

# Balkan Student Association Constitution

## **Campus Group Name**

We are hoping to run the Balkan Student Association at the UTM campus. Our association will be called BSA (Balkan Student Association).

## **Purpose**

The purpose of this association is to connect with Balkans across our campus and hopefully Balkan students across the two other campuses at UOFT. We hope to bring together the community through events like get togethers with Balkan food and music, Sijelos (which are Balkan dance parties), restaurants and connection events. Our objective is to connect Balkan students to their heritage and culture while also connecting them to other students and forming a safe and secure community. Our intention is to create a family.

## **Membership**

Associate membership of this association is open to all UTMSU students including community members and alumni. Associates may have the ability to participate in all matters of the association and aiding the executives in planning events and managing them. However, associates are exempt from the election process and voting for executives.

## **Executives**

1. President(s)- president(s) are responsible for overseeing the group's practices and will be the final decision maker(s). Once decisions are made by the executive VPs, it will go through a final look through by the president(s) of the association. The president(s) will be the primary source of contact for this association. Additionally, presidents will act as a backup for any VPs - that is if (for some reason) VPs are not able to fulfill their duties, Presidents and Vice Presidents must cover - to make sure the club runs as planned
2. VP Marketing- VP(s) of marketing will be responsible for the recognition of the group. This means running the social media accounts and post events we would be holding in the near future. They would promote our association as best they can to ensure it reaches the right community and attracts people who want to learn more about their culture
3. VP Events- VP(s) of events will be responsible for establishing all our events for our association. This means holding fund raisers, creating fun activities and managing events for the Balkan community to come together and communicate.
4. VP Finances- VP(s) of finances will be responsible for handling financial resources and cash flow. This entails keeping records of transactions, keeping receipts, finances and spending. They would also design budgets with the President(s) and other executives to ensure there is a balance. They will also be responsible for submitting a bi-annual audit report to the UTMSU. VP finances must represent the BSA at UTMSU financial meetings.
5. VP Internal- VP(s) of internal will be responsible for overlooking all communication within the group. VP(s) will ensure everything runs smoothly and plans that are developed throughout the group will first go through the VP(s) of internal, who will look

over the ideas, and will then go through the President(s) for finalization. They will also make schedules to ensure that all tasks that are given to the group get done thoroughly.

6. VP External- VP(s) of external will be responsible for collaborating with other clubs within the UTMSU clubs. For example, the UTMSerbs would be a group we could potentially collaborate with.

### **Meetings**

Executive meetings are strictly for executive members only. This association will be holding one Executive Meeting per Fall semester and Winter semester. This meeting would entail discussing missions, goals and accomplishments of the group including a detailed report on the financial condition of the association.

### **Presidential Elections**

All elections will be held during the Winter semester, following the timeline set by the UTMSU. A Chief Returning Officer (CRO) will be appointed to supervise elections. The CRO is an unbiased third party that must be appointed by outgoing executives and the Campus Groups Coordinator. The CRO cannot be running for a position on the incoming executive team.

However, voting will only be open to general members of the club only.

The Election timeline for this group will consist of 5 periods:

- Advertising Period: The advertising period for the election will run for a full week. During this week candidates will be able to promote the election and a mass email will be sent to all UTMSU registered students within the group.
- Nomination Period: Executives who are interested in running for President can self-nominate at this time. The nomination period will be overseen and managed by the CRO.
- All Candidates Meeting: Prior to elections, a meeting with all candidates must be held to go over election rules. This meeting is mandatory for all future candidates and should something arise and the candidate is unable to attend, they must send a representative in their place.
- Campaign Period: During this time, students will be able to promote their candidacy to all Campus Group Members .
- Voting Period: During this time, all registered BSA members will be able to vote for their incoming executives. The CRO will organize the voting platform.

### **Election Policies**

- Any complaints that arise during the time of elections, or as a result of the 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 the group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee of ASAC. If undemocratic election

procedures are suspected, the election results of even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

- President(s), VP of Finance, VP of Internal/Administration, and VP External, will be elected into office. All other executive positions will be hired through an interview process done by the President(s) and VP of Internal.

### **Hiring Process**

Associates will also be hired through an interviewing process done by the President(s) and the VP of Internal. VP Internal will be our administrator and ensure associate selection runs smoothly.

### **Removal From Office**

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination. 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

Should a student 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.

Removal Procedure:

- Removal from office after 1 written warning issued to a member
- Removal if executive member fails to perform their duties as defined in the group's constitution
- Removal after having missed 2 consecutive meetings without proper warning and communication

In the case of a campus group member's removal from office, a by-election will be held if necessary.

### **Amendments to the Constitution**

All amendments must be approved by the executive team.