Constitution of South Asian Women's Society (SAWS UofT)

Updated as of **September 30th, 2026**

Article I: Name and Purpose

1.1 The official name of the Campus Group will be "**South Asian Women's Society**"

1.2 The campus group may be referred to by the acronym "**SAWS**".

1.3 The purpose, objectives, mission and/or mandate of the organization is to be dedicated to raising awareness and tackling issues pertaining to South Asian women and racialized women more broadly. This group focuses on fundraising efforts, as well as hosting events for UTSC students and the greater community. Topic areas are decided on by our members, such as medical aid, legal aid, mental health awareness, and more. Our collective is dedicated to fostering a supportive environment where everyone can voice their opinions, engage in discussion, and bring light to issues pertaining to women on campus.

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 $0.00 per year.

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 14 voting members.

4.3 All voting members of the Executive Committee must be currently registered students of the University of Toronto.

4.4 Non-voting members may hold only non-voting positions on the Executive Committee.

4.5 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.

4.6 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 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.

Article V: Elections

5.1 All voting positions on the Executive Committee shall be filled through an annual election.

5.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

5.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

5.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.

5.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

5.6 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.

5.7 The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

5.8 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 VI: Termination of Membership

6.1 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 nondisclosure of a significant or continuing conflict of interest.

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

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

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

6.5 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.

6.6 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.

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

Article VII – Amendments

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

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

7.3 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.

7.4 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.

Article VIII - Roles and Responsibilities

8.1 Additional information on the responsibilities of senior executive positions are as follows:

8.1.1 The President(s) will:

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

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

8.1.1.3 Approve all external collaborations. 8.1.1.4 Serve as spokesperson for the group.

8.1.1.5 Hold signing and financial authority along with the Treasurer.

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

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

8.1.2 The Vice President of Marketing will:

8.1.2.1. Develop and execute a comprehensive marketing strategy aligned with the club's goals.

8.1.2.2. Oversee all marketing initiatives, including management of all social media platforms.

8.1.2.3. Manage the club's brand identity and ensure consistency across all platforms.

8.1.2.4. Create and maintain a content calendar for social media and other marketing channels.

8.1.2.5. Collaborate with other executive members to promote events and initiatives.

8.1.2.6. Lead the marketing team, delegating tasks and providing guidance.

8.1.2.7. Implement innovative marketing techniques to increase club visibility and member engagement.

8.1.2.8. Attend club meetings.

8.1.2.9. Conduct regular meetings with the marketing team to ensure timely execution of responsibilities.

8.1.3 The Vice President of Outreach will:

8.1.3.1. Design and implement a strategic outreach plan to enhance the club’s visibility and external relationships.

8.1.3.2. Manage and support the Communication and Outreach Team, including External Directors.

8.1.3.3. Serve as the primary liaison for high-level communication with faculty, university departments, and external partners.

8.1.3.4. Oversee the creation and approval of formal outreach materials (e.g., emails, proposals, invitations).

8.1.3.5. Coordinate cross-team efforts to ensure messaging is consistent across events, marketing, and executive planning.

8.1.3.6. Maintain an organized system for tracking outreach progress, contacts, and follow-ups.

8.1.3.7. Represent the club in meetings, collaborations, and networking opportunities.

8.1.3.8. Ensure timely updates and coordination within the executive team regarding external affairs.

8.1.3.9. Attend club meetings.

8.1.3.10. Conduct regular meetings with the marketing team to ensure timely execution of responsibilities.

8.1.4 The Vice President of Events will:

8.1.4.1. Act as a key point of contact for the Events Team and lead the end-to-end planning for all club events.

8.1.4.2. Coordinate responsibilities and deadlines with team members to ensure efficient execution.

8.1.4.3. Pitch new and engaging event ideas that align with the club's mission and values.

8.1.4.4. Lead the smooth execution of all events and club initiatives.

8.1.4.5. Thoroughly plan event itineraries and receive approval from the Presidents.

8.1.4.6. Brainstorm and implement creative strategies to increase student presence and engagement at events.

8.1.4.7. Work closely with the Marketing and Outreach Teams to provide event details in a timely manner for effective promotion.

