

Constitution of “UTM Slavic Student Association”

1. Name

The official name of this recognized campus group is "UTM Slavic Student Association"

The acronym or abbreviation of this group is: UTMSSA

2. Purpose and Objectives

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

The purpose of the Slavic Student Association is to bring together students of Slavic backgrounds and all those interested in Slavic cultures in order to foster a strong, welcoming, and supportive community on campus. The organization seeks to create a space where students can build friendships, feel at home at the university, and connect through shared cultural experiences while promoting unity, mutual respect, and understanding across diverse backgrounds. The club aims to celebrate and share Slavic cultures, traditions, and languages with the wider campus community. Through cultural events, social gatherings, and educational initiatives, the association will provide opportunities for students to learn from one another and engage with Slavic heritage in an inclusive and respectful environment. Planned activities will include social events, cultural celebrations, shared food gatherings, collaborative events with other student organizations, and language-based meetups for students interested in practicing languages such as Russian, Polish, and other Slavic languages. These initiatives are intended to make it easier for students to form connections, support one another, and develop a sense of belonging on campus. Grounded in the values of community, equity, diversity, and inclusion, the association strives to build a network of support that enhances student life and encourages cultural appreciation, friendship, and lasting connections across the university.

3. Membership

Membership in the Slavic Student Association is open to all registered students of the University of Toronto across all campuses (UTM, St. George, and UTSC), as well as alumni of the University of Toronto who wish to remain engaged with the community. All University of Toronto student members are eligible to participate fully in the activities of the association, including attending events, voting in elections, and running for executive positions. Alumni members are welcome to participate in events and support the organization but may not hold voting rights or run for executive.

Membership Fee

Membership in the UTM Slavic Student Association (UTMSSA) is free. There are no membership fees or annual dues required to become or remain a member of the association.

Members must register with the organization by providing their full name and a valid email address to an executive member. The association is committed to maintaining an inclusive, respectful, and welcoming environment for all members.

Any member who engages in disrespectful, discriminatory, or offensive behavior that negatively affects the community or violates the values of the association may be subject to removal from the club at the discretion of the Executive Committee.

4. Executive List and Duties

The executive committee shall be comprised of six (6) elected officers. These include a President, VP Events, VP Finance, VP Internal, VP external, and VP Marketing.

The President shall:

The President shall oversee the overall operations, direction, and success of the association. The President will act as the primary representative and spokesperson of the club, ensure that all executive members fulfill their duties, preside over meetings, and support coordination between all executive roles to maintain the organization's mission and objectives.

The Vice-President Events shall:

The Vice-President (Events) shall be responsible for brainstorming and developing ideas for events hosted by the association. The VP Events will oversee the planning and execution of all events, coordinate timelines and logistics, and distribute responsibilities among executive members to ensure the successful organization and delivery of all club activities.

The Vice-President Finance shall:

The Vice-President (Finance) shall oversee all financial matters of the association. The VP Finance is required to attend all UTMSU funding-related meetings, trainings, and seminars on behalf of the organization. The VP Finance will manage the club's bank account alongside the President and maintain accurate records of all financial transactions.

The VP Finance shall monitor and manage all expenditures in consultation with and approval from the President, prepare and maintain budgets, and ensure responsible financial planning. The VP Finance will also spearhead fundraising initiatives, track profits and savings from events and activities, and provide financial updates to the executive team as needed.

At the end of each academic year, the VP Finance shall manage and complete the audit process in accordance with UTMSU and university financial policies and submit any required financial reports.

The Vice-President Internal shall:

The Vice-President (Internal) shall be responsible for the internal administration and coordination of the association. This includes communicating with university departments and internal services for logistical needs such as booking rooms and renting audiovisual or other event equipment.

The VP Internal will oversee the hiring and onboarding process for associate or coordinator positions within the club, ensuring a fair and organized selection process in collaboration with the President. The VP Internal shall also maintain communication with general members, provide updates regarding meetings and events, and ensure smooth internal operations within the organization.

VP Internal is responsible for drafting and finalizing contracts for Associate positions (after being approved by the president).

The Vice-President External shall:

The Vice-President (External) shall manage all external communications and partnerships on behalf of the association. This includes coordinating with external venues, catering services, sponsors, donors, and community organizations to support club initiatives and events.

The VP External will lead outreach efforts and establish collaborative relationships with other University of Toronto clubs, as well as Slavic, Balkan, and cultural organizations at other universities where appropriate. The VP External shall work to expand the association's network, support event planning through external partnerships, and represent the organization in external collaborations and initiatives.

The Vice-President Marketing & Communications shall:

The Vice-President (Marketing & Communications) shall be responsible for managing the association's public presence and digital communications. This includes overseeing all official social media platforms such as Instagram, TikTok, and LinkedIn, with LinkedIn management shared where necessary with the Vice-President (Internal).

