

University of Toronto
Erindale Hong Kong Students' Association

Club Constitution

Article I. Name

- Before 2015, our club was known as the University of Toronto Erindale Chinese Students' Association ("UTECSA" or "ECSA").
- Starting from the term 2015-2016, the club is named the University of Toronto Erindale Hong Kong Students' Association ("UTEHKSA" or "EHKSA").

Article II. Purpose

- To provide a positive image and make ourselves known to our communities.
- To provide benefits to not only our members but to our kind and loyal sponsors as well.
- Our members will benefit by getting involved in university life and being provided with opportunities to meet more friends and expand their social network.
- To enrich the public with Chinese culture, especially Cantonese/Hong Kong culture.

Article III. Membership

- Memberships are entitled to the following:
 1. A possible opportunity to become an executive of UTEHKSA
 2. Absolutely no refunds for memberships will be permitted
 3. Membership to UTEHKSA is open to any member in the University of Toronto's community (including students, staff, faculty, and alumni)
- Non-members of the University of Toronto are welcome to join UTEHKSA, but will not be allowed to vote for elections.
- Acceptance of membership is unbiased, and discrimination should not occur.

- Full rights to run, nominate, and vote in elections and constitutional amendments will only be open to UTMSU members.

Article IV. Executive

- “Executives” consists of all officers in UTEHKSA.
- When the University of Toronto refers to “Executive”, it only concerns to UTEHKSA’s Directors Team.
- Executives who have signing authority for financial documents will ONLY be the President(s) and Vice President Finance.
- Listed below are the “Executive” positions of UTEHKSA under the University of Toronto reference:

1) External President

- To chair all general and directors’ meeting
- Support and encourage the work of all involved in the club
- Responsible for external affairs and communications
- Ensure all necessary documents are signed accordingly

2) Internal President

- To ensure effective financial management with President External and VP Finance
- Have signing authority for financial documents
- Responsible for the club's internal affairs
- Provide support for the activities of managing directors
- Coordinate activities between departments

3) Vice President (External)

- Assumes responsibilities and duties of the president during their absence

4) Vice President (Internal)

- Assumes responsibilities and duties of the president during their absence

5) Vice President (Finance)

- To ensure effective financial management
- To keep records of any income and expenses
- To prepare budget reports and financial statements
- Have signing authority for financial documents
- Responsible for the UTMSU audit

5) Vice President (Administration)

- To manage important documentation such as the constitution and executive information
- To organize club meeting logistics, record and preserve the minutes, including date, time, place, attendees
- To assist the President in club recognition and renewing U-life
- To ensure the member list is updated
- To keep track of club events attendance and late policy
- To ensure smooth communications with UTMSU
- To schedule executives in terms of meetings, booths, and events

6) Production Director

- In charge of event rundown, item list, venue booking, event helpers
- Ensure all events stay within budget
- Ensure events are to be run corresponding to run-down (time management)
- Create an event registration form
- Setting rules and guidance for each event

8) Marketing & Graphics Director

- To design and prepare promotional materials
- In charge of all graphic publications, final review of all publication details
- Keep track of Graphics team's excel calendar
- In charge of event photography and videography
- To seek sponsorship and to maintain a good relationship with sponsors within the GTA
- To update and keep in contact with members through email, Instagram, LinkedIn, and Whatsapp group chat, etc.
- Managing Instagram DMs
- Organise Club tabling with Admin VP
- To maintain and update UTEHKSA's website regularly

9) Chief Returning Officer (CRO)

- Ensure members are aware of the elections and voting days, etc.
- Explain the election process to candidates
- Host an all candidates' meeting
- Set up voting platforms
- Keep track of all election material to ensure it is accessible

- Monitor all campaigns to ensure they do not breach community guidelines

Article V. Attendance Policies

- Meeting Attendance Policy

- o **Mandatory Attendance:** All directors and executives must attend all meetings.
 - **Absence with reason:** Only one meeting per semester can be excused.
 - **Absence for second time:** Director approval is required.
- o **Notice Requirement:** If unable to attend, a 24-hour notice must be given to an admin.
- o **Start Time:** Meetings start 10 minutes after the hour (e.g., 5:10 PM for a 5:00 PM meeting).
- o **Lateness Penalty:** Everyone is expected to arrive on time. \$5 penalty for every 5 minutes late, paid to UTEHKSA bank.
- o **Lateness with Reason:** Director approval is required.
- o **Exceptions for Absence:** Valid reasons include class, job, or illness (need proof), with the final decision made by the Presidents.
 - **Job and class definition:** If you have a set time for a job(doesn't include part time job, because part time job is flexible), or class(meaning UofT class on the timetable) you can be excused.
 - **Exam Definition:** If you have an exam during meeting time, you can be excused. BUT studying for an exam or working on an assignment is not a valid reason (You need to study ahead).

