

Constitution of The Bangladeshi Students'
Association at The University of Toronto
Mississauga (BSA UTM)

Academic Year 2025-2026

Article I: Campus Group Name

Name: Bangladeshi Students' Association at University of Toronto Mississauga

The Bangladeshi Students' Association at the University of Toronto Mississauga may be referred to by the acronym BSA UTM.

Article II: Purpose

The Bangladeshi Students' Association is a cultural club which aims to promote and celebrate Bengali culture with UTM students. Anyone who wishes to join the club will be accepted without prejudice to race, religion, gender, age, natural sporting ability or disability. All profits, grants and membership fees shall be used solely for carrying out the objectives of the Club.

Article III: Membership

Membership will be open to all U of T community members, including students, staff, faculty and alumni, as well as non-U of T members. The club shall only be open to anyone over 16 years of age. Anyone 16 or older who wishes to join the BSA and participate in the events held by the Club will be encouraged to do so, regardless of race, religion, gender, or ability. Only BSA members are allowed to run and vote for elections and constitutional amendments.

Article IV: Executive

There will be 13 executive positions. They are as follows:

Role: The President

The President serves as the primary representative and spokesperson of the Bangladeshi Students' Association (BSA) to the University of Toronto, UTMSU, and external stakeholders. They oversee and coordinate the activities of all executive departments, including Operations, Finance, Events, and Marketing. The President facilitates and leads executive meetings by setting agendas, tracking progress, and fostering collaboration among team members. They monitor executive performance, offer mentorship and support, and delegate responsibilities to ensure accountability and balanced workloads.

The President also maintains and organises accurate membership records and essential documents, including Individual Release Forms and Co-Curricular Record (CCR) documentation. They represent BSA at university-sanctioned meetings and ensure compliance with UTMSU and U of T policies. Holding signing authority with the VP of Finance, the President approves major financial decisions. They guide BSA's strategic vision, lead onboarding and transition planning, and uphold the values of inclusivity, professionalism, and cultural pride.

Role: The Vice President of Operations

The Vice President of Operations manages official communication on behalf of BSA, including with sponsors, collaborators, and guest speakers. They oversee internal logistics and task distribution within the executive team while supporting event planning and execution. Their responsibilities include managing emails and communication, coordinating internal tasks to meet deadlines, sharing CCR documentation and maintaining club records, organising mentorship and networking initiatives, collaborating with the President to troubleshoot challenges, and assisting with strategic planning and operational support for events.

Role: The Vice President of Marketing

The Vice President of Marketing is responsible for the branding, promotions, and communication strategies of BSA. They manage social media accounts, lead the marketing team, and collaborate with executive departments to ensure consistent messaging. Their responsibilities include leading the creation and management of promotional content, delegating tasks within the Marketing Department, coordinating campaigns with Events and Operations, and monitoring feedback to adjust marketing strategies as needed.

Role: The Vice President of Events

The Vice President of Events leads the Events Department and manages the planning, coordination, and execution of BSA's major social and cultural initiatives. They organise events per academic year and ensure team responsibilities are delegated effectively. Their duties include coordinating with Finance, Marketing, and Operations for cohesive planning, ensuring smooth logistics and team readiness, and leading post-event reflection and feedback processes to improve future programming.

Role: The Vice President of Finance

The Vice President of Finance oversees all financial activity of BSA. They maintain accurate financial records, manage reimbursements, and work with the President in approving expenditures. Their role includes preparing both annual and event-specific budgets, advising executives on financial feasibility, liaising with UTMSU and university offices for audits and compliance, collaborating with the Director of Finance, and ensuring all financial documentation is organised and transparent for the executive team.

Role: Director of Operations

The Director of Operations ensures effective internal communication and maintains key records for the club. They represent the organisation professionally, coordinate CCR processes, and assist with logistics. Their responsibilities include helping to coordinate meeting agendas, tracking deadlines, providing logistical support, maintaining CCR documentation, and ensuring an active online presence through posts for events and holidays.

Role: Director of Marketing

The Director of Marketing supports BSA's visibility and outreach efforts by contributing to promotional campaigns and creative strategies. They assist in event planning, develop marketing content, and manage campaign logistics. Their duties include creating promotional materials, collaborating with the VP Marketing to execute campaigns, planning content for social media, and tracking engagement metrics for improvement.

Role: Director of Events

The Director of Events contributes to BSA's programming by organising and coordinating events on and off campus. They manage event logistics, engage attendees, and work closely with the Events team to ensure smooth planning and execution. Their duties include communicating event details to other departments, helping plan timelines and resources, supporting volunteer coordination, and assisting in sponsorship outreach and post-event evaluations.

