Constitution of "Chinese Undergraduate Student Association at the University of Toronto"

1. Name and Purpose

1.1. The official name of the recognized student group is "Chinese Undergraduate Student Association at the University of Toronto"

1.2. The official acronym or abbreviation of the group is "CUAUT"

1.1. The purpose, objectives, mission and/or mandate of the organization:

- CUAUT is a non-profit, non-political, social, academic, and cultural organization of Chinese undergraduates. In general, our aim is to provide help and advice to students on both their study and living at the University of Toronto. We will also organize various events for our members to enrich their university experience. Not only is this especially relevant for international students from Mainland China, but also, for Chinese students from Hong Kong, Macao, Taiwan, and other places around the world. More specifically, our goals are:
    - to provide opportunities for Chinese students to enhance and expand their social networks.
    - to provide both academic and social counseling for its members and assist new students get used to study and living far away from home.
    - to help increase the awareness of Chinese culture, and tradition, among the entire university community. In addition, we will promote Mandarin speaking through our Mandarin and English exchange program.
    - to introduce foreign study experience to students and their parents in China.

2. Membership and Membership Fee

2.1. The non-voting membership is open to all members at the University of Toronto community. This includes:

- any full-time or part-time Chinese student.
- any student who is interested in knowing more about China, its culture and Mandarin speaking.
- any U of T staff, faculty, alumni.
- Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

2.2. The membership fee will be $10 per year.

2.3. Voting membership is open to all registered students of the University of Toronto. Only registered students may serve on the executive team.

3. 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. Executive Committee

4.1. The term for all positions on the Executive Committee shall be from April 2nd to April 1st.
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. Non-voting members may not hold any positions on the Executive Committee.
4.4. 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. Executive Committee Composition and Duties

5.1. The President shall:

- Establish the goal and vision of the association for the year.
- Oversee all the club activities and coordinate the work among all the executives.
- Maintain proper lines of communication among the executive committee.
- Supervise and coordinate the internal and external vice presidents' duties.
- Being able to take in charge (temporarily) when the corresponding vice president's not performing.
- Set executive meetings' dates, times, and agendas.
- Run and call meetings when necessary.
- Liaison with Student Affairs and other University Administrations.
- Keep in touch with the Consulate General of P.R. China in Toronto.
- Represent the association (to solve difficulties) at the request of other executives.
- Jointly with the internal VP, manage CUAUT's bank account.
- Make short-term policy decisions between bi-weekly executive meetings, except for financial decisions resulting in unplanned expenditure of more than $200 per event.
- Work with the Alumni Association.
- Work with the external VP and sponsorship director to create and distribute sponsorship package at the start of the new executive term.
- Along with the internal VP, organize one general meeting per term (three in total including one in the summer) and bi-weekly executive meeting.
- Along with internal VP, make sure CUAUT's office space remains at the 21 Sussex Club House.
- Coordinating with UTM and UTSC executives on issues relating to CUAUT on the two campuses.
- Signing officer of CUAUT at the Student Affairs.

5.2. The Internal Vice President shall:

• Assist the president in all internal aspects of his/her duties.
• Supervise and coordinate the human resources director and finance director's duties.
• Being able to take in charge (temporarily) when the corresponding director's not performing.
• Along with the president, organize one general meeting per term (three in total including one in the summer) and bi-weekly executive meeting.
• Write one working report to the president at the end of December.
• Maintain the proper use and office space and enforce the office hours.
• Attending all meetings related to office space at the Student Affairs.
• Along with president, make sure CUAUT's office space remains at the 21 Sussex Club House (see Student Affair's website for details regarding membership at the Sussex Club House); should try to improve the room location for future CUAUT members.
• Along with the human resources department, check the info.cuaut@gmail.com account regularly; make sure all info and questions in the email account are properly distributed and answered.
• Attend on campus meetings at which the president is unable to attend.
• Candidate of the other signing officer other than president at the Student Affairs.
• Raising fund for CUAUT.

5.3. The External Vice President shall:

• Assist the president in all external aspects of his/her duties.
• Supervise and coordinate the sponsorship director, public relation director's duties.
• Being able to take in charge (temporarily) when the corresponding director's not performing.
• Build and maintain connections with other non-U of T campus organizations
• Work with the sponsorship director and president to create and distribute sponsorship packages.
• Order business cards for execs.
• Write one working report to the president at the end of December.
• Organize social events for the executive committee (once per semester).
• Attend off-campus meetings at which the president is unable to attend.

