

# Greek Students' Association of the University of Toronto



## THE CONSTITUTION:

---

### Article I: Name of Organization

- 1.1 The official name of the organization will be Greek Students' Association at the University of Toronto. (**Note:** Use of the University of Toronto name should not precede the actual name of the organization).
- 1.2 The Greek Students' Association may be referred to by the acronym GSA.

### Article II: Seal

- 2.1 The seal will bear the name of the Association; the President shall be the holder of the Seal.

### Article III: Language

- 3.1 The official languages of the Association shall be both Greek and English

### Article IV: Aims and Purposes

- 4.1 The purpose of the Greek Students' Association will be to:
  - 4.1.1 To serve as the official organization of the Greek student body of the University of Toronto.
  - 4.1.2 To promote good fellowship and co-operation among the University students of Greek descent and all other students of the University.
  - 4.1.3 To assist Greek students who have newly arrived to the University.

- 4.1.4 To promote and portray within the Greek community and the University community the Greek culture.
- 4.1.5 Initiate and promote relations between other organized Greek students in other universities and institutions of higher learning.
- 4.1.6 To promote the benefits of higher education within the Greek Community.
- 4.1.7 To provide scholarships and bursaries to students of Greek descent at the University.
- 4.2 The Greek Students' Association will enhance the educational, recreational, social, or cultural environment of the University of Toronto by allowing its members to participate in all functions organized by the association.
- 4.3 The Greek Students' Association fundamentally serves a non-profit function within the University of Toronto.
- 4.4 The Greek Students' Association is an independently recognized organization working within the University of Toronto.

## **Article V: Membership**

- 5.1 Membership in the Greek Students' Association is open to all students, staff, faculty and alumni of the University of Toronto.
- 5.2 The term of membership for the Greek Students' Association will be from September 1 – August 31 each year.
- 5.3 Each member shall be afforded the following rights through membership in the Greek Students' Association:
  - 5.3.1 The right to participate and vote in group elections and meetings;
  - 5.3.2 The right to communicate and to discuss and explore all ideas pertaining to the GSA;
  - 5.3.3 The right to organize/engage in activities/events that are reasonable and lawful;
  - 5.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
  - 5.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
  - 5.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
- 5.4 Each member shall possess the following responsibilities relative to participation in the Greek Students' Association:
  - 5.4.1 Support the purpose of the organization;
  - 5.4.2 Uphold the values of the organization;
  - 5.4.3 Contribute constructively to the programs and activities offered by the organization;
  - 5.4.4 Attend general meetings;
  - 5.4.5 Abide by the constitution and subsequent official organizational documents;
  - 5.4.6 Respect the rights of peers and fellow members;
  - 5.4.7 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 5.5 The Greek Students' Association will collect a mandatory membership fee from each member each year. This fee shall be decided on by the executive before September of the proposed year. The fee shall not exceed \$5.00.
- 5.6 Any members who register with the association on or after the first academic week-day after the University of Toronto's scheduled spring reading week shall not have voting rights within the association.

- 5.7 The Greek Students' Association values and respects the personal information of its members. The Greek Students' Association secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 5.8 The Greek Students' Association will protect the privacy of member information and must use it only for the delivery of services.

