West Indian Students' Association

WISA

CONSTITUTION 2026/2027 ACADEMIC TERM

Preamble

We understand the diversity of West Indian cultures within the University of Toronto's St. George Campus, and we seek to identify them, as well as establishing a stronger sense of community among West Indians and those of the Caribbean Diaspora. We intend to become a hub and home away from home to all those who call the West Indies home and heritage. WISA will hold events and activities that will allow the entire student body an opportunity to get involved and participate. We intend to achieve a unique and open cultural experience for all West Indian and Caribbean students that attend the University of Toronto St. George by coordinating academic, social and charitable initiatives . It is our belief that WISA will achieve this as we strive for nothing less than excellence and unity.

Article One – Name and Purpose

1.1 Name – The official name of the recognized student group is "University of Toronto West Indian Students' Association"

1.2 Acronym - The official acronym or abbreviation of the group is "WISA".

1.3 Purpose

Our purpose and core goal is to provide a better understanding and awareness within the University of Toronto with the people, affairs, and culture of the West Indies through organized cultural events. We aim to encourage a greater sense of community among students of West Indian ancestry. To do so, we will hold various social and charitable events that not only center around West Indian/Caribbean cultures, but also promote a space in which our members can learn about and grow their knowledge of their cultures and heritage.

Article Two – Membership

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 within WISA is extended to any student, faculty member, staff, and alumni of the University of Toronto St. George. Moreover, it is extended to those without discrimination based on race, gender, national or ethnic origin, colour, sexual orientation, religion, age, or mental/physical disability.

Article Three – Rights of Members

3.1 All voting members have the right to attend all general meetings of members.
3.2 All voting members have a right to cast votes at all general meetings of members.
3.3 All voting members have a right to stand for election (after one year of WISA membership) unless stated otherwise in this document.
3.4 All voting members have a right to propose and vote on amendments in this constitution.
3.5 All voting members have a right to cast votes in all group elections and referendums.
3.6 WISA will strictly adhere to the policy of fairness and equality among all its members of the organization.
3.7 Further, WISA will ensure that anyone who chooses to breach the rules of WISA's constitution will be subject to loss of membership and hardcopy write up for future notification.
3.8 The executive cabinet has the right to remove any member of WISA due to any justifiable reasons that will be listed in article nine.

Article Four – Executive Committee

4.1 The term for all Executive Committee positions shall be from May 1st to April 30th.
4.2 The Executive Committee shall be composed of 15 core voting members.
4.3 All voting members of the Executive Committee must be currently registered students at the University of Toronto.
4.4 Non-voting members are not allowed to vote for the Executive Committee and are only allowed to hold non-voting positions, if any.
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 greatest.
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 Unless said otherwise by the Co-Presidents, *every Executive Committee member must* complete one academic term in their role unless a viable emergency has come up to cause them to leave their post. Thus, a by-election can be held the next semester to fill their spot.

4.9 It is strongly recommended that anyone running for an executive position has one year of experience in WISA upon application but is not mandatory.

Article Five – Executive Committee Composition Duties

All Executive positions are eligible to cast votes at meetings of the executive committee.

All Executive Positions must be present at 60% of WISA events held throughout the year.

All Executive positions may be required to help with the execution of Events if needed.

1. Duties of the **Co-Presidents**
    I. It is to be two elected positions within WISA and the workload should be split evenly with both people.
    II. Is to be responsible for the general membership of all bodies within WISA.
    III. To keep the efficient and orderly conduct among the WISA organization and all its members, adhering to the rules outlined within the WISA constitution.
    IV. To ensure that all executive members outlined within the WISA constitution are well acquainted with their assigned duties and see to it that they carry them out in an orderly fashion.
    V. Is to convene a general meeting at least once per semester within the assigned academic year term (fall-winter & spring sessions) set out by the University of Toronto.
    VI. Is to oversee, coordinate, and finalize all decisions that are made within the club, no matter what the situation at hand is.
    VII. It is in the best interest of the Co-President to ensure that all decisions are made with the equal input in mind and that of the other executive members outlined within the WISA constitution.
    VIII. Is to ensure that all duties that are labelled within the position of the Co-President, as outlined within the WISA constitution, are carried out by the other, in the notion that one is of absence from the organization at any time.
    IX. Is to be listed as either a primary contact or administrative officer on the student organization portal and so is to assist the VP Events with room bookings

