

# UTMSU Campus Group Constitution Template

## SSA (Somali Student Association)

The Somali Student Association located at the University of Toronto Mississauga has a commitment to generating a space that is welcoming and equitable for all, while centering the experiences of Somali students. The objectives of the association are to create a supportive space for Somali students to network among one another, as well as for first year and senior students to connect. In addition to networking, the group endeavors to foster connection through cultural exchange and collaboration to promote student growth (socially and academically), and engagement in the campus community.

Membership within the Somali Student Association is available to all UTMSU members, as well as all undergraduate students at the University of Toronto Mississauga. Members of the community and alumni may have associate membership offered to them, which allows them to participate in all association activities except for voting in elections, attending general meetings, holding executive position(s), or being nominated for an executive position. Associate members will not have voting or candidacy rights. Voting members is defined as a registered member of the Somali Student Association who is a part of the official list of members of the Somali Student Association, is a current UTMSU undergraduate student. Only voting members from the voting member list will be eligible to vote in elections and/or attend general meetings. There is no membership fee to join the Somali Student Association.

The Executive Body of the Somali Student Association includes the following positions:

### Co-Presidents

The Cocurricular Presidents set the overall direction and responsibilities for the association's activities and decision-making processes. As the primary representatives of the association, they balance and work collaboratively to ensure the association meets its objectives.

### Vice President

The Vice President supports the Co-Presidents in leading the Somali Student Association and helps ensure the smooth operation of the group. They assist in planning and coordinating events, take on leadership responsibilities when the Presidents are unavailable, and help maintain collaboration across the executive team. The Vice President also plays a key role in implementing the association's goals and initiatives.

### Secretary

The Secretary is responsible for group communications. This includes taking notes and documenting meeting minutes, responding to emails, monitoring all social media channels of the organization, and keeping everyone up to date about all activities and events that may be relevant for the association.

#### VP Finance

The Vice President of Finance is responsible for the overall financial operations of the association. This role is responsible for tracking income and expenses and creating reset budgets in assistance with the Cocurricular Presidents. Furthermore, this position is responsible for confirming records of financial transactions and submitting a bi-annual audit report to the UTMSU.

#### Creative Director

The Creative Director is responsible for producing and overseeing creative materials and events for the overall contents of the association. This role will oversee that all content created in and for the association is visually vibrant and representation-driven and aligned with the objectives of the organization.

President: 2

Vice President: 1

Event coordinator:

Media Coordinator:

Creative Director: 1

Secretary: 1

Finance Director:1

VP Finance: 1

Each of these Executive roles is critical for the efficient operation of the Somali Student Association (SSA) as well as for building a community of support for the members of the SSA.

The Somali Student Association will arrange regular meetings to facilitate dialogue and involvement of our members. There are two always-scheduled meetings, consisting of:

#### Executive Meetings

The Executive meetings will occur twice a week to discuss current initiatives, plan for future events, and discuss other business matters.

## General Meetings

The General Meetings will occur weekly, and everyone is welcome to attend these meetings. These meetings will include information related to the mission vision, and accomplishments of the association, and, if members want to, their opportunity to access more in-depth reporting about the association's financial health.

As such, these meetings will support the Somali Student Association's transparency and collaboration by keeping our members posted and involved in the SSA's events and initiatives.

**\*\*bi-weekly executive meetings & monthly general members meetings\*\***

The Somali Student Association prides itself on being a democratic association that welcomes engagement from all members, including first-year students, when warranted, by providing additional positions.

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 Procedure:** To be eligible to vote, you must be a general member of the student association. During election season, which will be the first week of march, the executives will release an official announcement which announces the positions available, the eligibility criteria which is being a general member.

**Election Timeline:** Announcements for voting will be made public at the end of February, and during the first week of March candidates can submit their nominations through a form for the executive positions. Once nominations are approved by the executive members, each candidate will have two weeks to promote themselves. During the final week of March, the voting will take place through an anonymous google form that would be posted on the club's Instagram. The executive members of the club will count and relay the vote to the general members and the new executive members will be announced.

**Election Policies:** To be eligible for candidacy, the individual must be a general member. Candidates must follow the club's code and conduct. The executives, who are the election committee, are going to ensure that there is no bias and that everyone has an equal chance to campaign. Any form of cheating, bribery or harassment on other campaigners will result in the immediate removal from eligibility in candidacy.

**Procedure in the event of a tie:** In the event of a tie there will be a new election between the tied candidates. An anonymous google form will be posted on the clubs Instagram bio for a

week to ensure fairness. The following week an announcement will be posted announcing the elected candidate.

### **General Member Removal**

Reasons for removal: All forms of harassment, disruptive behavior, bullying, violation of club guidelines such as the SSA's code of conduct will not be tolerated and will result in immediate removal.

Notice of removal: The general member being removed, must be given a formal notice from the club president and vice-president. The general member shall be given a week to respond before the official removal of the club.

Voting process: After the week of notice, and the general member has not given a response, the executive members of the club will meet to vote. If 6 out of the 9 executive members vote for the removal of the member through an anonymous vote, then such actions will take place.

Appeal process: If the general member wishes to appeal the decision for removal, they have a week to present their case in front of the executive members. The final decision will be voted by the panel. Should there be a 6 out of 9 executive members who have voted for the majority, then it will be confirmed in writing if the general member has been confirmed for removal or ruled against the removal.

Final vote process: After a voting is taken, the final verdict will be given to the general member in writing.

### **Executive Removal**

Notice of removal: A formal notice will be shared from the club president and vice-president. The executive member shall be given a week to respond before the official removal of the club.

Voting process: After a week of notice, and the executive member has not given a response, the executive members of the club will meet to vote. If 6 out of the 9 executive members vote for the removal of the executive member through an anonymous vote, then such actions will take place.

Appeal process: If the executive member wishes to appeal the decision for removal, they have a week to present their case in front of the executive members. The final decision will be voted by the panel. Should there be a 6 out of 9 executive members who have voted for the majority, then it will be confirmed in writing if the executive member has been confirmed for removal or ruled against the removal.

Final vote process: After a voting is taken, the final verdict will be given to the executive member in writing.

Appointment/by-election: When a decision for removal has reached, and the executive member has been removed from their executive membership and the other executive members have been notified, the other executive members can appoint a new executive member. This would happen through a voting process were based off the majority's decision, a new member will fill the position.

Please note that the UTMSU does not necessarily need to be involved in the issuing of verbal or written warnings. This can be done by the executive team. Please also note that after a removal has been finalized, it must be sent to the UTMSU.

Amendments - Only UTMSU members can propose and vote on amendments to the constitution.