

Constitution of “Middle Eastern Students’ Association”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Middle Eastern Students’ Association”
- 1.2. The official acronym or abbreviation of the group is “MESA”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to We strive to provide a non-sectarian environment where students Have the chance to interact with each other and the outer community.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Membership is open to all registered students at the University of Toronto.
- 2.3. Non-voting membership is open to University of Toronto students, staff, faculty, alumni, and topersons from outside the University. Unless otherwise stated, non-voting members donot hold any rights awarded to voting members.
- 2.4. There will be no membership fee.

3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.3. All voting members have a right to cast votes in all group elections and referenda.
- 3.4. All voting members have a right to propose and vote on amendments to this constitution.
- 3.5. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. Only Executive Committee members are voting members.
- 4.2. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.3. The Executive Committee shall be comprised of 5 (five) voting members: President, Events Vice President, Finance Vice President, Marketing Vice President, and External Vice President
- 4.4. All members of the Executive Committee must be currently registered students ofthe University of Toronto.

- 4.5. 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.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

5.2. The Events Vice President shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Plan and coordinate all social events,
- 5.2.3. Determine necessary location and supplies for all social events,
- 5.2.4. Coordinate organizational recruitment efforts.

5.3. The Finance Vice President shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Record all financial transactions of the group,
- 5.3.3. Hold signing and financial authority along with the President,
- 5.3.4. Maintain a budget of income and expenses,
- 5.3.5. Advise members on financial position of the group,
- 6.1.6. Prepare an annual budget for the group.

5.4. The Marketing Vice President shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Oversees social media account performance and determine marketing strategies pertaining to the promotion of the organization and its events
- 5.4.3. Implement marketing strategies (e.g. mailing lists, social media posts, etc.),
- 5.4.4. Maintain mailing lists and contact information of members,

5.5. The External Vice President shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Identifies potential corporate partners and sponsors for events,
- 5.5.3. Creates a sponsorship package to prospective corporate partners and sponsors,
- 5.5.4. Develops and maintains relationships with corporate partners and sponsors,
- 5.5.5. Coordinating events and activities with corporate partners and sponsors

6 Article Six- Appointed Positions (Committee Members)

- 6.1. Committee member positions are appointed by the executive committee.
- 6.2. Committee members are all non-voting members of the organization.
- 6.3. Committee members are not eligible to cast votes at meetings of the Executive Committee.
- 6.4. The term for all appointed committee members shall be from May 1st to April 30th.
- 6.5. The Committee shall be comprised of Secretary, Events Associates, Finance Associates, Marketing/Graphic Design Associates, External Associates, a MesaCares Representative, a First Year Representative, and a Second Year Representative.
- 6.6. All members of the Committee must be currently registered students at the University of Toronto.
- 6.7. All members of the Committee must attend all events and all meetings unless excused.

7 Article Seven- Committee Members Composition and Duties

7.1 The Secretary shall:

- 7.1.1 Maintain a list of group members,
- 7.1.2 Maintain the group website and member contact list,
- 7.1.3 Record notes and motions for meetings,
- 7.1.4 Notify all members of general meetings.

7.2 The Events Associate shall:

- 7.2.1 Manage the organization and flow of the event,
- 7.2.2 Professionally communicates to book venues, different vendors, and other services,
- 7.2.3 Solve problems that may arise during events.

7.3 The Finance Associate shall:

- 7.3.1 Create an annual budget for the organization alongside the Finance Vice President,
- 7.3.2 Keep track of the club's ledger sheet,
- 7.3.3 Calculate billing amounts and generates accurate estimates of event costs,
- 7.3.4 Collect receipts for any club related transactions,
- 7.3.5 Assist with the application t for funding.

7.4 The Marketing/ Graphic Design Associate shall:

- 7.4.1 Help oversee the club's social media accounts,
- 7.4.2 Put into effect new creative marketing strategies to promote student outreach,
- 7.4.3 Help manage the club's mailing list & general members,
- 7.4.4 Aid in video content creation.

7.5 The External Associate shall:

- 7.5.1 Assist with the creation of the sponsorship package to prospective corporate partners and sponsors,
- 7.5.2 Identify potential corporate partners and sponsors for MESA events,
- 7.5.3 Professionally communicate to secure sponsors for events,
- 7.5.4 Maintain accurate records of all corporate partnerships and sponsorships and providing regular updates to the committee.

7.6 The MesaCares Representative shall:

- 7.6.1 Attend every MesaCares Meeting scheduled with the collaborations of all other members of MesaCares.
- 7.6.2 Identify prospective sponsors and non-profit organizations who plan to collaborate with MesaCares,
- 7.6.3 Create and preserve connections with potential sponsors,
- 7.6.4 Collaborate with all other MesaCares student organizations to plan events that aligns with the organization's mission.

7.7 The First Year Representative shall:

- 7.7.1 Promote the organization's purpose and events through word-of-mouth.

7.8 The Second-Year Representative shall:

- 7.8.1 Promote the organization's purpose and events through word-of-mouth.

8 Article Seven – Elections

- 8.1 All voting positions on the Executive Committee shall be filled through an internal annual election
- 8.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

- 8.3 All non-voting group members shall be eligible to seek nomination for non-voting positions on the Executive Committee except the role of President.
- 8.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 8.5 The nominee winning the plurality (51%) of votes cast in the election for President shall be deemed the winner.
- 8.6 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.
- 8.7 The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

9 Article Eight – Finances

- 9.1 The Treasurer shall keep an active record of income and expenses.
- 9.2 The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 9.3 The President must approve all expenditures over \$100.00.
- 9.4 The group may not engage in activities that are essentially commercial in nature.
- 9.5 The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 9.6 The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 9.7 The group will not pay salaries to any of its officers.

10 Article Nine – Meetings

- 10.1 All committee members shall meet weekly.
- 10.2 The voting members of the group shall hold meetings to propose or vote on constitutional amendments.
- 10.3 The Executive Committee must decide a weekly general meeting time that accommodates all committee members availability.
- 10.4 Each department within the organization may hold independent meetings with mandatory attendance as the respective Vice President sees fit.

11 Article Ten - Termination of Membership

- 11.1 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.
- 11.2 A vote to revoke membership must be held at a meeting of the Executive Committee.
- 11.3 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 11.4 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 11.5 In the case of an appeal, a simple majority vote at a meeting of all committee members shall be required to sustain the revocation of membership.
- 11.6 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.
- 11.7 Executive Committee members are subject to the same termination of membership process as non-voting members of the organization (all committee members).

- 11.8 A committee member with absences beyond the two unexcused absences from events is subject to termination from the organization.
- 11.9 A committee member with any unexcused absences from any meeting is subject to termination from the organization.

12 Article Eleven – 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 Division of Student Life at the University of Toronto 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 Division of Student Life at the University of Toronto.

