Constitution of University of Toronto Mongolian Students Association 2026-2027

1. Article One – Name and Purpose

1.1. The official name of the recognized student group is **University of Toronto Mongolian Students' Association**.

1.2. The official acronym or abbreviation of the group is "UTMSA".

1.3. The purpose, objectives, mission and/or mandate of the University of Toronto Mongolian Students' Association is to:

1.3.1 Establish a representative body of the Mongolian students across all three campuses to:

a. Bring together the Mongolian community on campus.
b. Promote awareness of Mongolian culture and tradition among the campus community.

1.3.2 Enhance the educational, recreational, social, or cultural environment of the University of Toronto by:

a. Creating diversity.
b. Promoting community spirit.
c. Encouraging leadership.
d. Stimulating participation.

1.3.3 The University of Toronto Mongolian Students' Association fundamentally serves a non-profit function within the University of Toronto and will not engage in activities that are essentially commercial in nature.

1.3.4 The University of Toronto Mongolian Students' Association operates as an independent entity working within the University of Toronto community subject to the values and policies of the University.

2. Article Two – Membership and Membership Fee

2.1. Voting membership in University of Toronto Mongolian Students' Association is open to all registered students of the University of Toronto.

2.2 The term of membership for the University of Toronto Mongolian Students' Association will be from September 1 – August 31 each year.

2.3. 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.

2.4. 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 referendums.
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 - Responsibilities of Members

4.1 Each member shall possess the following responsibilities relative to participation in University of Toronto Mongolian Students' Association:
4.1.1 Support the purpose of the organization;
4.1.2 Uphold the values of the organization;
4.1.3 Contribute constructively to the programs and activities offered by the organization;
4.1.4 Attend general meetings;
4.1.5 Abide by the constitution and subsequent official organizational documents;
4.1.6 Respect the rights of peers and fellow members;
4.1.7 Abide by University of Toronto policies, procedures, and guidelines;
4.1.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
4.2 The University of Toronto Mongolian Students' Association values and respects the personal information of its members. The University of Toronto Mongolian Students' Association secures its member's information at all times and will not supply names or other confidential information to third-parties.
4.3 The University of Toronto Mongolian Students' Association will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

5. Article Five - Executive Committee

5.1. The term for all positions on the Executive Committee shall be from August 1st to July 30th.
5.2. The Executive Committee shall be composed of nine (9) voting members.
5.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
5.4. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
5.5. 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.
5.6. This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
5.7. Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms,

effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

5.8. Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

5.9. If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the 3 executive committee, and no ratification by the organization shall be required to make the resignation official.

5.10. Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

6. Article Six - Executive Committee Composition and Duties

6.1. The President shall:

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

6.1.2. Oversee the operations, management, and success of the group,

6.1.3. Serve as spokesperson for the group,

6.1.4. Hold signing and financial authority along with the Director of Finance,

6.1.5. Preside over meetings of the Executive Committee and/or members,

6.1.6. Ensure a transition of office from one year to the next,

6.1.7. Create and present an annual plan that outlines the proposed activities for the association in the upcoming year as part of your role. This plan will be subject to discussion and voting at the general meeting, and if it garners majority support, it will be integrated into the association's official annual agenda.

6.2. The Vice-President Internal shall:

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

6.2.2. Assume duties of the President in their absence,

6.2.3. Oversee the organization’s overall performance,

6.2.4. Ensure activities of the club comply with policies of the University of Toronto,

6.2.5. Be in charge of developing and enhancing the delivery of member services.

6.2.6. Coordinate organizational recruitment efforts,

6.2.7. Create and present an annual plan that outlines the proposed activities for the association in the upcoming year as part of your role. This plan will be subject to discussion and voting at the general meeting, and if it garners majority support, it will be integrated into the association's official annual agenda.

6.3. The Vice-President External shall:

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

6.3.2. Be responsible for strategically managing the organization's public image and communication efforts.
6.3.3. Develop comprehensive PR campaigns and contents.
6.3.4. Foster relationships with other clubs and student organizations.
6.3.5. Serve as the primary liaison between the association and external partners, including embassies, sponsors, media outlets, and university departments.
6.3.6. Coordinate and oversee all external-facing events, collaborations, and sponsorship initiatives, ensuring alignment with the association's mission and values.
6.3.7. Assist in drafting official statements, press releases, or external communications as needed, in consultation with the President and Executive Committee.
6.3.8. Create and present an annual plan that outlines the proposed activities for the association in the upcoming year as part of your role. This plan will be subject to discussion and voting at the general meeting, and if it garners majority support, it will be integrated into the association's official annual agenda.

6.4. The Director of Finance shall:
6.4.1. Be eligible to cast votes at meetings of the Executive Committee.
6.4.2. Record and maintain accurate documentation of all financial transactions of the association.
6.4.3. Hold signing and financial authority jointly with the President and the Vice-President.
6.4.4. Develop and maintain an up-to-date budget detailing the association's income and expenditures.
6.4.5. Provide financial guidance and updates to the Executive Committee and general membership as needed.
6.4.6. Prepare and present an annual financial report and proposed budget for the upcoming fiscal year.
6.4.7. Create and present an annual financial strategy plan that outlines anticipated fundraising initiatives, expenditures, and financial goals for the association. This plan shall be subject to discussion and voting at the General Meeting, and upon majority approval, will be incorporated into the association's official annual agenda.