**Article VI: Executive**

- 6.1 The Executive committee shall be comprised of seven members. Any registered member of the Association has the right to be nominated for the Executive committee, except the President. The executive committee is responsible for the association. All members of the Executive shall be eligible for re-election.
- 6.2 The executives of the Greek Students' Association shall include:
  - President
  - Vice-President External Affairs
  - Vice-President Internal Affairs
  - Vice-President Student Life
  - Vice-President Public Relations
  - Treasurer
  - Secretary General
- 6.3 The responsibilities of each executive position are as follows:
  - 6.3.1 President is the official spokesperson of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies.
  - 6.3.2 Vice-President External acts as a liaison between the organization and other student clubs, societies, organizations, and groups off campus and acts as an advocate and resource for the academic issues of members, ensuring accessible, high quality education.
  - 6.3.3 Vice-President Internal acts as a liaison between the organization and other student clubs, societies, organizations, and groups on campus and Students is responsible for the betterment of student life and will work in cooperation with the University of Toronto Students' Union and Ulife departments.
  - 6.3.4 Vice-President Student Life oversees events organized by the group for the benefit of members and the campus community.
  - 6.3.5 Vice-President Public Relations is responsible for all media and marketing of the association and finding new outreach and promotional initiatives.
  - 6.3.6 Treasurer oversee the association's finances and is in charge of developing and enhancing a sustainable fiscal budget. Shall keep receipts and complete financial records for all financial transactions of the Association
  - 6.3.7 Secretary General is responsible for informing and assisting the President in the current business of the association, keep all official documents of the association, and keeping the minutes at all general assemblies of the Association and meetings of the executive. Will also maintain the office, if one exists.
- 6.4 Only student members of the organization may hold executive positions, except the President.
- 6.5 The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 6.6 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

- 6.7 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
- 6.8 The term of each executive will last from May 1 following their election to April 30 of the following year.
- 6.9 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.
- 6.10 Any vacancy of executives shall be filled by the President or designate of the association until such a time where a by-election is held, or a delegate with no executive voting rights will be selected from the members.
- 6.11 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.
- 6.12 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear unanimous decision of the executive committee.
- 6.13 The President is obligated to initiate the workings of a scholarship committee and ensure the continuation of the annual scholarship fund, when funds are available.
- 6.14 The executive committee shall consist of only full-time undergraduate or graduate students registered at the University of Toronto St. George Campus.

#### **Article VII: Removal of Members and Executives**

- 7.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:
  - 7.1.1 A member or executive has engaged in unlawful actions or activities;
  - 7.1.2 A member or executive has violated the constitution;
  - 7.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
  - 7.1.4 A member or executive has violated the rights of a fellow member;
  - 7.1.5 A member or executive has not fulfilled their organizational responsibilities;
  - 7.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 7.2 The process for removing a member or executive may also be initiated when:
  - 7.2.1 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.
- 7.3 The removal of members and executives will be facilitated by a *three tier* procedure which operates as follows:
  - 7.3.1 First Tier:
    - The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the association and that it should cease effective immediately.
  - 7.3.2 Second Tier:

- Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
- The Vice President Internal will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- The Vice President Internal must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
- The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President Internals' written response to demonstrate progress or correction of behavior.

7.3.3 Third tier:

- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
- The removal vote must take place at a valid general meeting of the executive. A representative supporting the motion for removal and the executive member facing removal (or an individual they designate), may speak for up to five minutes each.
- The removal of an executive or member requires a 2/3 majority vote of all of the members of the executive present at a valid executive meeting (including executives). The executive member facing removal is entitled to vote on the motion.

**Article VIII: Board of Directors**

8.1 The Board of Directors shall be comprised of five members. Any registered member of the Association has the right to be nominated for the board of directors. The board of directors is responsible assisting the Executive Committee in running the day to day activities of the association. All members of the Board of Directors shall be eligible for re-election.

8.2 The directors of the Greek Students' Association shall include:

- Director of Social Affairs
- Director of Athletics and Recreation
- Director of Cultural Affairs
- Director of Communications
- First Year Representative

8.3 The responsibilities of each executive position are as follows:

8.3.1 The Director of Social Affairs is responsible for assisting the Vice-President Internal and Vice-President Student Life in planning and promoting events.

8.3.2 The Director of Athletics and Recreation is responsible for maintaining all intramural sports teams within the association and responsible for involving the association's athletes in University of Toronto sporting events.

8.3.3 The Director of Cultural Affairs is responsible for promoting Hellenic culture to our members through events and is responsible for promoting Hellenic culture to the University of Toronto on behalf of the association.

8.3.4 The Director of Communications is responsible for assisting the Secretary-General with communicating with the members and assisting the Vice-President Public Relations in maintaining the associations social media outlets and the association's general website.

8.3.5 The First Year Representative is responsible for involving the first years members of the association, promoting the association to first year students, and assisting the executives where needed.

