

Filipino Student Association Constitution

Article I: Campus Group Name

The official name of this recognized campus group is "The Filipino Student Association at the University of Toronto Mississauga."

The acronym or abbreviation of this group is: UTM FSA

Article II: Purpose

The purpose, objectives, mission and/or mandate of organization is outlined here:

UTM FSA will be a social and cultural club. Our purpose is to create a place for Filipinos and those interested in Filipino culture to gather and communicate. This will be accomplished through social events such as game nights and karaoke events, as well as cultural events, such as film marathons and all-you-can-eat Filipino food events. These events aim to foster greater appreciation and awareness for Filipino culture, and to represent the Filipino community at large here at UTM.

Article III: Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni). Voting at elections is open to all UTMSU students. It should be noted that only current UTMSU members have full rights to run, nominate, and vote in elections, general meetings, and constitutional amendments.

The group is open to non-UofT members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name, student number, and valid email address. If they are a non-UofT member, they only need to submit their full name and email address.

General membership in UTM FSA shall be free and open to eligible members. Payment is not required to be considered a general member of the club.

UTM FSA may offer an optional paid membership ID for \$10 per academic year. Payment for the membership ID is voluntary and is not required to participate in club events or be considered a member of the association.

Members who purchase the optional membership ID may receive additional benefits, such as reduced entry fees at select in-person events, discounts with partners, or priority access where applicable.

Article IV: Executives

The executive committee shall be composed of at least seven (7) elected officers. These include a President/Co-Presidents, a Vice President of Finance, a Vice President of Internal Affairs, a Vice President of External Affairs, Co-Vice President of Events (2), Co-Vice Presidents of Communications (2), and Senior Advisors.

The President shall:

- Share authority and have the final word in any major changes or initiatives.
- Deliberate, consult, and work closely with the team to ensure greater consensus.
- Set direction for the club and take primary responsibility in conceiving, engineering, and implementing projects.
- Delegate council responsibilities and guide the council in executing tasks, including stepping in to fill a role on the occasion that a council member is unable to fulfill their duties.
- Be the first signing officer/s in all financial transactions within the club.
- Be the primary point of contact for the club.

Note: All major paperwork and/or transactions require the approval and/or signature of one (1) President.

The VP Finance shall:

- Oversee the approval of expenditures.
- Take charge of budget creation and allocation, as well as review the usage of sponsorship money.
- Manage the club's funding and sales records.
- Responsible for the submission of the UTMSU audit.

The VP Internal shall:

- Ensure that all of the club's internal affairs are operating smoothly.
- Preside over the club's relations between UTMSU, the UTM Administration, and all other clubs and societies within campus.
- Be responsible for internal communications in the group and taking minutes.
- Inquire and facilitate room and event space booking.
- Assist in the coordination of organizational recruitment and promotion efforts within campus.

The VP External shall:

- Ensure that all of the club's external affairs are operating smoothly.
- Coordinate the club's relations with organizations outside of campus, including the handling of community engagement.
- Inquire and contact speakers and vendors.
- Assist in the coordination of organizational recruitment and promotion efforts within campus.

The Co-VPs of Events shall:

- Organize, plan, and execute event logistics and themes for any UTM FSA event.
- Generate unique and creative content to present to the team for possible event ideas and themes.

- Ensure a smooth execution of events.
- Oversee and delegate tasks to the events team.
- Work with VPs of Finance and Communications to ensure that events are within budget and promoted correctly.

The Co-VPs of Communications shall:

- Manage and maintain the club's online presence (i.e., social media).
- Handle the creation of promotional materials, including promoting the club's awareness through campus postings and online presence.
- Maintain a contact list of all members.

The Senior Advisors shall:

- Serve as mentors to VPs, and Associates, leveraging their experience to guide decision-making.
- Coach VPs, Associates, and mentees in role-specific skills (e.g., event planning, external outreach).
- Consult on high-impact projects (e.g., collaborations, fundraising) to align with FSA's mission.
- Support the mentorship program as backup mentors when needed.

All executives are expected to actively contribute throughout their term and must attend at least three (3) UTM FSA events per academic year. Executives must support event preparation, execution, or post-event tasks when reasonably assigned. Failure to meet these expectations may result in a written warning, assigned make-up tasks, loss of CCR/internal recognition eligibility, or removal from office under Article VIII.

Article V: Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term. These are open to all members of the group.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health, accomplishments, goals, propose or vote on constitutional amendments (if any), and a financial report if requested by any member (submitted in writing to the VP Finance at least 72 hours before the meeting). Motions will require a two-thirds majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

B) Executive Meetings:

The Executive Committee shall meet on a monthly basis where date and times are to be set by the President. The quorum of executive meetings shall be two-thirds of executives.

Executives must attend a minimum of 70% of all meetings held. In the case where this is not met, these executives may not receive CCR or can make up for lost meetings by taking on additional work as seen fit.

C) Team-Specific Meetings:

In addition to regular executive meetings, Vice Presidents may schedule separate meetings with their Associates as needed for role-specific training, task delegation, and team coordination. These meetings are optional and will not count toward the 70% executive meeting attendance requirement. VPs retain full discretion in scheduling these sessions based on their team's needs.

