



Constitution of The University of Toronto Sudanese Students Union

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Article I - NAME

The official name of this body is “The University of Toronto Sudanese Students Association”. The acronym or abbreviation of this group is UofT SSA.

Article II - MANDATE:

The Sudanese Students Association was founded to support Sudanese students on campus by fostering a strong community through diverse events and initiatives. Our events promote the social, professional, and personal development of Sudanese students and community in the diaspora and in Sudan.

Article III - Membership

A. Eligibility of Membership:

Members with voting privileges shall be currently registered students at any of the three (3) campuses of the University of Toronto.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register through the membership sign-up form or through a designated executive by submitting their information. .

University of Toronto Staff, faculty, or alumni members may hold non-voting membership. Persons holding these nonvoting memberships cannot serve as an officer (including financial signing officer) or contact persons of the Student Group.

The membership fee will be \$0 per year.

B. Termination of Executives or General Members:

Any member of the organisation who commits an act negatively affecting the interests of the organisation and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. The member subject to removal must be notified of their right to appeal the decision and has the right to present their case before the executive team, which they can choose to exercise. The appeal must be submitted by email within 14 days of receiving the removal notice, and the Executive Council must issue a decision within 7 days. A vote will be held at an executive meeting, and a two-thirds majority vote from the current council in favour of removal is required.

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

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.

Article IV - Executive Council:

A. Composition

The executive council shall consist of the following members from the membership constituency.

Exec team:

- PRESIDENT(s)
- VICE-PRESIDENT INTERNAL
- VICE-PRESIDENT EXTERNAL

Councillors:

- FINANCIAL DIRECTOR
- EVENTS DIRECTOR(s)
- MARKETING DIRECTOR
- SOCIAL MEDIA DIRECTORS
- COMMUNITY DIRECTOR

Representatives:

- UTSG
- UTM
- UTSC
- First-Year

B. Eligibility

All members of the constituency are eligible to be part of the executive council.

C. Appointments

The executive council shall be appointed through an election where:

The executive committee shall appoint one (1) Chief Returning Officer (CRO) who shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are registered U of T students for voting positions, and additionally, staff, faculty, or alumni members for non-voting 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 CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to election dates and must fall on weekdays.

Bi-elections shall occur in the Fall semester, by October 30th at the latest of the academic year and shall allow for the election of a first-year representative and to fill any positions not filled in the spring elections.

The Executive council may appoint councillors to any position that has not been filled in the spring and subsequent Fall bi-election by November 15th of the academic year.

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

D. Terms of office

All councillors will serve a term of one academic year. The term of executive positions shall be from May 1st to April 30th.

E. Meetings

The executive council is to meet at regular intervals that are at the discretion of the Presidents and vice presidents and will have a week's (7 days) notice to the councillors and the constituency. These meetings are only open to the executives and any members or external party through invitation.

F. Termination

A councillor may be terminated from their role if:

- They have missed 2 consecutive council meetings without notice to the VP internal.
- They have been deemed unfit for the role or do not carry out their responsibilities as outlined by Article IV of this constitution. This is at the discretion of the council.
- An executive councillor may bring forward a motion of termination of another executive councillor during the regularly scheduled meetings and the council shall vote on this motion. The councillor the motion is recommending for recommendation shall be terminated from the council if two-thirds of the councillors vote for the motion. Any councillor not present at the meeting shall be contacted for their vote.

G. Resignation

Any councillor can resign at any time. With a 2 weeks notice to allow appropriate time for the council to fill their position or any other appropriate procedures needed.

Article V - Executive Council Roles & Responsibilities

All Executives

- Executives are expected to bring and develop an event during their term

The President(s) shall:

- Oversee the operations of the group
- Oversee the management of the group
- Oversee the success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Director of Finance for financial purposes
- Preside over board meetings as well as general meetings
- Ensure the transition of office to the future Executives
- Appoint the CRO
- Implement Success metrics for each member of the team at the start of the year

The Vice-President Internal shall:

- Assume duties of the President(s) in their absence
- Oversee the various committees
- Ensure that all the activities of the organisation meet the regulations and policies of the University of Toronto
- Record notes and motions for meetings
- Make a list of all registered members and member contact list
- Notify all members of meetings
- Handle internal official correspondence of the organisation
- Handle the CCR recognition process
- Coordinate organisational elections alongside the President(s) and VP External

The Vice-President External shall:

- Assume duties of the President(s) along with VP Internal in their absence
- Reach out to sponsors and partnerships
- Facilitate talks and meet with any external parties along with the President(s)
- Establish collaborations with other companies/campus-wide programs/clubs
- Handle external official correspondence of the organisation
- Request funding for the group from external bodies.
- Coordinate organisational elections alongside the President(s) and VP Internal
- Coordinate with events & community directors

The DIRECTOR of FINANCE shall:

- Record all financial transactions of the group

- Hold signing officer authority along with the President(s) for financial purposes
- Maintain a budget
- Record any income and expenses along with receipts
- Advise members on the financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Request funding for the group from different bodies along with VP-External

The DIRECTOR(s) of EVENTS shall:

- Organise events
- Facilitate logistics for event planning
- Assess feasibility of event ideas and advice council
- Establish collaborations with other companies/campus-wide programs/clubs with VP-External
- Organising outreach efforts
- Oversee the Events Committee and its committee members
- Coordinate with the Director of Finance to ensure the financial feasibility of events

The EDUCATIONAL DIRECTOR shall:

- Conduct research on Sudan's history, culture, socio-political structure, education system, and current events.
- Compile, organize, and work with the marketing team to present research findings in accessible formats for public awareness (Eg. infographics, posters for tabling etc.)
- Advise the organization on ways to integrate Sudan-related content into broader initiatives.
- Propose collaborations with academic institutions, researchers, and community leaders to gather diverse perspectives and deepen the quality of educational material

The DIRECTOR of COMMUNITY OUTREACH shall:

- Oversee Community-forward initiatives
- Establish possible leads and partnerships with Sudanese diaspora in the community
- Seek possible collaborations
- Creating opportunities for members to engage in advocacy and mobilisation efforts that help Sudanese people in Sudan and abroad.
- Organise Industry-, Academic-, Wellness-, and Community Development-based events
- Lead Projects for the academic/professional/personal development of the community
- Develop ways to increase awareness of Sudanese culture among members and the community.
- Lead Tabling events

The MARKETING DIRECTOR shall:

- Create visual assets such as logos, banners, flyers, posters, and digital graphics to promote events and activities
- Create branding and promotional material
- Taking pictures at SSA Events and Videos and document them
- Creating Recap Content from Pictures taken at events.
- Ensures the group's socials are up-to-date with relevant information, news, events, and resources- Eg. If there are up

The SOCIAL MEDIA DIRECTORS shall:

- Work closely with the Media Director
- They ensure our social pages are up to date and are in charge of documenting all events through pictures and video, continually showcasing our past events to the group's socials and other communication channels.
- Create Content - TikToks, Instagram reels, stories, Using our socials and communication channels to maintain engagement with the members
- Maintain the organisation's social's, websites and any communication channels
- Passive programming on social media platforms

The executive team may appoint additional Coordinators for various committees such as academic committees, and so on; however, such positions do not hold executive decision-making authority/ committee voting rights within the executive council. The following roles are to be part of the annual election and the council but do not hold executive decision-making authority/ committee voting rights within the executive council:

Campus Representatives

The Campus Representatives are responsible for ensuring the opinions of students within the associated campus are voiced. The Campus Representatives and First-Year Representative engage the club's members and promote the club's activities to their respective campuses and year. Representatives will work with the Event Directors and coordinators and any other execs in order to host at least one event a year at their respective campuses/catered to their respective year.

- UTSG
- UTM
- UTSC

Year Representatives

- FIRST-YEAR REP

Article VI - Finances

The Financial Director shall keep records of all income and expenses and act as the treasurer for the organisation. The Treasurer shall ensure the group's financial health.

The group's executives may not engage in activities in the name of the organisation 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 organisation and will not provide services and goods at a profit when that profit is used for purposes other than those internal to the organisation and its initiatives and will not pay salaries to some or all of its officers.

The group's bank account details are to be known by only its signing officers: The President(s) and the financial directors. Two must be present to authorise transactions and sign on cheques. However, under no circumstance is a signing officer permitted to take a loan or incur debt on the organisation. Therefore any bank accounts will use Debit methods exclusively.

Article VII - 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.

B. Executive Meetings:

The executive council shall meet on a recurring basis where the date and times are to be set by the President(s). The quorum of executive meetings shall be 50%+1 of executives.

Article VIII - The Executive Council's Code of Conduct

While in office, all members of the council are expected to uphold the following Codes of Conduct. Maintaining these codes will ensure a safe environment for both trust and a professional relationship to flourish:

1. Confidentiality – All matters discussed amongst the SSU Executive Team, including but not exclusive to dialogue exchanged during Executive meetings, Intra-meetings etc. shall be kept confidential and remain amongst SSU Executive Members unless given permission to by the President and Vice-Presidents.
 - a. The disclosure of confidential information between the aforementioned individuals shall be resolved by the remaining Council Members using interventions of Transformative Justice that they deem fit to amend the violation.
2. Intra-Communal Conflicts – Disputes to any degree amongst any members of the Executive Council must be dissolved as soon as possible.
3. Order of Professionalism – Executive Members shall maintain a level of professionalism throughout their duration in office by upholding all values of the University of Toronto's

Code of Conduct. Social dynamics amongst all members of the Council must uphold a professional demeanour throughout the duration of their time in office.

- a. It is required that all members of the SSU are respected and treated in an equal and equitable manner during any and all moments of interaction with the council.
 - b. Unless there has been correspondence between the Executives and the President about arrival after the start time of a meeting, all executives are required to arrive at executive meetings in a timely manner. This is to ensure every meeting is maximised and all executives' time and energy are being respected.
4. All executives are expected to attend all events when possible and must inform the Vice President Internal of absences at the earliest possible moment. This is to ensure event logistics are planned accordingly and to respect the efforts of the Event Directors. If an Executive member is unable to attend they should inform the Vice President of Internal and the committee in charge of the event at least 3 days in advance in order to plan accordingly around an absence.
5. All Executives are expected to be punctual to both meetings and events.
6. All Executives shall abide by the rules of the Student Center in regard to office use.
7. All Executives shall take a proactive nature in communicating with the council, especially in relation to functions of their roles, updates and any events and initiatives they are planning. Executives are expected to be active in all communication channels.
8. Other than the President(s), the Vice-Presidents are the only Executives with the authority to publicly comment and make statements on behalf of the organisation, primarily in meetings and in partnership negotiations.
 - a. Executive members are however empowered to use their role as part of the organisation to explore possible collaborations, as long as they do not commit to anything on behalf of the organisation without prior knowledge of the President(s) and the executive council.

Article IX- Amendments

The Executive team will oversee the process of reviewing the constitution annually before the Winter semester's end and after the Annual General Meeting and any amendments will be shared with members for the members' input. Constitutional amendments shall require a 2/3 majority to be passed at Executive council meetings.

The Executive council shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within four (4) weeks of its approval by the executive council.