

Constitution of UTM Global Affairs Student Association (GASA)

Updated as of October 6th, 2025

Article I: Campus Group Name

The full name of the campus group is the **UTM Global Affairs Student Association (GASA)**.
The acronym for the group is **GASA**.

Article II: Purpose

The purpose of the UTM Global Affairs Student Association (GASA) is to promote experiential learning in international relations, diplomacy, and global health through participation in Model WHO, Advanced Training Programs, and related global initiatives in partnership with WFUNA and similar organizations. GASA aims to foster global leadership, policy skills, and cross-cultural collaboration among UTM students.

Article III: Membership

3.1 Membership is open to all UTMSU members (UTM undergraduate students).

3.2 Community members and alumni may be offered **associate membership**. Associate members may participate in all activities but may not vote in elections or general meetings, and may not serve as executives.

3.3 **Voting members** are UTMSU members who have registered with the group and appear on the membership list. Only voting members may vote in elections or at general meetings.

3.4 The membership fee will be **\$0 per year**.

Article IV: Executives

The Executive Committee of the UTM Global Affairs Student Association shall consist of the following positions:

- **President**
 - Responsible for overseeing the group's operations and decision-making.
 - Acts as the primary contact and spokesperson for the group.

- Chairs executive and general meetings.
- **Vice President**
 - Supports the President and assumes their duties in their absence.
 - Assists with recruitment, member engagement, and event coordination.
- **Secretary**
 - Responsible for maintaining membership records.
 - Takes minutes at all meetings and circulates them to members.
 - Manages internal communications and maintains group email/social media.
- **Vice President, Finance**
 - Responsible for managing all financial resources and cash flow.
 - Keeps exact records of receipts, finances, and spending.
 - Prepares budgets in collaboration with the President and other executives.
 - Submits the bi-annual audit report to UTMSU.
 - Acts as a signing authority for the group.

Vice President of External Affairs (VP External)

Purpose:

To build and maintain relationships between GASA and other student associations, organizations, and external partners.

Key Responsibilities:

- Represent GASA at university and external events.
- Coordinate partnerships and collaborations with other student groups, NGOs, or institutions.
- Support the President and Executive Director in outreach and networking.
- Help bring guest speakers, panels, or collaborative projects to GASA events.

Director of Marketing and Communications

Purpose:

To manage GASA's communications, promotions, and online presence to ensure strong visibility and engagement among students.

Key Responsibilities:

- Manage social media accounts and digital communications.
- Create promotional content for events, initiatives, and announcements.
- Work with other executives to publicize GASA achievements and opportunities.
- Maintain the association's professional image and consistent branding.

- **First year representative**

- Supports group activities, events, and operations as required.
 - Represents the general membership on the Executive Committee.

The Executive Committee shall be responsible for the daily operations of the association, in alignment with UTMSU and University policies.

Article V: Meetings

5.1 The Executive Committee shall meet regularly, no less than once per month during the academic year.

5.2 The group shall hold at least one **General Meeting per Fall semester** and one **General Meeting per Winter semester**. At these meetings, the mission, goals, and accomplishments of the group will be shared with all members, and a financial report will be presented if requested by any member.

Article VI: Elections

6.1 Elections for the Executive Committee shall be held in the **Winter Semester**, following the election timeline set by UTMSU.

6.2 A **Chief Returning Officer (CRO)**, who is an unbiased third party, will be appointed to supervise elections. The CRO must be approved by the outgoing executives and the Campus Groups Coordinator and cannot be a candidate.

6.3 Elections must be open to all voting members of the group.

6.4 The election timeline shall include:

- **Advertising Period** (minimum one week of promotion).
- **Nomination Period**, where interested members may self-nominate.
- **All Candidates Meeting** to review election rules.
- **Campaign Period**, when candidates may promote their candidacy.
- **Voting Period**, when registered members cast ballots.

6.5 Elections must be fair and democratic. Any complaints or concerns must be submitted in writing to the Campus Groups Coordinator within 72 hours of the election.

6.6 Vacancies on the Executive Committee may be filled by by-election in accordance with these election rules.

- **the event of a tie, a runoff election will be held between the tied candidates within five (5) business days. If the tie remains unresolved after the runoff, the Chief Returning Officer (CRO) will determine the winner by a random draw, witnessed by at least one member of the Executive Committee and one non-candidate voting member.**

Article VII: Removal from Office

7.1 An executive member may be removed from office at any time by notice from UTMSU in cases of harassment, discrimination, or other violations of UTMSU Procedural Policies.

Sanctions may include temporary or permanent bans from campus group activities, events, or UTMSU spaces.

7.2 An executive member may also be removed from office by a two-thirds (2/3) vote of the Executive Committee if they fail to perform their duties.

7.3 Grounds for removal include but are not limited to:

- Failure to perform assigned duties.
- Missing two (2) consecutive meetings without notice.
- Conduct that negatively impacts the group.

7.4 In the event of a removal, a by-election will be held if necessary in accordance with the group's election procedures.

Article VIII: Amendments to the Constitution

8.1 Amendments to this constitution may be proposed by any voting member.

8.2 Amendments must be approved by a two-thirds (2/3) majority vote of voting members at a General Meeting.

8.3 All amendments must also be submitted to and approved by UTMSU before they come into effect.