Constitution of the "University of Toronto Student Association of Malayalees"

Updated as of **July 15, 2026**

Article I: Name and Purpose

1.1 The official name of the Campus Group will be **"University of Toronto Student Association Malayalees"**

1.2 The campus group may be referred to by the acronym **UTSAM**

1.3 The purpose, objectives, mission and/or mandate of the organization is to:

1.3.1 Enrich the campus community with the cultures of Kerala, and to connect students, faculty, alumni and other members, Malayalee or otherwise, within and outside the University of Toronto community.

1.3.2 The objective for the club is to host cultural, educational and social events to enlighten the students with the Malayalee traditions, culture, history and heritage.

1.3.3 Our vision is to coordinate social activities and cultural events designed to encourage cultural interchange and the quality of life in Canada.

1.3.4 To enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by providing students with a platform to voice their identity, interests and connect with others who share similar interests. We hope to provide students with the opportunity to destress from the responsibilities associated with being a student and participate in fun activities and events that are catered to Kerala culture such as meet and greets, movie nights, virtual paintings, cultural events such as Onam programs, formals, Christmas/holiday galas, virtual lunchrooms, picnics etc.

1.3.5 The organization will fundamentally serve as a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.

1.3.6 The organization operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University

Article II: 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 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 $**20** per year which only applies to the executive members.

Article III: 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.

The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Article IV: 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 **8** voting members.
4.3 The executives of the organization shall include:

- 4.3.1 President
- 4.3.2 Vice President
- 4.3.3 Treasurer
- 4.3.4 Administrative Specialist
- 4.3.5 Events Coordinators
- 4.3.6 Social Media Coordinators
- 4.3.7 Logistics Coordinators

4.4 The broad responsibilities of each executive position are as follows:

- 4.4.1 The President shall:
  - 4.4.1.1 Oversee the operations, management and success of the group
  - 4.4.1.2 Be the spokesperson for the group
  - 4.4.1.3 Hold signing officer authority along with the Treasurer for financial purposes
  - 4.41.4 Preside over board meetings as well as general meetings
  - 4.4.1.5 Ensures club is recognized by the Office of Student Life and The University of Toronto Students' Union
  - 4.4.1.6 Ensure transition of office to the future Executives
  - 4.4.1.7 Ensures CCR recognition for the executive team
  - 4.4.1.8 Supports executive members in completion of tasks as needed

- 4.4.2 The Vice-President shall:
  - 4.4.2.1Assume duties of the President in his/her absence

4.4.2.2 Works collaboratively with the Secretary to apply for student union and UTSAM funding

4.4.2.3 Ensure that all the activities of the club meet regulations and policies of the University of Toronto

4.4.2.4 Coordinate organizational recruitment efforts

4.4.2.5 Supports executive members in completion of tasks as needed

4.4.2.6 Ensures all deadlines and poster request forms have been submitted on a timely manner

4.4.3 The Secretary shall:

4.4.3.1 Make a list of all registered members

4.4.3.2 Maintain the web sites and member contact list

4.4.3.3 Record notes and motions for meetings

4.4.3.4 Notify all members of meetings

4.4.3.5 Handle official correspondence of the organization

4.4.3.6 Develops sharing schedules for events

4.4.3.7 Organizes the Google Drive

4.4.3.8 Manages registration at UTSAM events

4.4.4 The Treasurer shall:

4.4.4.1 Record all financial transactions of the group

4.4.4.2 Hold signing officer authority along with the President for financial purposes

4.4.4.3 Maintain a budget of income and expenses along with receipts

4.4.4.4 Advise members on financial position of the group

4.4.4.5 Prepare an annual budget for the group as well as budgets for specific events

4.4.5 Event Coordinator(s) shall:

4.4.5.1 Coordinate events

4.4.5.2 Advertise events

4.4.5.3 Liaises with vendors, stakeholders throughout event planning process

4.4.5.4 Book ventures, entertainers, photographers, organize speakers

4.4.5.5 Negotiate with vendors to achieve the most favorable terms

4.4.5.6 Conduct inspection to ensure quality of event

4.4.5.7 Oversee event happenings and act quickly to resolve problems

4.4.6 Social Media Director(s) shall:

4.4.6.1 Responsible for spreading the word about UTSAM around the campus using social media

4.4.6.2 Knowledge in photoshop and graphic designing
4.4.6.3 Must be familiar with the social media platforms such as instagram, facebook
4.4.6.4 Creating advertisements and for events
4.4.6.5 Responds to inquiries from general members through email and facebook
4.4.6.6 Maintaining communications with the Vice president of External communications
4.4.6.7 Taking professional photos at events

4.5 All voting members of the Executive Committee must be currently registered students of the University of Toronto.
4.6 Non-voting members may hold only non-voting positions on the Executive Committee.
4.7 The maximum amount 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.
4.8 Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
4.9 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.
4.10 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.
4.11 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.
4.12 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.
4.13 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 executive committee, and no ratification by the organization shall be required to make the resignation official.
4.14 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.

Article V: Executive Meetings

5.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

5.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:

5.2.1 Formulating and distributing an agenda for each meeting;

5.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

5.2.3 Moderating the discussion at meetings according to the agenda;

5.3 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.

5.4 The frequency of executive meetings occurring between June 1 and August 31 will be left to the discretion of the executive committee.

5.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.

5.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.

5.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.

5.8 Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.

5.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

5.10 Any question at an Executive Meeting shall be decided by a show of hands.

5.11 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

5.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

5.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article VI: Finances

6.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.

6.2 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above $100.00 without the approval of the general members at a valid general meeting.

6.3 All Budgets shall be prepared by the Vice-President Operations in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.
6.4 The Vice-President Operations shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.
6.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.
6.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
6.8 The President, the Vice-President Operations, and only in special circumstances the shall be the sole signing authorities of banking instruments for the organization.
6.9 The President, the Vice-President, and the Treasurers will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
6.10 The President, the Vice-President, and the Treasurers will accept full financial and production responsibility for all activities it sponsors, plans, or executes.
6.11 Agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough

Article VII: Elections

7.1 Executive elections will be held prior to May 31 each year.
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 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
7.6 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.
7.7 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

7.8 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.
7.9 The elections must be held in a non-biased manner. No individual who is seeking election may participate in planning or administering the election.
7.10 For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

Article VIII: Termination of Membership
8.1 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.
8.2 A vote to revoke membership must be held at a meeting of the Executive Committee.
8.3 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
8.4 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
8.5 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.
8.6 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.
8.7 Executive Committee members are subject to the same termination of membership process as general members.

Article IX: Legal Liability
9.1 The University of Toronto Scarborough does not endorse the 's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.
9.2 The organization will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of , the University's policies, procedures, and guidelines will take precedence.

Article X: Food Handling on Campus
10.1 will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article XI: Transition

11.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

11.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

11.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article XII – Amendments

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

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

12.3 The Executive Committee shall submit the revised constitution to staff in the Student Life programs office at the University of Toronto Scarborough within two (2) weeks.

12.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life programs office at the University of Toronto Scarborough.