- o One Absence Quota Used: After an individual has used one Absence with Reason, admin will contact the individual to notice that they have used the quota.
- o Repeated Absences: If an individual misses more than one meeting with or without a reason, they will receive a formal warning. Continued failure to attend events may result in dismissal from the organization.

- Events Attendance Policy

- o Mandatory Attendance: All directors and executives are expected to attend all official events organized by the organization.
 - Absence with reason: Only one event per semester can be excused.
 - Absence for second time: Director approval is required.
- o Notice Requirement: If unable to attend an event, members must notify one of the admins at least 48 hours before the event.
- o Lateness Penalty: Everyone is expected to arrive on time. \$5 penalty for every 5 minutes late, paid to UTEHKSA bank.
- o Lateness with Reason: Director approval is required.
- o Exceptions for Absences: Valid reasons include but are not limited to: class, job, illness(need proof), or other significant personal commitments(need proof). The Presidents will have the final say on whether the reason is acceptable.
 - Job and class definition: If you have a set time for a job(doesn't include part time job, because part time job is flexible), or class(meaning UofT class on the timetable) you can be excused.

- Exam Definition: If you have an exam during meeting time, you can be excused. BUT studying for an exam or working on an assignment is not a valid reason(You need to study ahead).
- o Events Which Require Entrance Fee: If you don't want to pay for the entrance fee, you can use this as a reason for not attending, but this will be counted as Absence with Reason, which you can only use once per semester.
- o One Absence Quota Used: After you have used one Absence with Reason, admin will contact you to notice you have used the quota.
- o Repeated Absences: If an individual misses more than one event with or without a valid reason, they will receive a formal warning. Continued failure to attend events may result in dismissal from the organization.

Article VI: Elections

- Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote, and eligibility to vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.
- **Election Procedures:**
 - o All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU.

- A Chief Returning Officer (CRO) must be appointed to supervise the elections.

The CRO must be an unbiased third party to the election and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.

- Nominees for the position of President must have at least one year of prior executive experience.

- Election Timeline:

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group.
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the election rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign to the Campus Group's membership.
- Voting Period: Registered UTEHKSA members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

- Election Policies:

- o Any complaints that arise during the course of elections, or as a result of elections, must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.
 - o The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.
 - o Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.
 - o Non-submission of election results will result in later loss of group recognition status through the Clubs Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.
- **Tie-Breaking Procedure:**
- o Recount: Recount the votes to ensure accuracy.
 - o Runoff Election: Conduct a new election between the tied candidates.
 - o Coin Toss: If the new election between the tied candidates is still a tie, a coin toss will be held by the CRO to break the tie.

Article VII. Removal from Office

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will

conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

Permanent/Temporary ban from campus group activities

Mandatory consent/Anti-oppression trainings

Permanent/Temporary ban from UTMSU spaces

Permanent/Temporary ban from campus group events

- General Member Removal

o Reasons of removal:

- Unauthory making copies of membership material
- Handout unauthorized copies of membership material copy
- Breaching the university's policies and codes of conduct
- Sharing confidential information without authorization
- Involvement in illegal activities that could tarnish the reputation of the group
- Engaging in any form of harassment or discriminatory behavior towards other members

o Removal procedure:

- 1. Notice of Removal
 - Initiation: A formal complaint is raised by any member of the group or the executive team.
 - Documentation: The reasons for removal must be documented and include specific incidents or behaviors.

- Notification: The member in question is provided with a written notice detailing the reasons for removal and any supporting evidence. This notice should also inform the member of their right to appeal.
- 2. Voting Process
 - Meeting: A special meeting is called by the executive team to discuss the removal of the member. This meeting should be announced to all members at least one week in advance.
 - Presentation of Case: During the meeting, the case for removal is presented, and the member in question has the opportunity to respond.
 - Vote: After the discussion, a vote is held. A two-thirds majority vote of the present voting members is required for the removal to proceed.
- 3. Appeal Process
 - Submission: If the member wishes to appeal the decision, they must submit a written appeal to the executive team within one week of the vote.
 - Review: The executive team reviews the appeal and may consult with relevant parties to gather additional information.
 - Hearing: An appeal hearing is scheduled, where the member can present their case again. This hearing should occur within two weeks of receiving the appeal.

