

Article One – Name and Purpose

1.1. The official name of the recognized student group is “**American Students Association @ UofT.**”

1.2. The official acronym or abbreviation of the group is “**ASA @ UofT.**”

1.3. The purpose, objectives, mission and/or mandate of the organization is to provide a community for students at the University of Toronto with ties to the United States. The organization seeks to support members navigating cross-border life between Canada and the United States through community programming, informational resources, and social events.

1.4. The objectives of the organization include:

- Creating a welcoming community for American students, students with ties to the United States, and students interested in American culture.
- Hosting social events celebrating American cultural traditions such as Thanksgiving, the Super Bowl, and other community gatherings.
- Providing informational resources related to living abroad as an American student, including voting from abroad, taxation awareness, and cross-border professional opportunities.
- Facilitating discussions, speaker events, and networking opportunities related to American politics, law, culture, and careers.

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 **\$0 per year**.

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

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 **six (6) 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 number 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 greater.

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.

Article Five – Executive Committee Composition and Duties

5.1 President

The President shall:

- Be eligible to cast votes at meetings of the Executive Committee.
 - Oversee the operations, management, and success of the organization.
 - Ensure that the club's activities comply with the policies of the University of Toronto.
 - Serve as spokesperson for the organization.
 - Preside over meetings of the Executive Committee and general membership.
 - Ensure a transition of office from one year to the next.
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5.2 Vice President (Operations)

The Vice President (Operations) shall:

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

- Assume the duties of the President in their absence.
 - Coordinate internal organization and administrative matters of the club.
 - Maintain the membership list and internal records of the organization.
 - Record minutes for Executive and general meetings.
 - Assist in maintaining the organization's communication platforms.
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5.3 Vice President (Events)

The Vice President (Events) shall:

- Be eligible to cast votes at meetings of the Executive Committee.
 - Plan and coordinate social and cultural events hosted by the organization.
 - Organize events, including community gatherings, watch parties, and cultural celebrations.
 - Coordinate event logistics, including space booking, scheduling, and supplies.
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5.4 Treasurer

The Treasurer shall:

- Be eligible to cast votes at meetings of the Executive Committee.
- Manage the organization's financial affairs.
- Maintain accurate records of income and expenditures.
- Present updates on the organization's financial position at general meetings.
- Coordinate budgeting for events and activities.

5.5 Director of Outreach

The Director of Outreach shall:

- Be eligible to cast votes at meetings of the Executive Committee.
- Promote club activities and events to the broader University community.
- Manage the organization's social media and promotional materials.
- Recruit new members and promote engagement among existing members.

5.6 Director of External Affairs

The Director of External Affairs shall:

- Be eligible to cast votes at meetings of the Executive Committee.
- Coordinate partnerships and collaborations with external organizations.
- Organize guest speakers, panels, and professional networking opportunities.
- Maintain relationships with alumni, community partners, and relevant institutions.

Article Six – Elections

6.1. All voting positions on the Executive Committee shall be filled through an annual election.

6.2. All voting members of the group shall be eligible to seek nomination for and cast a ballot in elections for voting positions on the Executive Committee.

6.3. 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 receiving the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6.** In the event that multiple candidates are to be elected to a single position, the nominees receiving the greatest number of votes shall be deemed the winners until all positions are filled.
- 6.7.** Elections must be conducted in an unbiased and fair manner. No individual seeking election may participate in planning, administering, or overseeing the election process.
- 6.8.** If any Executive Committee position remains unfilled following an election, the remaining officers shall temporarily assume the duties of the vacant position until the role is filled through a by-election.
- 6.9.** By-elections may be held as needed to fill vacant Executive Committee positions. A nominee receiving a simple majority of votes cast (50% + 1) shall be deemed elected.
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Article Seven – Finances

- 7.1.** The Treasurer shall maintain an accurate and up-to-date record of the organization's income and expenditures.
- 7.2.** The Treasurer shall present updates on the group's financial position at the organization's annual general meeting.
- 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 primarily commercial in nature.
- 7.5.** The group shall not operate as an on-campus chapter of a commercial organization.
- 7.6.** The group shall not provide services or goods at a profit when that profit is used for purposes unrelated to the objectives of the group.
- 7.7.** The group shall not pay salaries to any of its officers.
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Article Eight – Meetings

8.1. The Executive Committee shall meet at least once per month. Quorum for Executive Committee meetings shall be **50% + 1** of the voting members of the Executive Committee.

8.2. The organization shall hold general meetings at least **twice per academic year** to provide members with an opportunity to review the group's activities, financial status, and to propose or vote on constitutional amendments.

8.3. The Executive Committee must announce the date of a general meeting to the membership at least **two (2) weeks** in advance.

Article Nine – Termination of Membership

9.1. The Executive Committee may revoke the membership of any member who commits an act that significantly harms the interests of the organization or its members, including failure to disclose a significant or ongoing conflict of interest.

9.2. A motion to revoke membership must be considered at a meeting of the Executive Committee.

9.3. A **two-thirds (2/3) majority vote** of the Executive Committee is required to approve a 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** of the general membership shall be required to sustain the revocation.

9.6. Following termination of membership, the individual shall be removed from the organization's membership list and will lose any privileges associated with membership.

9.7. Members of the Executive Committee are subject to the same termination process as general members.

Article Ten – Amendments

10.1. Constitutional amendments shall require a **two-thirds (2/3) majority vote** at a general meeting to be adopted.

10.2. All voting members may propose and vote on amendments to this constitution.

10.3. The Executive Committee shall submit any revised constitution to staff in the **Division of Student Life at the University of Toronto** within two (2) weeks of the amendment's approval.

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