2. Duties of the VP **Events :**
    I. Is to oversee all events that occur within WISA. This role is vital to WISA's functioning as it primarily puts on events.
    II. Is to serve as a lead for the Events team, overseeing the four Events Coordinators and assign tasks evenly among them.
    III. Is to attend the general meeting that occurs at least once per semester within the assigned academic year term (fall-winter & spring sessions) set out by the University of Toronto.
    IV. Is to coordinate at least one charitable event for the academic year.
    V. Is to work together with the Co-Presidents and Financial Director to ensure that all aspects within an event run efficiently and sound.
    VI. Is to be listed on the Student Organization Portal as one of the Administrative Officers who is able to book spaces on campus to host events.
    VII. Is to adhere to all duties labelled within the WISA Constitution; subject to lack of these duties is prone to removal from the organization of WISA.
    VIII. It is the responsibility of the VP Events to see that every aspect that is outlined by the Co-Presidents for an event is carried out and met.
        i. Meetings (formal and informal), guidelines, and rules are all meant to be kept by the VP Events.
        ii. Regular communication is to be done more with this position due to its high status within WISA.

3. Duties of the VP **Academics :**
    I. Is to oversee all academic events that occur within WISA. This role is vital to WISA's functioning as it primarily puts on events.
    II. Is to be the main liaison between WISA and the Caribbean Studies Student Union (CARSSU) and is required to take a lead on collaborations between WISA and CARSSU
    III. Is to attend the general meeting that occurs at least once per semester within the assigned academic year term (fall-winter & spring sessions) set out by the University of Toronto.
    IV. Is to work together with the Co-Presidents and Financial Director to ensure that all aspects within an event run efficiently and sound.
    V. Is to adhere to all duties labelled within the WISA Constitution; subject to lack of these duties is prone to removal from the organization of WISA.
    VI. It is the responsibility of the VP Academics to see that every aspect that is outlined by the Co-Presidents for an event is carried out and met.

4. Duties of the **Events Coordinators:**
    I. Is to be four separate executives elected during the Executive Election period; roles will be split evenly among the four.
    II. Is to assist the VP Events and VP Academics in any capacity that is required in terms of running of events.
    III. Is to oversee events if assigned by the VP Events or VP Academics
    IV. Is to attend the general meeting that occurs at least once per semester within the assigned academic year term (fall-winter & spring sessions) set out by the University of Toronto.
    V. It is the responsibility of the Event Coordinator to see that every aspect that is outlined by the Co-Presidents, VP Academics and VP Events for an event is carried out and met.
    VI. Is to adhere to all duties labelled within the WISA Constitution; subject to lack of these duties is prone to removal from the organization of WISA.

5. Duties of the VP **Marketing**:
    I. Is to oversee all marketing and social media matters with regards to WISA .
    II. Is to oversee and work together with the Social Media Officers to come up with social media initiatives and ways of recruiting new members to the club.
    III. Is to send out emails to the community about upcoming events and check with Co-Presidents that email content is accurate and coherent.
    IV. Is to work closely with the VP Events, VP Academics and Events Coordinators to see that all aspects of advertising and awareness of any event held, ran, and operated by WISA is carried out and made clear.
    V. Is to attend the general meeting that occurs at least once per semester within the assigned academic year term (fall-winter & spring sessions) set out by the University of Toronto.

VI. Is to adhere to all duties labelled within the WISA Constitution; subject to lack of these duties is prone to removal from the organization of WISA.

6. Duties of the **Social Media Officers**:

I. Is to be two people elected during the Executive Elections with the work split evenly between both people.
II. Is to work together with the VP Marketing to manage all media, advertising, and public relation aspects that have to do with WISA.
III. Is responsible to create all social media posts, flyers, etc., for the promotion of club initiatives according to the vision of the VP Events or VP Academics
IV. Is to work closely with the VP Events and VP Academics to see that all aspects of advertising and awareness of a social event held, ran, and operated by WISA is carried out and made clear.
V. Is to handle writing of captions, responses to DMs that are within their scope of knowledge, and communication to members who message for any reason.
VI. Is to keep regular maintenance of WISA's social media, frequent updates, and general efficiency of all communication aspects within WISA
VII. Is to attend the general meeting that occurs at least once per semester within the assigned academic year term (fall-winter & spring sessions) set out by the University of Toronto.
VIII. Is to adhere to all duties labelled within the WISA Constitution; subject to lack of these duties is prone to removal from the organization of WISA.

