

Middle Eastern Students Association

Club Constitution

Article I: Club Name

Middle Eastern Students Association (MESA)

Article II: Purpose

We are a student organization working with and for the students to help create a platform for people of Middle Eastern descent, and all those interested, to meet in order to express our similarities and learn from our differences.

This is what we will aim to do throughout the school year:

- 1) We strive on uniting the Middle Eastern population in UTM despite linguistic, cultural and ethnic boundaries to enrich the UTM student body and help create a home for students on campus.
- 2) To organize events in order to create a platform for students to unwind and meet each other, on and off campus, to share what they all have in common.
- 3) To provide a place where Middle Eastern students can showcase their culture and represent their ethnicities to the best of their abilities.

Article III: Membership

Membership is open to all UTMSU members. Community members and alumni can also be members as solely associates.

There is no membership fee.

Article IV: Executives

- 1) President(s): The President or Co-Presidents of MESA will be in charge of the executive team and the overall direction and operations of the association. They will act as a

leader and an authoritative figure in order to ensure team cohesiveness. Finally, they must assure that individual team members are contributing to the overall goals set in the beginning of the year and that most of the overall goals are met, whether online or in-person.

2) Vice President External: The VP External is in charge of activities managed to create and maintain relationships among the public. The VP External creates messages issued by the organization to institute to the audience (online and in-person), members, other organizations and potential sponsors. They will help explain and communicate the group's message and mission to the general public. Also, they are responsible for creating and executing professional marketing strategies to communicate with outside sources. The VP External will help the organization expand and maintain a clean and professional reputation among its competitors. Lastly, they will be in charge of the following executives under their portfolio: Volunteer Coordinator, Director of Marketing, and Graphic Designer. Their tasks will be completed either online or in-person.

3) Vice President Internal: VP Internal is responsible for effective communication among members within an organization. VP Internal must also be an advisor, a figure that other members of the team will go to if they have any question or concerns, and they will then pass refer them to the leader/president. Some of their internal communication responsibilities are making agendas, meeting minutes, keeping track of absences and late arrivals, ensuring everyone is up to task, and guaranteeing effective communication within executive members. The VP Internal will preside for the President if needed. Lastly, they are responsible for the following executives under their portfolio: Director of Finance and Events Coordinator. Their tasks will be completed either online or in-person.

4) Director of Finance: The Director of Finance of MESA will be managing all of the team's capital inflows, outflows and purchases. They must have a strong grasp of the club's financial situation in order to devise a well oriented plan that allocates resources among events throughout the year. The Director of Finance will be responsible for coming up with event budgets two weeks prior to the event and these budgets must be approved by the

President and the VP Internal. They will also be responsible (alongside the President and the VP-internal) for assigning purchasing agents for event equipment and all needed items. They must keep all receipts of purchases or other objective proof of expenses and reimburse executives for all personal spending. Finally, they must complete and submit audits to UTMSU and make sure that the club's financial statements are kept in a presentable, understandable, and credible manner. Their tasks will be completed either online or in-person.

5) Events Coordinator (2): The Events coordinator(s) of MESA will be managing all of the team's events from A to Z. They will work closely with their team members to ensure that the team's efforts are well directed towards the events. The Events coordinator will be responsible for planning everyone's tasks on the day of the event as well as the timelines and schedules for these events. Thus, they must work closely with the Director of Finance and the Volunteers Coordinator to ensure efficient flow of information and logistics. The former relationship is needed in order to make certain that their ideas and plans do not exceed budgets, while the latter will be needed in order to figure out every volunteer's job on the day of the event. An overall plan for what happens around what time in the event is not sufficient enough. Their plans need to be very detailed and easy to follow by team members as they include everyone's job at all times. These plans must be approved by the President and the VP-internal 1-2 week(s) prior to the event, and then they must be presented to team members. Their tasks will be completed either online or in-person.

6) Director of Marketing: The Director of Marketing for MESA will be responsible for presenting the organization to the members of MESA and to external organizations. They are responsible for generating a marketing plan 3 weeks prior to each event and explaining the mediums through which they will advertise. The Marketing plan must be approved by the President and the VP External and then carried out by the executive. They will also be responsible for staying up to date with current events, holidays and celebrations and making regular posts regarding occasions. Finally, they must present the

club in a professional manner through all social media platforms and keep up an online presence. Their tasks will be completed either online or in-person.

7) Content Creator (2): The Content Creators will be responsible for creating media content to support MESA's marketing and outreach efforts. They will work directly under the Director of Marketing and assist in the execution of marketing campaigns, both for events and general club branding. They are expected to create and schedule content across all relevant platforms, including Instagram, LinkedIn, and any other channels used by the organization. Content must be aligned with the marketing plan and reflect MESA's values and professional image. One of the two creators will focus more heavily on graphic design and multimedia, while the other will focus on writing, scheduling, and online engagement. Both are expected to contribute to brainstorming, planning, and revising content based on feedback. Content Creators must stay informed about relevant events, holidays, and trends to keep the club's online presence active and timely. Their tasks will be completed either online or in-person.

8) Graphic Designer: The Graphic Designer for MESA will be responsible for constructing marketing material such as posters, fliers, tickets and other advertising paraphernalia. Their final advertising material must be presented to the President and VP internal 3-4 weeks prior to the event. They must devise plans alongside the Director of Marketing to advertise events in the best way possible. During events they will also assume the role of a photographer and they will be responsible for taking photographs of events, editing and releasing these images to the public through social media. They must be present at all events unless prior notice is given to the President and VP Internal. The editing and releasing process must take them less than 7 days after the event. Their tasks will be completed either online or in-person.

9) Sponsorship Coordinator : The Sponsorship Coordinator for MESA will be responsible for taking a leadership role and gathering motivated, dedicated and reliable volunteers. They

will be expected to find an effective and efficient way to communicate and to update them about new events and tasks that they will be responsible for. The Volunteers coordinator will be working with the events coordinator(s) in order to ensure that they are up to date with each volunteer's contribution on the event day. Also, the Volunteers Coordinator is responsible to write a report on outstanding volunteers consistently during the year. Their tasks will be completed either online or in-person.

10) Photographer : The Photographer for MESA will be responsible for visually documenting the team's events, initiatives, and activities. Their primary duty is to attend all major events and capture high-quality photos that highlight MESA's energy, community, and professionalism. These photos will be used for post-event recap posts, marketing materials, and internal archives. The Photographer will work closely with the Content Creators and Director of Marketing to ensure consistency in visual branding across all platforms. In addition to shooting events, the Photographer may also be asked to take photos for specific campaigns, portraits of the team, and staged shots for promotional content. They are expected to organize and edit photos in a timely manner and upload them to a shared folder within 48 hours of an event. The Photographer must be proactive, creative, and responsive to feedback to best reflect MESA's mission and vibe through their work. Their tasks will be completed both in-person and online.

Article V: Elections

The club will follow all election procedures set by the union.

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 be open to all interested candidates who 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
- 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 themselves to the
- Campus Groups'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 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.

Article VI: Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting. The

group's executive or members may not engage in activities 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 organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers

Article VII: Meetings

Executive meetings will be held once a week and general meetings will be held once every two months

Article VIII: Removal from office

The club will follow all rules and regulations set regarding the office.

The following are the club's rules for Removal of Executives from office. These Rules are to be followed under all circumstances unless they conflict with the rules set by the union.

1. Senior executives cannot be removed from the club unless it is requested by the union or if they lose elections.
2. If an executive misses three meetings with no good reason they will be removed from the club if they do not provide substantial evidence and defend themselves for their actions.