8.4 If need be, the removal process for directors shall be followed in the outlined process of Article VII.

- 8.5 The Directorial Elections shall succeed the first general meeting. Any registered members may be nominated for a director position. The nominees must give a short speech at the meeting and participate in a question/answer period that follows. Voting will take place right after the question and answer period on paper ballots. Two (2) Returning Officers will process the ballots and the successful candidates will be announced at the meeting. These Returning Officers shall not be members of the association.

### **Article IX: Finances**

- 9.1 The funds of the association shall be expended pursuant to the operating budget approved by the executive committee at a valid executive meeting.
- 9.2 All Budgets shall be prepared by the Treasurer in accordance with the organization's priorities as determined by the executive committee at a valid general meeting.
- 9.3 The Treasurer shall present a proposed operating budget for the next fiscal year to the executive committee for its consideration at the final executive meeting.
- 9.4 The treasurer may not approve any unbudgeted expenditure of the association's funds above \$250.00 without the approval of the executive committee at a valid executive meeting.
- 9.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the association for the subsequent year.
- 9.6 The operating budget shall be approved by a majority vote of the executive committee present and voting at a valid executive meeting.
- 9.7 The banking business of the association, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive committee 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 committee may designate, direct or authorize from time to time and to the extent thereby provided.
- 9.8 The President and the Treasurer shall be the sole signing authorities of banking instruments for the organization.
- 9.9 Greek Students' Association will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 9.10 Greek Students' Association will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

### **Article X: General Meetings**

- 10.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the association and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the association.
- 10.2 General meetings are open to registered members of the association only. Quorum will first be established by the presence of a simple and clear majority of the executives.
- 10.3 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
- 10.4 Minutes of all general meetings must be recorded and maintained for reference purposes.
- 10.5 Any question at a valid general meeting shall be decided by a show of hands.
- 10.6 There shall be at least one (1) general meeting of the association per year.
- 10.7 The conduct rules of the general meeting will be set at the beginning of each general meeting.
- 10.8 All members of the association shall be given a minimum of forty-eight (48) hours notice prior to a general meeting.

- 10.9 The general meeting shall proceed at the minimum of these follow procedures: The business shall be conducted as follows:
  - 10.1.1 Reading of the minutes of previous General Meetings (secondary acceptance required)
  - 10.1.2 Business arising from minutes
  - 10.1.3 Executive Report (Summary of activities and latest developments and briefing of the Assembly)
  - 10.1.4 Report of the Treasurer (secondary-acceptance required). In the absence of the Treasurer, another member of the Executive shall present the Treasurer's Report, preferably the President.
  - 10.1.5 Report of all standing committees (secondary-acceptance)
  - 10.1.6 Executive motions, if any exist (no secondary-acceptance required)
  - 10.1.7 New Business

### **Article XI: Executive Meetings**

- 11.1 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.
- 11.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
  - 11.2.1 Formulating and distributing an agenda for each meeting;
  - 11.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - 11.2.3 Moderating the discussion at meetings according to the agenda;
- 11.3 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.
- 11.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 11.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
- 11.6 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.
- 11.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 11.8 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.
- 11.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 11.10 Any question at an Executive Meeting shall be decided by a show of hands.
- 11.11 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.
- 11.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 11.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.
- 11.14 Any member if the Executive may call an emergency meeting of the Executive if the need arises. Conduct shall be similar to regular Executive meetings.