7. Duties of the **Financial Director**:

I. Is to oversee all financial situations and accounting aspects of WISA.
II. Is to attend the general meeting that occurs at least once per semester within the assigned academic year term (fall-winter & spring sessions) set out by the University of Toronto.
III. Is to propose a budget at the beginning of each academic year informed by calendar of events, spending from previous years and current account balance
IV. Is to report a monthly financial statement to the Co-Presidents of the organization's current situation and status.
V. Is to report any financial choices to the Co-Presidents before any decision is made on that situation and to be aware that all transactions are to be handled by the Financial Director and reported to the Co-Presidents before and after they are completed.
VI. The Financial Director is to oversee the Small Business account once set up.
VII. The Financial Director is to work closely together with the VP Events to advise on all financial decisions and warn against possible outcomes when WISA is planning an event or activity.
VIII. It is the Financial Director's duty to advise the Co-Presidents when voting to approve all expenditures over $100.00 so that WISA does not run into financial debt or loss prior to an event; and is to give precaution to all executive members

if loss is possible from an event itself.

IX. Is to adhere to all duties labelled within the WISA Constitution; subject to lack of these duties is prone to removal from the organization of WISA.

8. Duties of the **First Year Representatives**
   I. Two people elected at the beginning of the Academic Year in September
   II. Oversee recruitment of new first years into WISA at first year events and all external charitable events
   III. Spread awareness about WISA to first year students UTSG on social media
   IV. Is to assist in the execution of events as required by the VP Events or VP Academics or Social Media team
   V. Is to shadow members of the WISA Executive and gain experience in the various WISA departments

9. Duties of the **Secretary**
   I. Is to oversee all administrative tasks within WISA in collaboration with the Co-Presidents , e.g., Student Life Recognition, application for office space etc.
   II. Is to provide any assistance to the Financial Director, Co-Presidents, VP Events and VP Marketing . It is their duty to see that all administrative aspects that come along with these other positions are done in an efficient and reliable manner.
   III. Is to work together to create a general report once a semester on the clubs progress to share within the core executive branch.
   IV. Is to attend the general meeting that occurs at least once per semester within the assigned academic year term (fall-winter & spring sessions) set out by the University of Toronto.
   V. Moreover, this person is to see that all minutes from the general and executive meetings are recorded with topics discussed, major highlights, conflicts, and topics for the next meeting. This is to be emailed to its respectable recipients within two days after meetings have been completed.
   VI. Is to adhere to all duties labelled within the WISA Constitution; subject to lack of these duties is prone to removal from the organization of WISA.

Article Six – Elections

6.1 All voting positions on the Executive Committee shall be filled through an annual election.
6.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
6.3 All non-voting group members shall be eligible to seek nomination only for non-voting

positions (Social Committee) 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 winning the plurality of votes cast in the election for each position shall be deemed the winner.

6.6 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.

6.7 The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

6.8 Election notification will be given one month prior to election season. This will be done by advertising on the organization's website and via email to all members.

6.9 Voting will be done on two separate occasions online. The names of the nominees and positions will be posted along with their discourse of intention. A voting option will then be provided for each member on the website. Voting privileges are meant only for members of WISA. Voting online: one must provide their name, student number, and what affiliation they have with WISA (general member, social committee member, or executive committee).

6.10 When the posting for election season is given on the website and via email, WISA's website will provide an online application for persons who intend to run for executive positions. Each person who chooses to run for a position must familiarize themselves with WISA's Constitution and all duties that come along with the position they are running for.

6.11 In the event of a vacant executive position in WISA, the current executive cabinet will uphold those position duties until a By-Election is held at the beginning of the fall semester. This election will follow all the rules and guidelines as the end of term election.

Article Seven – Finances

7.1 All financial matters will be dealt with strictly by the Co-Presidents and Financial Director of WISA and the Financial Director shall keep an active record of all incomes and expenses.