The VP Marketing & Communications will create promotional content, design and publish posts, and ensure consistent and engaging communication with members and the broader campus community. The VP Marketing will also coordinate and conduct group photoshoots and visual content creation for promotional use. If a photographer is hired or appointed, the photographer will be responsible for capturing images; however, editing, branding, and posting content will remain the responsibility of the VP Marketing & Communications.

The group may hire associates for helping out with executive roles; however, such positions do not hold executive decision-making authority and work on a hiring bases unlike the election process of the executive team.

Termination of Executives or General Members:

Any executive member who fails to fulfill the responsibilities outlined in their role or contract, or who engages in disrespectful, discriminatory, or harmful behavior that negatively affects the club or its members, may be subject to removal from their position. The President reserves the right to terminate an executive member from their role if these standards are not met or if their conduct undermines the values and operations of the association.

Executive members or general members may be considered for removal for reasons including, but not limited to:

- Failure to fulfill responsibilities outlined in the Constitution or position description;
- Repeated failure to complete assigned tasks or attend required meetings without reasonable notice;
- Conduct that is discriminatory, harassing, disrespectful, or otherwise inconsistent with the values of the association;
- Conduct that negatively impacts the operation or reputation of the organization.

Prior to any removal:

- The individual will receive written notice outlining the concerns.
- Where appropriate, reasonable attempts will be made to resolve the issue.
- The individual will be provided an opportunity to respond before a final decision is made.
- The Executive Committee will vote on the proposed removal. A two-thirds (2/3) majority vote of the Executive Committee is required to approve removal.

Upon removal, the individual will lose all privileges associated with their executive position or membership.

Executive members who wish to resign from their position must provide a minimum of twenty-two (22) days written notice to the President to allow for a smooth transition of responsibilities.

General members who engage in disrespectful, discriminatory, hateful, or otherwise inappropriate behavior that negatively impacts the club community may be subject to removal from the organization. Members under review for removal will be notified and given an opportunity to respond or defend their actions before a final decision is made by the Executive Committee.

Upon removal, individuals will lose any privileges associated with membership or executive status within the organization. The association is committed to maintaining a respectful, inclusive, and safe environment for all members, and reserves the right to enforce these standards in accordance with university policies and procedures.

5. Presidential Elections

Elections for the position of President shall be held annually during the Winter academic term. Only current executive members in good standing are eligible to run for the position of President.

All general members of the association who are registered University of Toronto students are eligible to vote in presidential elections. Voting will take place following a formal campaigning and election period organized by the Executive Committee.

The presidential election process shall include the following stages:

- **Campaigning Period:** Eligible candidates may promote their candidacy and present their goals for the association to members.
- **Election Period:** A formal voting period will be held in which all eligible general members may cast their vote. Voting procedures will be communicated to members in advance.

Any hateful, discriminatory, misleading, or otherwise unfair campaigning may result in the candidate being disqualified from the election at the discretion of the Executive Committee.

The candidate receiving most votes will be elected as President. Election results will be announced to all members following the conclusion of the voting period.

6. Hiring Process

The hiring of associate or coordinator positions within the association shall be overseen jointly by the President and the Vice-President (Internal). Both the President and Vice-President (Internal) must be present during interviews and throughout the hiring process to ensure fairness and consistency.

Associates shall be hired on an as-needed basis as determined by the Executive Committee during executive meetings. Hiring decisions will be made based on the operational needs of the organization and the ability of candidates to support the club's initiatives and events.

7. Meetings

Executive meetings shall be held once per week during the academic year. These meetings are mandatory for all executive members and will be used to plan upcoming events and social activities, discuss club operations, review progress on ongoing initiatives, and ensure effective coordination between executive roles.

The purpose of weekly executive meetings is to maintain consistent communication, support collaborative planning, and ensure that all responsibilities related to events, outreach, finances, and

marketing are carried out efficiently. Additional meetings may be scheduled by the President if necessary.

A quorum for executive meetings shall consist of a simple majority (50% + 1) of the executive team. If an executive member is unable to attend a scheduled meeting, they must notify the President or Vice-President (Internal) in advance.

The association shall hold at least one (1) General Meeting per academic term, which may take place in the form of an in-person social gathering. These meetings will provide members with the opportunity to connect, share ideas, and build a sense of community within the club.

General meetings may include introductory socials, cultural activities, shared meals, and open discussions intended to help members get to know one another and contribute suggestions for future events and initiatives. These meetings will also be used to update members on upcoming activities, gather feedback, and encourage active participation within the organization.

All members are encouraged to attend general meetings and participate in the growth and development of the association.

8. Amendments

Any amendments to this Constitution may be proposed by any member of the Executive Committee. Proposed amendments must be presented to the membership at a General Meeting and approved by a two-thirds (2/3) majority vote of eligible voting members. Following approval by the membership, all amendments must be submitted to the University of Toronto Mississauga Students' Union (UTMSU) and the Centre for Student Engagement (CSE) for review and approval before being formalized and adopted. Once approved, the revised Constitution shall be shared with the Executive Committee and general membership.