8.1.4.8. Gather post-event feedback from attendees and the executive team to assess strengths and areas for improvement.

8.1.4.9. Attend club meetings.

8.1.4.10. Conduct regular meetings with the marketing team to ensure timely execution of responsibilities.

8.2 Additional information on the responsibilities of junior executive positions are as follows:

8.2.1 The Secretary will:

8.2.1.1. Record and distribute accurate meeting minutes for all executive meetings.

8.2.1.2. Track attendance at meetings and events for accountability and CCR eligibility.

8.2.1.3. Manage room bookings and logistical arrangements for events and meetings.

8.2.1.4. Assist in preparing and submitting CCR applications for club roles and activities.

8.2.1.5. Liaise with UTSC's Student Life or CCR Office to secure a CCR validator.

8.2.1.6. Monitor and track executive and general member involvement to verify CCR-eligible contributions.

8.2.1.7. Maintain organized internal records to support smooth club operations.

8.2.1.8. Provide general administrative support to the executive team as needed.

8.2.1.9. Ensure activities of the club comply with the policies of the University of Toronto.

8.2.1.10. Maintain a comprehensive and regularly updated list of all group members.

8.2.1.11. Maintain the club activity summary and general member contact list.

8.2.1.12. Attend club meetings.

8.2.1.13. Oversee and allocate the club's budget; track and report all expenses.

8.2.1.14. Apply for grants, sponsorships, and funding opportunities.

8.2.1.15. Organize fundraising events to support club operations and initiatives.

8.2.1.16. Draft outreach emails, create proposals, and maintain sponsor relationships.

8.2.1.17. Work with the Marketing and Events Teams to align sponsor visibility with club programming.

8.2.1.18. Prepare financial reports and ensure compliance with university regulations.

8.2.1.19. Secure financial or material support for major club events.

8.2.2 The External/Outreach Affairs Director will:

8.2.2.1. Draft and send formal emails to faculty, guest speakers, and external organizations.

8.2.2.2. Track outreach using organized logs and follow-up systems.

8.2.2.3. Collaborate with the Events, Marketing, and Academic Affairs teams to align communications.

8.2.2.4. Assist with content creation for newsletters and formal invitations.

8.2.2.5. Support strategic relationship-building with professors and external partners.

8.2.2.6. Ensure clear internal communication of key updates and opportunities.

8.2.2.7. Attend club meetings.

8.2.3 The Graphic Designer will:

8.2.3.1. Create and maintain the club's visual identity in collaboration with the Marketing Chair.

8.2.3.2. Design engaging graphics for social media posts, stories, and reels across platforms like Instagram and LinkedIn.

8.2.3.3. Collaborate with the VP of Marketing to ensure visual consistency.

8.2.3.4. Assist in developing and maintaining the club's brand guidelines.

8.2.3.5. Design event-specific graphics, flyers, posters, banners, and promotional materials for both digital and physical use.

8.2.3.6. Contribute creative ideas to marketing campaigns in collaboration with the Marketing Team.

8.2.3.7. Ensure all design materials are delivered on time and optimized for their intended platforms.

8.2.3.8. Create engaging content to promote SAWS' events and initiatives.

8.2.3.9. Develop and maintain a content calendar in collaboration with the VP of Marketing.

8.2.3.10. Create compelling captions for social media posts.

8.2.3.11. Capture photos and videos from club events and activities for posting.

8.2.3.12. Ensure all content aligns with the club's mission, values, and branding.

8.2.3.13. Stay updated on social media trends and incorporate them into content creation.

8.2.3.14. Attend club meetings.

8.2.4 The Events Directors will:

8.2.4.1. Act as key points of contact for the Events Team and lead the end-to-end planning for all club events.

8.2.4.2. Coordinate responsibilities and deadlines with team members to ensure smooth execution.

8.2.4.3. Pitch new and engaging event ideas that align with the values of SAWS.

8.2.4.4. Lead the seamless execution of club events and initiatives.

8.2.4.5. Thoroughly plan event itineraries and obtain approval from the Presidents.

8.2.4.6. Brainstorm and implement unique strategies to boost student presence and engagement at events.

8.2.4.7. Collaborate closely with the Marketing and Outreach Teams to provide event details for social media and effective promotion.

8.2.4.8. Gather post-event feedback from attendees and the executive team to evaluate successes and areas for improvement.

8.2.4.9. Attend club meetings.