Constitution of "Turkish Student Association"

1. Article One – Name and Purpose

1.1. The official name of the recognized student group is "Turkish Student Association"
1.2. The official acronym or abbreviation of the group is "TSA"
1.3. The purpose, objectives, mission and/or mandate of the organization is to to create a vibrant and inclusive community for Turkish students and those interested in Turkish culture. Our mission is to foster cultural exchange, celebrate Turkey's heritage, and support the social, academic, and professional development of our members. Through events, workshops, and collaborations, we aim to strengthen connections within the University community while promoting openness, accessibility, and democracy in everything we do.

2. Article Two – Membership and Membership Fee

2.1. The group shall maintain a list of group members.
2.2. Voting membership is open to all registered students of the University of Toronto.
2.3. Voting membership is open only to registered students of the University of Toronto.
2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
2.5. The membership fee will be $10 per year.

3. Article Three – Rights of Members

3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
3.2. All voting members have a right to attend all general meetings of members.
3.3. All voting members have a right to cast votes at all general meetings of members.
3.4. All voting members have a right to stand for election unless otherwise stated in this document.
3.5. All voting members have a right to cast votes in all group elections and referenda.
3.6. All voting members have a right to propose and vote on amendments to this constitution.
3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
4.2. The Executive Committee shall be comprised of 13 voting members.
4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
4.4. Non-voting members may hold only non-voting positions on the Executive Committee.

4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

5. Article Five - Executive Committee Composition and Duties

5.1. **The President shall:**
- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next,
- 5.1.7. Determine the final meeting time in consultation with the Secretary, based on members' availability.
- 5.1.8. Act as the primary officer responsible for registering the Association with the University, ensuring the constitution and all required documentation are submitted for annual recognition.
- 5.1.9. Serve as the official liaison with external diplomatic bodies such as the Turkish Consulate, representing TSA in formal communications.
- 5.1.10. Convene meetings of the Executive Committee to address matters of membership appointment, suspension, or removal, ensuring that due process is followed.

5.2. **The Vice-President shall:**
- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts.
- 5.2.5. Support the President in registering the Association with the University and ensuring compliance with all recognition requirements.
- 5.2.6. Assist the President in maintaining professional relations with external diplomatic and community organizations.
- 5.2.7. Ensure that any process of membership appointment or removal complies with University of Toronto policies on openness, accessibility, and democracy.
- 5.2.8. Oversee and follow up on general administrative tasks and ensure minor duties (e.g., confirming bookings, checking forms, communicating with offices, arranging supplies) are completed in a timely manner,

5.2.9. Act as the primary support officer to ensure Executive Committee members are completing their assigned responsibilities, stepping in to complete tasks where necessary,

5.2.10. Serve as the primary contact for urgent logistical issues and ad hoc responsibilities as delegated by the President.

5.2.11. Exercise interim decision-making authority in urgent situations where the President is unavailable, provided such decisions are reported to the Executive Committee at the earliest opportunity.

5.3. **The Director of Communications (Secretary) shall:**

5.3.1. Be eligible to cast votes at meetings of the Executive Committee,

5.3.2. Maintain a list of group members,

5.3.3. Maintain the group website and member contact list,

5.3.4. Record notes and motions for meetings,

5.3.5. Notify all members of general meetings.

5.3.6. Prepare and circulate communication materials (e.g., emails, messages, announcements) to encourage attendance at events,

5.3.7. Create and manage registration forms and ensure all responses are accurately tracked,

5.3.8. Open and manage communication groups (e.g., WhatsApp, email lists, or equivalent platforms) for members,

5.3.9. Match form responses with communication group entries to ensure proper member inclusion and follow-up.

5.3.10. Ensure that registration lists from event platforms are matched with TSA communication channels and follow up with participants through reminders and updates.

5.3.11. Share finalized registration and participant lists with the President to ensure oversight, transparency, and member safety.

5.3.12. Create and manage registration forms for events, ensuring all responses are tracked and transferred to secure records (e.g., spreadsheets).

5.3.13. Create and manage communication groups (e.g., WhatsApp, email lists, or equivalent platforms) for event participants and ensure these are synchronized with registration form responses.

