

# ***UTMSU CAMPUS GROUP CONSTITUTION***

## **University of Toronto Mississauga African Students Association**

*[Effective September 2024]*

### **ARTICLE I: CLUB NAME**

The official name of this recognized campus group is ‘University of Toronto Mississauga African Students Association.’ This club is also known as the UTMASA or ASA.

### **ARTICLE II: PURPOSE**

The purpose of this organization is to provide a safe environment to encourage the lifestyle of African students and the diaspora to the University of Toronto Mississauga Campus. The University of Toronto Mississauga African Students Association aims to provide this accepting space by organizing events that cater to the diverse experiences of the students, as well as allow them to form relationships and participate in diverse events on campus.

### **ARTICLE III: MEMBERSHIP**

- A: Membership is open to all UTMSU members
- B: Community members and alumni may also be members as solely associates
- C: UofT members are permitted to run, nominate, and vote in elections and constitutional amendments.
- D. The membership fee will be \$0 per year.

For recognition by the University of Toronto Mississauga Students’ Union (UTMSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTMSU members. The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

### **ARTICLE IV: EXECUTIVES AND RESPONSIBILITIES**

1. Co- Presidents (2)
  - a. The Co-Presidents are the primary student contact for the club and the “external spokesperson” of the group who regularly interacts with other club, the UTMSU and University officials. They are the liaison between the club and the advisor and other University or community contacts. The duties for this position should be tailored as the club deems necessary. The responsibilities of this position tend to include but are not limited to:
    - i. supervising all club meetings;
    - ii. overseeing the process of club event planning;
    - iii. overseeing all club purchase requests
2. VP Marketing
  - a. Responsible for creating marketing plans for the various events and initiatives held throughout the year
  - b. Responsible for collecting, analyzing, and reporting analytics for each ASA event
  - c. Responsible for collecting, analyzing, and reporting analytics for ASA mailing list

3. VP Internal

- a. In charge of responding to mass emails and keeping everyone alert of new emails
- b. In charge of sending out promotional emails for events and announcements
- c. In charge of booking rooms for meetings and events
- d. In charge of documenting notes during meetings

4. VP External

- a. Responsible for recruiting volunteers and sponsoring events, and submitting papers for re-establishing club
- b. Responsible for obtaining and coordinating volunteers for the club and its events when needed
- c. Advising potential sponsors to contact ASA email.
- d. Responsible for inviting potential special guests and speakers for events.

5. VP Event Coordinators (2)

- a. Plan and delegate events for the academic school year
- b. Assist in promotion of events
- c. Manage all event operations on event day
- d. Evaluate events success and submit reports

6. VP Finance

- a. The financial admins should keep the officers and members informed about the club's financial activities. The responsibilities of the treasurer include but are not limited to:
  - i. preparing the annual club budget;
  - ii. monitoring the club's budget;
  - iii. completing an annual financial report for the club;
  - iv. tending to the status of all purchase requests;
  - v. collecting funds and depositing to the club's account;
  - vi. paying bills;
  - vii. keeping a record of all transactions, i.e. deposits, checks and adjusting entries; Working hand in hand with the Outreach coordinator to find external sponsors and funding.
  - viii. Working hand in hand with the Co-presidents to find internal funding from UofT

7. Associate Director (1)

- a. Responsible for macro managing all of the associates
- b. Responsible for ensuring all the associates are promoting ASA events and initiatives
- c. Responsible for ensuring that all ASA members are actively involved and communicating within the team

## **ARTICLE V: MEETINGS**

A: Executive meetings will be held weekly throughout the Fall/Winter terms

B: General meetings will be held once per semester, where the mission, goals, and accomplishments of the club are shared with all club members. In addition, a detailed report on the financial condition of the club is available upon request by any member.

## **ARTICLE VI: ELECTIONS**

**Elections are held annually, based on the elections guideline provide by the UTMSU for all on-campus clubs:**

Clubs must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards, these results will be subject to petition by a member and a re-election will be held under the supervision of the UTMSU Clubs' Coordinator.

- Election Procedures:
  - o All registered clubs must hold an election by the end of February.
  - o Elections must open to all interested candidates that are UTMSU registered members of the club.
  - o Advertising for elections are mandatory and are to take place over a period of a minimum of one week. Advertising must be visible throughout campus. Mass emails should be sent to all UTMSU registered members of the club as well as the Clubs Coordinator and VP Campus Life prior to the week of accepting nominations.
  - o All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be non-biased and must be approved by the club executive and the Clubs' Coordinator.
- Election Timeline:
  - o A nomination period following the advertising period should be set for a period of at least one week.
  - o A campaign week will be held in the week following nominations' close.
  - o Elections are to take place at a location designated for this purpose by the clubs' executive in the week following campaigning, consisting of a period of two or three days. In the case of a by-election, clubs must still follow the above regulations.
  - o If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. This candidate must be subsequently approved by the VP Campus Life.

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Clubs' Coordinator in a written format within 72 hours of the election.

**The Clubs committee withholds the right to nullify any club election results if evidence of gross misconduct has been found in the operation of the election.**

**Non-occurrence of elections will result in immediate effect of cancellation of club status.**

**Non-submission of election results will result in later loss of club status through the Clubs Committee.**

**\*\* If undemocratic election procedures are suspected, the election results or even the club status may be put forward to the Clubs Committee by the VP Campus Life. \*\***

**ARTICLE VII: REMOVAL FROM OFFICE**

Removal from office can occur after the VP Campus Life has issued two verbal warnings and the Clubs Committee has issued one written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them.

Alternatively, an executive member may be removed from office by the club itself for failing to perform his/her duties as defined by the club constitution and by-laws. Such removal will occur if, and only if, the following conditions are satisfied:

- a) A request be submitted to the VP Campus Life which should:
  - i. Be signed by at least 30% of the club membership or two-thirds (2/3) of the club executive membership
  - ii. Specify the alleged incidents of neglect of duty.
- b) Upon receipt of request, the council shall be required to hold a referendum within twenty days.
- c) 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 VIII: AMENDMENTS TO THE CONSTITUTION**

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it.

All amendments must be approved by the group's membership via their General Meetings.

All amendments must be approved by UTMSU before they are formalized.