Article VI: Elections

6.1 Election Overview and Procedure

All registered campus groups must hold elections during the Winter Semester in accordance with the timelines and procedures established by UTMSU. Elections are expected to be conducted in a fair, transparent, and accessible manner to ensure all eligible members have an equal opportunity to participate.

A Chief Returning Officer (CRO) must be appointed to oversee the election process. The CRO must be an unbiased third party approved by both the outgoing executive team and the Events and Membership Engagement Coordinator and may not be running for a position on the incoming executive team.

Elections must remain open to all eligible UTMSU members. All candidates must be UTM undergraduate students at the time of the election and must maintain their UTM undergraduate status for the full duration of their elected term.

6.2 Election Timeline

- **Advertising Period:** Elections must be advertised for a minimum of one week to all registered group members.
- **Nomination Period:** Eligible members may self-nominate for executive positions during this period under the supervision of the CRO.
- **All Candidates Meeting:** All candidates must attend a mandatory meeting reviewing election rules and procedures. If unable to attend, a representative must be sent.
- **Campaign Period:** Candidates may campaign to the group's membership during this period.
- **Voting Period:** Eligible UTMSU members may vote for incoming executives through a voting process organized by the CRO.

6.3 Election Policies

Any complaints related to the election process must be submitted in writing to the Events and Membership Engagement Coordinator within 72 hours of the election.

The Clubs Committee and ASAC reserve the right to nullify election results in cases of misconduct or unfair election practices. Failure to hold elections or submit election results may result in the loss of group recognition status. Suspected undemocratic election procedures may also be referred to UTMSU for review.

6.4 Vacant Position/Tie Procedure

Vacant positions may be filled through appointment or by-election.

6.5 Ratification of Results

- Confirm candidates are UTM undergraduate students AND/OR any other requirements
- Verify eligibility requirements
- Share results publicly for one week

Article VII: Mentorship Program

The Mentorship Program pairs first or second year students with third or fourth year students to help them adjust to university life. Mentors provide guidance, share experiences, and help build connections within FSA.

Participation requirements for the Mentorship Program may vary each year depending on UTMSU, CCR, and program capacity requirements. The VP Internal shall communicate the official requirements to participants at the beginning of the program.

To earn CCR recognition:

- Mentors must attend 2+ sessions, host 2 group meetings, attend 3 FSA events, and submit reflections.
- Mentees must participate in 2+ sessions, attend meetings, go to 3 FSA events, and complete reflections.

The VP Internal can propose changes, approved by majority executive vote.

Article VIII: Removal from office

8.1 UTMSU-Initiated Removal

Removal from office may occur at any time by notice from UTMSU in cases involving harassment, sexual harassment, discrimination, or other violations of UTMSU policies (refer to UTMSU Procedural Policies).

In such cases, UTMSU will conduct an investigation and notify the individual of any resulting sanctions. These sanctions may include, but are not limited to:

- Temporary or permanent removal from campus group activities
- Mandatory consent or anti-oppression training
- Temporary or permanent restrictions from UTMSU spaces
- Temporary or permanent restrictions from campus group events

Individuals wishing to file a formal complaint with UTMSU must submit a written notice to the Events and Membership Engagement Coordinator.

8.2 Internal Executive Removal Process

Grounds for Removal

Grounds for removal may include, but are not limited to:

- Failure to fulfill responsibilities as outlined in the constitution
- Repeated failure to complete assigned tasks
- Missing meetings without appropriate notice or justification
- Conduct that negatively impacts the group or its members

Required Removal Process

The removal process must include the following steps:

- A written notice outlining the concerns provided to the individual
- Documentation of any prior warnings, meetings, or attempts to resolve the issue
- An opportunity for the individual to respond to the concerns
- A request is submitted to the VP Campus Life which should:
 - Be signed by at least 30% of the Club membership or two-thirds (2/3) of the club executive membership
 - Specify the alleged incidents of neglect of duty
- Upon receipt of the request, the council shall be required to hold a referendum within twenty (20) days.

In case of a council member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

Article IX: Finances

The VP Finance shall keep records of all income and expenses. The VP Finance shall present the group's financial health at the annual general meetings. Expenditures over \$100.00 must be approved by majority vote at an executive meeting and must also receive approval from the President.

The group's executive members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

Article X: Amendments to the Constitution

- The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations.
- All proposed amendments must be presented to and approved by the group's membership at a General Meeting.
 - A two-thirds (2/3) majority vote of eligible UTMSU members is required for any amendment to pass.
- All amendments must be submitted to and approved by UTMSU prior to being formalized and adopted.

- The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, the UTMSU, etc) within two (2) weeks of its approval by general members.

Article XI: Compliance and Responsibilities

11.1 Adherence to the Constitution

- All campus group members, and particularly members of the executive team, are expected to be familiar with and adhere to the provisions outlined in this constitution.

11.2 UTMSU Policies and Handbook

- All campus group members are required to review and comply with the UTMSU Campus Groups Handbook, as well as all applicable UTMSU policies and procedures, as published on the UTMSU website.
- Campus groups are responsible for ensuring that their operations, decision-making processes, and activities remain consistent with these governing documents at all times.

11.3 Policy Compliance

- Any amendments, provisions, or practices that are inconsistent with UTMSU policies and procedures will not be approved or recognized.