5.4. The Executive Vice President shall:

• CUAUT's contact person responsible for all room bookings.
• Responsible for maintaining a log of all the meetings and events organized by the club.
• Keep the minutes during executive meetings and the general meetings.
• Send a meeting recap to all committee members promptly after the meetings.
• Maintain an association archive in a place accessible to all members of the club, the archive shall include, but not limited to, a current copy of the constitution, the minutes from the general meeting, and the minutes of all exec meetings.
• Help president to liaison with Student Affairs and other University Administrations.
• Attend meetings related to office space at the Student Affairs when Internal Vice President is not able to attend.

• Keep up-to-date information from the Career Centre and announce useful info to member.

5.5. The Communication Vice President shall:

• In charge of the production and publication of the CATHAY, magazine of CUAUT.

• Under the principle of freedom of press and the guidelines of the magazine, answer to the president of the association.

• Promote CUAUT in the magazine, on webpages, blogs, and Instagram.

• Oversee all the marketing and media department activities and coordinate the work with the directors.

5.6. The Events Vice President shall:

• Set up a detailed annual plan at the beginning of the academic year.

• Keep alumni up to date of CUAUT's recent events.

• Organizing network event with CUAUT's other departments.

• Keep track of records of CUAUT's inventory (e.g., office equipment etc.).

• Organize soft skills seminars, career seminars, workshops and bring in guest speakers to the association.

• Create opportunities for members to increase their skills in giving speeches in English (e.g., organize seminars etc.).

• Promoting mandarin to English speakers who are interested in learning Chinese.

• In charge of providing useful academic information (including collect past tests and exams from upper year members) to members of CUAUT.

5.7. The Human Resources Director shall:

• Maintain the alumni profile.

• Recruit members.

• Bring successful alumni back to hold info session of their graduate experiences.

• Offering help for the needs such as seeking alumni from CUAUT.

• Maintain and keep the official membership list up to date (add new members though out the year).

• Keep CUAUT members UTORid list.

5.8. The Marketing & Media Director shall:

• Prepare and order membership card.

• Design posters at the request of execs.

• Design and promote the exhibition of Chinese culture to U of T community. Website and BBS:

• Responsible for the stability of the website space, domain name and the BBS.

• Responsible for maintaining and updating the website regularly.

• Responsible for re-designing the website if necessary.

• Responsible for maintaining the availability of the BBS.

• Always keep BBS problem free.

• Being able to introduce the right executives to the BBS forum leader team.

5.9. The Finance Director shall:

• Collect cash from and reimburse to executives who receive or spend money

on behalf of CUAUT.

• Jointly with the president and the internal vice president, manage the club bank account.

• Coordinate money handling issues for events with other department (e.g., pre-event ticket sales).

• Attend most of the events and in charge of ticket sales.

• Report to the other treasurers of all the transactions incurred and money changing hand, to facilitate in recoding keeping. Records:

• Keep general entries, as well as receipts, if any, for all the transaction incurred.

• Prepare annual budget and financial statements for the association, if need arises.

• Coordinate money related issues during events with other department (e.g., deciding the ticket price and expenses).

• Help the other treasurer with ticket sales during events.

• Prepare documents for external use (e.g., file refund form to request fund from the Chinese embassy for sponsored events).

• Periodically reconcile the book and cash on hand.

• Oversee the internal control procedures.

• Joinly with internal vice president to ensure the continuous flow of fund, and promote financial health of the association.

5.10. The Sponsorship Director shall:

• Work with external vice president to create and distribute the sponsorship package starting form the end of school year prior to September.

• Run the sponsorship campaign.

• Must maintain relationships with firms throughout the year.

• Responsible for all forms of sponsorship during the year including product sponsorship (e.g., prizes).

• Liaison with the Alumni Association (this may become important in several years).

• Responsible for organizing fundraising events if needed.

5.11. The Public Relation Director shall:

• Set up annual social events plan at the beginning of each academic year.

• Work with the Marketing Director to ensure timely advertising and announcement of events.

• Advertise all CUAUT events with specific events' coordinators (i.e., seminars, social, sports, memberships, etc.).

• Release details for each event 2 weeks before event's date.

• Oversee and supervise each event as it is being carried out with help from assistants.

• In charge of event ticket sales.

• Service agent.

5.12. The Events director shall:

• In charge of equipment setup for events.

• Arrange for the printing of posters and all promotional materials.

• Raise the awareness of healthy sports among members and encourage members to work out regularly through all kinds of methods.