6.5. The Director of Marketing shall:
6.5.1. Be eligible to cast votes at meetings of the Executive Committee,
6.5.2. Curate marketing strategies for the group,
6.5.3. Prepare the annual marketing plans,
6.5.4. Make final decisions on marketing content,
6.5.5. Supervise the team members, including the Graphic Designer and the Marketing Associate,
6.5.6. Actively manage the group's social media platforms,
6.5.7. Be the ultimate decision-making authority concerning marketing initiatives,
6.5.8. Create and present an annual plan that outlines the proposed activities for the association in the upcoming year. This plan will be subject to discussion and voting

at the general meeting, and if it garners majority support, it will be integrated into the association's official annual agenda.

6.6. The Marketing Associate shall:

6.6.1. Be eligible to cast votes at meetings of the Executive Committee,
6.6.2. Develop engaging content to promote association events and activities, tailored to both English and Mongolian audiences,
6.6.3. Manage the association's social media accounts, sharing updates and fostering community engagement,
6.6.4. Collaborate with the graphic designer or create basic graphics to support marketing materials and visual content,
6.6.5. Work closely with the Director of Marketing and fellow team members to ensure the seamless development and execution of marketing strategies and campaigns,
6.6.6. Create and present an annual plan that outlines the proposed activities for the association in the upcoming year as part of your role. This plan will be subject to discussion and voting at the general meeting, and if it garners majority support, it will be integrated into the association's official annual agenda.

6.7. The Director of Events shall:

6.7.1. Be eligible to cast votes at meetings of the Executive Committee,
6.7.2. Strategically plan and execute a variety of annual events spanning social, academic, and community domains,
6.7.3. Coordinating event logistics and overseeing event organization,
6.7.4. Effectively managing the event associates to ensure seamless execution and successful outcomes,
6.7.5. Create and present an annual plan that outlines the proposed activities for the association in the upcoming year as part of your role. This plan will be subject to discussion and voting at the general meeting, and if it garners majority support, it will be integrated into the association's official annual agenda.

6.8. The Events Associate shall:

6.8.1. Be eligible to cast votes at meetings of the Executive Committee,
6.8.2. Collaborate closely with the Director of Events and fellow team members to ensure the seamless planning and organization of events,
6.8.3. Assist in the planning and organization of events from inception to completion,
6.8.4. Oversee event logistics, including venue booking, catering, audio-visual setup, and on-site coordination,
6.8.5. Provide on-site support during events, including attendee assistance, troubleshooting, and ensuring a smooth flow of activities,
6.8.6 Provide annual plan at the beginning of the school term that indicates annual,
6.8.7. Create and present an annual plan that outlines the proposed activities for the association in the upcoming year as part of your role. This plan will be subject to

discussion and voting at the general meeting, and if it garners majority support, it will be integrated into the association's official annual agenda.

7. Article Seven – Elections

7.1. All voting positions on the Executive Committee shall be filled through an annual election.
7.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
7.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
7.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
7.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
7.6. 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.
7.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
7.8. Executive elections will be held prior to June 30 each year.
7.9. All application periods must commence a minimum of fourteen (14) calendar days prior to the general meeting at which the election will be held. The application period must end a minimum of seven (7) days prior to the general meeting at which the election will be held.
7.10. If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.

8. Article Eight – Finances

8.1. The Director of Finance shall keep an active record of income and expenses.
8.2. The Director of Finance shall present the group’s updates on the group’s financial position at annual general meetings.
8.3. The Executive Committee must approve all expenditures over $100.00 through a majority vote at a meeting of the Executive Committee.
8.4. All Budgets shall be prepared by the Director of Finance in accordance with the organization’s priorities as determined by the executive committee in consultation with general members at a valid general meeting.
8.5. The Director of Finance shall present a proposed operating budget for the next fiscal year to the executives for its consideration at the final general meeting.
8.6. The President, the Vice-President, and the Director of Finance shall be the sole signing authorities of banking instruments for the organization.
8.7. University of Toronto Mongolian Students’ Association will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year’s elections.
8.8. The group may not engage in activities that are essentially commercial in nature.
8.9. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

8.10. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
8.11. The group will not pay salaries to any of its officers.
8.12. University of Toronto Mongolian Students' Association will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

9. Article Nine – Meetings

9.1. There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.
9.2. 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.
9.3. General meetings will be facilitated by a chairperson selected by the general membership from the executive committee. The Chairperson shall be responsible for:
    9.3.1. Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
    9.3.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
    9.3.3. Moderating the discussion at meetings according to the agenda;
    9.3.4. Suspending members from participating in meetings for constitutional or procedural violations.
9.4. All executives are expected to make brief progress reports on their activities at every general meeting.
9.5. Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.
9.6. Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.
9.7. Any question at a valid general meeting shall be decided by a show of hands.
9.8. Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
9.9. In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.
9.10. The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.
9.11. 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.

10. Article Ten - Termination of Membership

10.1. 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.

10.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

10.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

10.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

10.5. 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.

10.6. 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.

10.7. Executive Committee members are subject to the same termination of membership process as general members.

10.8. The removal of members and executives will be facilitated by a three tier procedure which operates as follows:

10.8.1. First Tier:

- The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

10.8.2. Second Tier:

- Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
- The Vice President will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- The Vice President must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
- The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President's written response to demonstrate progress or correction of behavior.

10.8.3. Third tier:

- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
- The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
- The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

11. Article Eleven – Amendments

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

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

11.3 Notice of a meeting called to consider such a resolution shall be given as follows:

11.3.1. Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;

11.3.2. A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.

11.4. 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.

11.5. 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.