5.3.14. Communicate directly with participants to collect missing information and provide reminders and updates regarding events.

5.3.15. Support the Marketing Coordinator by responding to direct messages related to registration, membership forms, and event participation records.

5.3.16. Create and distribute scheduling tools (e.g., When2Meet) for Executive Committee meetings, ensure all members complete them, and provide the results to the President.

5.3.17. Prepare, organize, and archive all documents required for University recognition, including the constitution, membership lists, and executive roster.

5.3.18. Record and archive minutes of all Executive and General Meetings, ensuring that motions, decisions, and attendance are properly documented.

5.3.19. Maintain a central archive of all TSA events, including summaries of activities, event locations, contact information of venues, and participant details.

5.3.20. Collect and compile, in collaboration with the Director of Finance and Director of Operations, post-event reports that include logistical notes and financial outcomes.

5.4. **The Director of Finance (Treasurer) shall:**

5.4.1. Be eligible to cast votes at meetings of the Executive Committee,

5.4.2. Record all financial transactions of the group,

5.4.3. Hold signing and financial authority along with the President,

5.4.4. Maintain a budget of income and expenses,

5.4.5. Advise members on financial position of the group,

5.4.6. Prepare an annual budget for the group,

5.4.7. Review and evaluate proposed ticket prices for events to ensure financial sustainability, budget compliance, and fair value for members with President and Vice-President,

5.4.8. Track and record revenue from ticketing platforms and reconcile it with TSA's financial records.

5.4.9. Collect and record membership fees, event participation fees, or ticket payments, ensuring proper documentation and reconciliation with TSA's financial records.

5.4.10. Contribute to the event archive by recording financial outcomes of events, including revenue, expenses, and net profit or loss.

5.5. **The Event Coordinators shall:**

5.5.1. Be eligible to cast votes at meetings of the Executive Committee,

5.5.2. Plan, organize, and execute events aligned with the Association's mission,

5.5.3. Research, identify, and secure suitable event venues in collaboration with the Director of Operations,

5.5.4. Negotiate preliminary terms with venues (including deposits and availability) and close deals with final approval of the Director of Operations, Director of Finance and President,

5.5.5. Work closely with the Director of Operations on event logistics,

5.5.6. Collaborate with the Marketing Coordinator and Content Designer to promote events,

5.5.7. Ensure events are inclusive, accessible, and compliant with University policy,

5.5.8. Propose ticket prices for events based on venue costs, capacity, and target audience, in consultation with the Director of Finance, Vice-President and President,

5.5.9. Create and manage event listings on ticketing and registration platforms (e.g., Bounce, Eventbrite) and track attendance through these systems, in coordination with the Director of Communications.

5.5.10 Provide the President, Vice-President, Director of Operations and Director of Communications with updated attendance and ticketing reports from event platforms before and after each event.

5.5.11. Organize participant lists and ensure attendees are properly registered for each event.

5.5.12. Coordinate schedules, venues, and activities for events in collaboration with the Director of Operations.

5.5.13. Confirm participant attendance prior to events and maintain accurate attendance records during activities.

5.6. **The Director of Operations shall:**

5.6.1. Be eligible to cast votes at meetings of the Executive Committee,

5.6.2. Manage logistics, space bookings, and equipment needs for events,

5.6.3. Serve as primary liaison with University offices for operational matters,
5.6.4. Negotiate and coordinate with external venues and vendors,
5.6.5. Ensure smooth execution of events and efficient use of resources.
5.6.6. Conduct regular internal checks to ensure all Executive Committee members are fulfilling their assigned duties and responsibilities, and report on task progress at Executive Committee meetings.
5.6.7. Verify that event listings accurately reflect logistical details such as time, location, and capacity.
5.6.8. Assign duties to Executive Committee members jointly with the President, ensuring tasks are distributed fairly and aligned with the Association's priorities.
5.6.9. Manage TSA's official event accounts or booking systems as required, ensuring all events are registered and compliant with University policies.
5.6.10. Oversee logistical arrangements for events, including venue booking, equipment, and facilities management. Reserve appropriate locations for meetings once a time has been set, and ensure the venue meets the logistical needs of the group.
5.6.11. Contribute to the event archive by recording logistical details such as venue contacts, booking arrangements, and operational notes.

