission and goals while promoting a positive experience for members.

Directors or Coordinators may be appointed to oversee specific committees, such as social, publicity, or logistics; however, these positions will not have executive decision-making authority.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

The President

#### **Termination of Executives or General Members:**

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, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

## **5. Elections**

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The SEO Election Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the **beginning of March**. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The SEO shall select **three (3) election dates before March 30<sup>th</sup> for the voting period**. These dates will be announced in a **minimum of two (2) weeks prior to elections dates** and must fall on weekdays.

The SEO shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the SEO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

## **6. Finances**

The VP of Finance shall keep records of all income and expenses. The VP of Finance shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

## **7. Meetings**

### A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) 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. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

### b) Executive Meetings:

The executive committee shall meet on a bi-weekly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

## **8. Amendments**

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, etc) within two (2) weeks of its approval by general members.