• CUAUT sports teams must be comprised by a majority of CUAUT members.

• Organize try-out for basketball team, soccer team, and badminton team of CUAUT at the beginning of the term to make sure CUAUT's sports team maintains regular activities.

6. Elections

6.1. Only currently registered University of Toronto students can join the election and become a member of Executive Committee.

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

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

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

6.5. General Election

6.5.1. All executive members are elected in the general annual election.

6.5.2. Elections are held in March.

6.5.3. The executive committee shall also make all reasonable efforts to notify all CUAUT members of election and by-election dates, by e-mail, telephone, or post, at the same time, they must also provide the criteria for candidacy and voting.

6.5.4. To be eligible candidate, one has to have a nomination form signed by at least 5 members.

6.5.5. Any member of CUAUT can run for any office position.

6.5.6. In order to qualify for casting a ballot, one must be an eligible voter; to be an eligible voter, one must: has held membership in CUAUT for not less than three weeks prior and to the election date. We Recommand but not force every membership attended at least one event in the academic year before voting in the ballot in order to better understand the events held by CUAUT.

6.5.7. For reasons of legitimacy, all elections will be supervised by a neutral group of at least three people.

6.5.8. The winner of the election shall be determined by simple majority (whoever gets the most votes for that position gets elected), i.e., the candidate with the most votes in compliance with applicable CUAUT election procedure.

6.5.9. If a vacancy in the Executive occurs after the election, the position shall be open for application and determined by a by-election which opens to all voting group members.

6.5.10. Should a position on the executive committee become vacant during the academic year, the executive committee shall hold a by-election as soon as feasible.

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

7. Finances

7.1. The CUAUT is a non-profit organization. It welcomes and appreciates financial support from its members, other individuals, and organizations, on the basis that there is no condition attached in conflict with the CUAUT constitution. There is a $10 membership fee with lifetime validity. The CUAUT raises funds through donations, sponsorship campaigns and organized activities.

7.2. The Executive Committee should submit a financial report to its members at the annual general meeting at the end of April.

7.3. CUAUT assigns two treasures for the maintenance of CUAUT's non-profit organization account. The treasurer shall keep and active record of income and expenses. All routine expenditures are decided by the Executive Committee through a majority vote at a meeting of Executive Committee.

7.4. The CUAUT bank account is a non-profit organization account under the name of the CUAUT. The properties of the CUAUT belong to all members. The Executive Committee has the responsibility to take care of and the privilege to use the properties for the benefits of all CUAUT members.

7.5. The CUAUT bank account together with its properties should be transferred to the next Executive Committee within one month after election.

7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7.7. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

7.8. The group will not pay salaries to any of its officers.

8. Meetings

8.1. There will be three general meetings during an academic year: one in September, one in January and one at the end of March.

8.2. There will be a bi-weekly meeting for the members on the executive committee. Non-executive members are welcome to attend the meeting for a 10-minute free discussion with all the executives.

8.3. The Executive Committee must announce the date of a general meeting to the general membership at least one (1) week prior to the date of the meeting.

9. Termination of Membership

9.1. A motion to remove an executive from CUAUT must be either: agreed by at least fifty percent (50%) of the executives of CUAUT or, he/she misses 1/5 of CUAUT's general meetings without eligible reason(s) approved by president.

9.2. A motion to remove an executive from CUAUT must be approved by both President and one of the VPs.

9.3. A motion to remove a member from CUAUT must be signed by at least five percent (5%) of the member of CUAUT.

9.4. The motion shall be presented in writing at a general or executive meetings of CUAUT where it shall be inscribed on the agenda of the next regular meeting of CUAUT.

9.5. A two-thirds (2/3) majority vote of executive committee members shall be required to remove a member of CUAUT, and any responsibilities or privileges associated with such.

9.6. The impeached individual will be given the right to defend his/her actions in the next executive or general meetings after the impeachment.

9.7. Any member or executive removed from office shall have the right to appeal the decision. Appeals shall be heard by the broader voting membership of the organization at the next duly called General Meeting. For the purposes of the appeal, the Executive Committee members involved in the original removal decision shall not participate in the appeal vote. The decision of the voting membership on the appeal, by simple majority of those present and eligible to vote, shall be final.

10. Amendments

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

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

10.3. All Executive members must be advised of any proposed amendment to the constitution, and be advised of the proposed amendments or changes at least one week before the scheduled general meeting.

10.4. Amendments to the constitution must pass by a two-thirds majority of all members in CUAUT.

10.5. 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.