### **Article XII: Elections**

- 12.1 Executive elections will be held between the first and third week of March 31 each year.
- 12.2 Only student members who meet the minimum requirements of being a member of the association shall be permitted to participate in an election and hold executive positions, except for the President's position.
- 12.3 No executive, director, or member of the association may run for more than one position during the executive elections.
- 12.4 The Presidency of the association shall only be held by a candidate who has previously held an executive position in good standing.
- 12.5 Members that register on or after the first academic day after the University of Toronto's scheduled reading week will not be granted voting rights for the Executive election.
- 12.6 Notification of the acceptance of applications for executive positions will be sent via email to the executive committee a minimum of fourteen (14) calendar days prior to the election date (nomination period).
- 12.7 All candidates may campaign for their nominated executive position for a seven (7) calendar day period prior to election date (campaign period).
  - 12.6.1 Campaigning maybe exercised solely through any personal social media outlet. Campaigning should not be exercised through any of the Association's social media outlets. Campaigning shall not undermine or be disrespectful to the Association or the other candidates. Physical campaign posters shall not be posted in or on the building that hosts the current Association's office. There will no acts of bribery or treason surrounding the election process. Failure to comply with the these guidelines will result to immediate disqualification to the discretion of the Returning Officers .
- 12.8 Candidates will be permitted to give a short speech at a general meeting which will be scheduled by the executive committee during campaign week. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the executive committee.
- 12.9 The voting period will succeed the campaigning period. There shall be a minimum of three (3) to a maximum of five (5) voting days (voting period) .
- 12.10 The executive council shall appoint at least three (3) Returning Officers that do not have voting rights within the Association to conduct the Elections. They shall be appointed minimum two calendar days prior to the nomination period. The Returning Officers shall have full authority to all decisions pertaining to the executive elections.
- 12.11 A minimum of 15% of registered members of the association with voting rights must participate in the electoral voting process to validate the elections results.
- 12.12 Elections shall be conducted by anonymous ballot, and overseen by the Returning Officers. The Returning Officers shall be provided with an updated membership list by the executive committee and will verify identity of each member via student identification. Ballots shall be counted in a private environment by the Returning Officer.
- 12.13 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.
- 12.14 Final results of the election must be presented to the membership of the association no later than two (2) hours after the results have been verified by the Returning Officers. The results themselves should not be brought into question; only the process through which these results were tabulated.
- 12.15 If an error in the process is found, the election should be re-held at a final General Meeting with a new election oversight committee.
- 12.16 A candidate may request a re-count of the ballots by submitting a formal email to the Returning Officers stating a desired re-count no later than twenty four (24) hours after the results have been released to the membership.



- 12.17 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes during the election and is held to be declared the winner of that election.
- 12.18 All executive positions may be left vacant if there is no nomination for the position, except President.
- 12.19 If a by-election is required, it shall be held as soon as possible and conducted in a manner similar to that of the annual general election.

### **Article XIII: Amendments**

- 13.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 13.2 Notice of a meeting called to consider such a resolution shall be given as follows:
  - 13.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least five (5) calendar days prior to the date of the meeting called to consider the change;
  - 13.2.2 A list of proposed amendments shall be given to each member at least twenty four (24) hours prior to the date of the meeting called to consider the change.
- 13.3 Amendments to the constitution require the approval of three fifths (3/5) of the members present at a valid general meeting (a general meeting that has achieved quorum).
- 13.4 The general membership must have the final say on amendments to the constitution.
- 13.5 There must be an attendance of minimum 20% of registered members of the association present at the general meeting called to consider change.
- 13.6 Ratification of any constitutional amendments will become ratified immediately following the formal constitutional amendment process at an official general meeting. Amendments pertaining to Article(s) VI and VIII shall be made affective according to the election guidelines stated in Article XII.

### **Article XIV: Transition**

- 14.1 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.
- 14.2 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.
- 14.3 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 XV: Emergency Powers**

- 15.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 15.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 15.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 15.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 20% of the entire general membership.

### **Article XVI: Food Handling on Campus**

- 16.1 Greek Students' Association 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 XVII: Precedence of University Policies**

- 17.1 Greek Students' Association will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of <ORGANIZATION NAME>, the University's policies, procedures, and guidelines will take precedent.

**Article XVIII: Legal Liability**

- 18.1 The University of Toronto does not endorse the Greek Students' Association's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

**Article XIX: Banking**

- 19.1 Greek Students' Association 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.

This edition of the Constitution for the Greek Students' Association of the University of Toronto was re-ratified by its General Assembly and Executive Committee on September 20<sup>th</sup>, 2012 at 7:30 pm.