



Indonesian Student Association Constitution

I. Name

The official name of this recognized campus group is “Indonesian Student Association at University of Toronto Mississauga.”

The acronym or abbreviation of this group is: ISA UTM

II. Purpose

The purpose, objectives, mission and/or mandate of the campus group outlined in the following:

ISA UTM is a cultural and social club. Our purpose is to create a positive space for Indonesian and those interested or have previously lived in Indonesia to gather and communicate and inform the wider UTM population about Indonesian culture. This will be accomplished through social events such as networking nights and game nights, and cultural events such as batik day and food events.

III. Membership

Membership to the group is open to all University of Toronto members, including students, staff, faculty, and alumni. It should be noted that only UTM students are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-UofT members, but these members do not hold the aforementioned rights.

Members must register with a designated executive by submitting their full name and a valid email address.

Any member of the club may apply for a refund within 1 month of becoming a member. No refunds are permitted 30 days after election periods.

For recognition by the University of Toronto Mississauga's Student Union (UTMSU), the group must maintain a minimum of 20 members, a total of 51% of the membership are UTMSU members. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

IV. Executives

The executive committee shall be composed of up to six elected officers. These include one president or two co-presidents, a VP Finance, a VP of Marketing, a VP Public Relations, and a VP of Events.

The Co-Presidents Shall:

- Share authority and have the final word in any major changes or initiatives.
- Consult and work closely with one another to ensure greater consensus.
- Set direction for the club and take primary responsibility in conceiving, generating, and implementing projects.
- Delegate council responsibilities and guide the council in executing tasks, including stepping in to fill a role on the occasion that a council member is unable to fulfill his or her duty.
- Be the first signing officer in all financial transactions within the club.
- Assist in taking meeting minutes and summarizing meeting objectives
- Must have at least one year experience as an executive/associate at ISA UTM

NOTE: All major paperwork and/or transactions require the approval and/or signature of at least one Co-President.

The VP Finance Shall:

- Oversee the approval of all expenditures
- Handle financial resources and cash flow
- Keep record of all receipts, finances, and spending
- Take charge of designing budgets in collaborations with Co-Presidents and other executives.
- Submit the bi-annual audit report to the UTMSU

The VP Marketing Shall:

- Manage the club's social media accounts
- Handle the creation of promotional materials inclusive of promoting the club's awareness
- Maintain a contact list of all members
- Create and send emails to general members

The VP Public Relations Shall:

- Ensure that all of the club's internal and external operations are operating smoothly.
- Coordinate the club's relations with organizations outside campus, including sponsorships and community engagement.
- Coordinate the club's relations between UTMSU, UTM Admin, and all other clubs and societies within the campus

The VP Events Shall:

- Plan and organize all club events and activities.
- Lead the event planning team, delegate tasks, and ensure timely completion of all event-related responsibilities.
- Coordinate logistics such as venues, catering, and supplies.
- Collaborate with other executives to ensure successful promotion, budgeting, and execution of events.
- Gather feedback to improve future events.

V. Meetings

Indicate frequencies of executive meetings and general meetings open to all members of the group. Campus Groups must have one General Meeting per Fall and per Winter semesters for members where the mission, goals, and accomplishments of the group are shared with all group members in addition to a detailed report on the financial condition of the group if particularly requested by any member.

VI. Elections

Campus Groups 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 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:

- 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.

- Elections must open to all interested candidates that are UTMSU registered members of the group.

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 elections 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 themselves to the Campus Group's membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

Election Policies

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.

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.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's 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.

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

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

Example of removal procedure:

- Removal after 1 written warning issued to the individual
- Removal after missed 2 consecutive meetings without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

VIII. Amendments to the Constitution

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it.

All amendments must be approved by the group's membership via their General Meetings.

All amendments must be approved by UTMSU before they are formalized.