5.7. **The Marketing Coordinator shall:**
5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
5.7.2. Develop marketing and promotional strategies for TSA and its events,
5.7.3. Oversee social media platforms and digital engagement,
5.7.4. Work with the Content Designer to ensure consistent branding,
5.7.5. Lead outreach initiatives to grow TSA's presence on campus.
5.7.6 Promote TSA events through social media, email, and campus outreach, encouraging sign-ups and active participation.
5.7.7. Manage TSA's official social media accounts, including posting and scheduling content (e.g., posts, stories, reels) on platforms such as Instagram.
5.7.8. Monitor and respond to direct messages on TSA's official social media accounts, addressing general inquiries and directing specific issues to the appropriate Executive Committee member when necessary.

5.8. **The IT Coordinator shall:**
5.8.1. Be eligible to cast votes at meetings of the Executive Committee,
5.8.2. Maintain the Association's digital platforms, mailing lists, and website,
5.8.3. Provide technical support for in-person and online events,
5.8.4. Ensure TSA's data security and proper use of IT resources,
5.8.5. Support digital tools for elections, voting, and record-keeping.

5.9. **The Content Designer shall:**
5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
5.9.2. Create visual content for marketing, social media, and event materials,
5.9.3. Ensure branding consistency across all platforms,
5.9.4. Collaborate with the Marketing Coordinator to design campaigns,
5.9.5. Support event promotion with posters, graphics, and digital content.
5.9.6. Design promotional graphics and visual materials for TSA events, ensuring consistency with TSA's branding guidelines.

5.9.7. Provide graphics, visuals, and templates for social media posts and stories, in collaboration with the Marketing Coordinator.

5.10. **The Upper Year Representative shall:**

5.10.1. Be eligible to cast votes at meetings of the Executive Committee,
5.10.2. Represent the interests and perspectives of upper-year students,
5.10.3. Provide mentorship and guidance to newer members,
5.10.4. Assist in planning programs relevant to senior students,
5.10.5. Serve as a liaison between upper-year students and the Executive Committee.

5.11. **The First Year Representative shall:**

5.11.1. Be eligible to cast votes at meetings of the Executive Committee,
5.11.2. Represent the interests and perspectives of first-year students,
5.11.3. Promote TSA within the first-year community,
5.11.4. Assist in planning programs tailored to first-year students,
5.11.5. Serve as a liaison between first-year students and the Executive Committee.

5.12. **All Executive Committee members shall:**

5.12.1. Attend and actively participate in Executive and General Meetings,
5.12.2. Carry out their duties faithfully and in accordance with TSA's mission,
5.12.3. Submit activity updates to the Director of Operations for tracking,
5.12.4. Assist other Executive members when needed to ensure the success of TSA initiatives,
5.12.5. Uphold University of Toronto policies, TSA's Constitution, and the principles of openness, accessibility, and democracy.

6. Article Six – Elections

6.1. All voting positions on the Executive Committee shall be filled through an annual election.
6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

7. Article Seven – Finances

7.1. The Treasurer shall keep an active record of income and expenses.

7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
7.3. The Executive Committee must approve all expenditures over $100.00 through a majority vote at a meeting of the Executive Committee.
7.4. The group may not engage in activities that are essentially commercial in nature.
7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

9. Article Nine - Termination of Membership

9.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Membership Appointments and Removals

10.1. Any appointment, suspension, or removal of an Executive Committee member or general member shall only occur at a duly convened meeting of the Executive Committee.
10.2. The individual concerned shall be notified in advance and given the opportunity to present their case before a vote is held.

10.3. Quorum must be met, and the decision requires a two-thirds (2/3) majority vote of the Executive Committee.

10.4. All decisions shall be documented in the official records by the Secretary/Director of Communications.

11. Vacancies in the Executive Committee

11.1. If a position on the Executive Committee becomes vacant, the President shall call a by-election within two (2) weeks.

11.2. Until the vacancy is filled, the Executive Committee may assign temporary responsibilities to another officer by majority vote.

12. Article Ten – Amendments

12.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

12.2. All voting members may propose and vote on amendments to the constitution.

12.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.

12.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.