7.2 The Financial Director shall present updates on the group's financial position at annual general meetings.

7.3 All financial information is available to any member of WISA (executive or non-executive) and any member can request financial information from either the President or the Financial Director and will be notified of the information within five business days.

7.4 All purchasing transactions are to be signed and documented by the Financial Director as well as two more signatures—that of the President and Vice President of WISA. It is in the interest of this guideline that precautions, outcomes, and responsibilities are dealt with in case of loss or damage to the organization.

7.4.1 The Executive Committee must approve all expenditures over $100.00 through a majority vote at a meeting of the Executive Committee.

7.5 The group may not engage in activities that are essentially commercial in nature.

7.6 The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

7.7 The group will not provide services and goods at a profit when that profit is used for

purposes other than those of the group.

7.8 The group will not pay salaries to any of its officers.

7.9 All financial decisions will be shared among the organization before any steps are taken to go forth with the financial matter.

7.10 Whoever is given the status of collecting any income for WISA is to adhere to all guidelines outlined within WISA's constitution; subject to neglect will result in removal from the organization.

Article 7.2 – Finances and Charity Sector

Due to the fundraising/charitable sector within WISA, the following financial guidelines will be followed for this sector:

7.2.1 Donations made in the name of WISA charitable sector can only be performed by any executive member outlined by WISA's Constitution or those individuals who have written and signed consent from both the President and the Financial Director. Receipts will be given in the name of WISA's charitable sector, thus adhering to the proper accounting procedures.

7.2.2 As outlined in the position of the Charity Relations Director, he/she who assumes this role will inevitably oversee the fundraising aspect of WISA. This being said, it is inevitably up to the Charity Relations Director to ensure that all financial situations and issues are overseen and handled within the guidelines of the WISA Constitution.

Article Eight – Meetings

8.1 There will be a structure of two meetings that WISA will carry out—they are as follows:

- General Meetings
    i. These are to be held at least once per semester in each academic term to allow general members the chance to get up to date information on the organization's monthly progress and allow them the chance to speak on these events.
    ii. At this meeting, the Executives will discuss the activity plan for the month, finances, as well as the chance to vote on constitutional amendments if need be.
    iii. The meeting is to be controlled by the President. All issues that need to be addressed will be and the policy of fairness and equality will be strictly enforced at these meetings.
    iv. At least 50% of the Executives must be present at these meetings but all are strongly encouraged to join.
    v. The Executive Committee must announce the date of the General Meetings to all general members at least two (2) weeks prior to the date of the meeting via social media, email, and newsletter.
- **Executive Meetings**
    i. These are to be held once per week after the transition meeting to the

new Executive Core.

ii. All executive members must be present during 60% of these meetings.

iii. These meetings will be called by the Co-Presidents and discussed on an individual level with each executive member what issues need to be addressed at the meeting.

iv. These meetings will deal exclusively with the executive members of WISA. All business discussed at these meetings are to stay within the executive cabinet itself. Major points that are highlighted within the meeting that are a necessity to the general members will be recorded and spoken aloud at the general meeting.

v. Emergency meetings can be called by the President along with the Vice-President and Event-Coordinator with 25% of the executive body. All who need to be present will be given 24-hour notification prior to the meeting via email.

Article Nine – Termination of Membership

9.1 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.

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

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

9.4 Any member facing removal shall have the right to appeal the decision of the Executive Committee to a faculty member.

9.5 In the case of an appeal, a supporting vote from a faculty member shall be required to sustain the revocation of membership between the executive members.

9.6 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.

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

- The removal of any Executive Committee must be brought up to the Co-Presidents in discretion with a justifiable list as to why that person should be removed.
- The president will address said person or member privately before addressing the group

Article Ten - Amendments

10.1 The power and responsibility to make amendments to the constitution is allocated to the general membership at large during an emergency town hall or a general meeting if the timing aligns.

10.2 After a meeting or discussion, all voting members vote on the proposal.

10.3 If two-thirds of the members agree to accept the proposal, then the constitution is amended.

10.4 If less than two-thirds agrees, the proposal is defeated, and the constitution remains as is.

10.5 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.

10.6 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.