- Decision: After the hearing, the executive team deliberates and makes a final decision on the appeal. This decision is communicated in writing to the member.

- 4. Final Vote Process

- Re-Evaluation: If the appeal is successful, the member retains their membership. If the appeal is denied, a final vote is taken to confirm the removal.
- Confirmation: A final vote by the executive team, requiring a two-thirds majority, confirms the removal. The member is then officially removed from the group.
- Notification: The final decision is documented and communicated to all members of the group, and the removal is reported to the UTMSU.

- Executive Removal

- o Reasons of removal:

- Unauthorly making copies of membership material
- Handout unauthorized copies of membership material copy
- Breaching the university's policies and codes of conduct
- Sharing confidential information without authorization
- Involvement in illegal activities that could tarnish the reputation of the group
- Engaging in any form of harassment or discriminatory behavior towards other members

- Involvement in the misuse or mismanagement of group funds or resources
- Any executive if found to miss office/booth hours three times without any valid reason when he or she is supposed to be on duty, that executive will receive a warning from the President.
- If that executive continues that behavior of not attending office/booth hours during his or her office/booth hour time, that executive shall be dismissed.
- Removal from office can occur after a member of the University of Toronto Mississauga Students' Union Clubs Committee, such as the VP Campus Life, has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Club's Committee. The results of the vote should be two-thirds of the executives in favour of removal. In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter.

- The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office. Alternatively, an executive member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied: A request is submitted to the VP Campus Life which should:
 - Be signed by at least 30% of the Club membership or twothirds (2/3) of the club executive membership
 - Specify the alleged incidents of neglect of dutyUpon receipt of the request, the council shall be required to hold a referendum within twenty (20) days. In case of a council member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

- o Removal Procedure:

- 1. Notice of Removal
 - Initiation: A formal complaint is raised by any member of the group or the executive team.
 - Documentation: The reasons for removal must be documented and include specific incidents or behaviors.
 - Notification: The executive member in question is provided with a written notice detailing the reasons for removal and any supporting evidence. This notice should also inform the member of their right to appeal.
- 2. Voting Process

- Meeting: A special meeting is called by the executive team to discuss the removal of the executive member. This meeting should be announced to all members at least one week in advance.
 - Presentation of Case: During the meeting, the case for removal is presented, and the executive member in question has the opportunity to respond.
 - Vote: After the discussion, a vote is held. A two-thirds majority vote of the present voting members is required for the removal to proceed.
- 3. Appeal Process
 - Submission: If the executive member wishes to appeal the decision, they must submit a written appeal to the executive team within one week of the vote.
 - Review: The executive team reviews the appeal and may consult with relevant parties to gather additional information.
 - Hearing: An appeal hearing is scheduled, where the executive member can present their case again. This hearing should occur within two weeks of receiving the appeal.
 - Decision: After the hearing, the executive team deliberates and makes a final decision on the appeal. This decision is communicated in writing to the executive member.
 - 4. Final Vote Process

- Re-Evaluation: If the appeal is successful, the executive member retains their position. If the appeal is denied, a final vote is taken to confirm the removal.
 - Confirmation: A final vote by the executive team, requiring a two-thirds majority, confirms the removal. The executive member is then officially removed from their position.
 - Notification: The final decision is documented and communicated to all members of the group, and the removal is reported to the UTMSU.
- 5. Appointment/By-Election
 - Interim Appointment: If an executive member is removed, the executive team may appoint an interim member to fulfill the duties temporarily.
 - By-Election: A by-election must be organized within a reasonable timeframe to permanently fill the vacant position. This by-election must follow the same procedures as regular elections, including advertising, nominations, and voting processes.
 - CRO Appointment: A Chief Returning Officer (CRO) must be appointed to supervise the by-election, ensuring it is fair and unbiased.
 - New Executive Term: The newly elected executive member will serve for the remainder of the term of the removed member.

Article VIII. Amendments

- If constitutional changes were to be made, it would be discussed by the UTEHKSA's Executives and then voting would take place by the general membership.
- UTEHKSA's members will get to vote if constitutional changes can be made or kept the same. If two-thirds of UTEHKSA's members vote for the changes in constitution, UTEHKSA will adopt a new constitution and send the revised constitution to respective University offices within two weeks of its approval by general members.
- Only UTMSU members can make amendments to the constitution