Role: Director of Finance

The Director of Finance supports BSA's financial operations by recording transactions, organising receipts, and assisting in the preparation of detailed budgets in coordination with the Vice President of Finance. They help track event spending, maintain accurate and organised digital financial records, and ensure transparency and accountability across the executive team. They also assist with processing reimbursements, preparing for audits, and maintaining ongoing communication with the VP Finance regarding budgeting and compliance.

Role: Operations Associate

The Operations Associate supports the Operations Department by assisting with event logistics and ticket management. They help with online and in-person ticketing platforms, maintain communication with the Director or VP of Operations, participate in planning and execution of events, and complete an end-of-term reflection on contributions.

Role: Marketing Associate

The Marketing Associate helps promote BSA events through digital campaigns and outreach initiatives. They contribute to marketing strategy, assist in managing social media and digital platforms, create content, and participate in outreach for at least two events before completing an end-of-term reflection on contributions.

Role: Events Associate

The Events Associate supports the Events Department by helping with the planning and execution of BSA's programming. They assist with setup, logistics, and volunteer coordination. Their responsibilities include helping plan and execute at least two events, maintaining communication with the Director or VP of Events, and completing an end-of-term reflection on contributions.

Role: Finance Associate

The Finance Associate assists with budget tracking, reimbursement documentation, and receipt organisation. They work with the Director and Vice President of Finance to ensure financial accountability during event planning and year-round operations. They assist in budgeting for at least two events, organise receipts for reimbursements, and complete an end-of-term reflection on contributions and learning.

Article V: Meetings

Regular Executive and General meetings shall be held throughout the fall and winter terms.

Special Meetings shall be called at any time deemed necessary by the Executive Club and/or Committee Chair.

- Annual general meetings will be based on the work and progress of the club.
- Meetings will be held amongst all the club members, where every member will be given the chance to share their thoughts, suggestions and opinions about the club. Every suggestion or opinion made by any member shall be put into consideration, and the executive members will act upon it.
- The Executive Committee will announce these dates two (2) weeks before 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 a 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.
- Executive meetings will be held once a month, where dates and times are to be set by an executive.
- Besides, meetings will be held regularly, including at least one general meeting per academic semester, to ensure all members are satisfied with the club's work.
- Meetings will also be held before any event organised by the club, which will take the members' opinions about organising the event into consideration.

Article VI: Elections

Clubs must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of 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, these results will be subject to petition by a member and re- re-election will be held under the supervision of the UTMSU Clubs Coordinator.

Election Procedures:

- All registered clubs must hold an election by the end of February.
- Elections must be open to all interested candidates who are UTMSU registered members of the club.
- Advertising for elections is mandatory and is to take place throughout a minimum of one week. Advertising must be visible throughout the campus. Mass emails should be sent to all UTMSU registered members of the club, as well as the Clubs Coordinator and VP Campus Life, before the week of accepting nominations.
- All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be non-biased and must be approved by the club executive and the Club's Coordinator.
- A Nomination period following the advertising period should be set for a period of at least one week.
- A campaign week will be held in the week following nominations' close.

- Elections are to take place at a location designated for this purpose by the clubs' executive in the week following campaigning, consisting of a period of two or three days. In the case of a by-election, clubs must still follow the above regulations.
- If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. This candidate must be subsequently approved by the VP Campus Life.

Any complaints that arise during elections, or as a result of elections must be brought to the attention of the Clubs Coordinator in a written format within 72 hours of the election.

The Clubs Committee retains the right to nullify any club election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of club status.

Non-submission of election results will result in later loss of club status through the Clubs Committee.

** If undemocratic election procedures are suspected, the election results or even the club status may be put forward to the Clubs Committee by the VP Campus Life.**

Article VII: Removal from Office

Removal from office can occur after the VP Campus Life has issued two verbal warnings and the Clubs Committee has issued one written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them.

Alternatively, an executive member may be removed from office by the club itself for failing to perform his/her duties as defined by the club constitution and by-laws. Such removal will occur if, and only if, the following conditions are satisfied:

1. A request should be submitted to the VP Campus Life, which should:
 - a. Be signed by at least 30% of the Club membership or two-thirds (2/3) of the club executive membership
 - b. Specify the alleged incidents of neglect of duty.
2. Upon receipt of a request, the council shall be required to hold a referendum within twenty days.
3. 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".