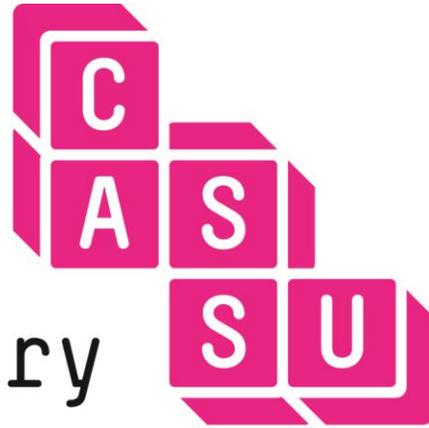


Contemporary Asian Studies Student Union



Contemporary Asian Studies Student Union: Constitution

Preamble

The Contemporary Asian Studies Student Union (formerly known as the Pan-Asia Student Society) is the undergraduate course union for the Contemporary Asian Studies program at the University of Toronto. CASSU was founded in 2010 by students in the Dr. David Chu Asia Pacific Studies program, and strives to strengthen students' understanding towards contemporary Asia from a global perspective in a non-classroom setting. Through organizing social, cultural, academic and professional events related to Asia, the group sets to enhance students' interests for the region.

Article 1: Name

The name of the organization responsible for governing undergraduate student affairs shall be known as Contemporary Asian Studies Student Union, hereafter referred to as CASSU.

Article 2: Purpose

CASSU represents all undergraduate students affiliated or registered with the Contemporary Asian Studies or the Asia-Pacific Studies program. By organizing academic and social events, CASSU's mandate is to create interest among undergraduate students and those within the Contemporary Asian Studies major and minor programs towards the region of contemporary Asia. CASSU will act as a liaison between undergraduate students and the Asian Institute, and will generate intellectual conversations as well as offer information about the Contemporary Asian Studies program, awards available within Asian Institute, study abroad in Asia, and Asia related career opportunities to its members.

Article 3: Membership

Membership to CASSU is open to all full-time undergraduate students enrolled in one Contemporary Asian Studies (CAS) course (0.5 credits or more) or any full-time students enrolled in a CAS Subject POST. However, all full-time Faculty of Arts & Science undergraduate students may attend all meetings and functions, and are welcome to participate in CASSU events.

Article 4: Organization

All members of the executive team must be full-time undergraduate students, who are enrolled in a CAS Subject POSt and/or taking at least one CAS course (0.5 credits or more). Executive members will be elected in April of each year, for a period of twelve months. The Executive shall be comprised of one (1) President, one (1) Vice-President of Finance, one (1) Vice-President of Secretarial Affairs, one (1) Director of Public Relations, one (1) Director of Marketing, one (1) Executive Associate, and two (2) 1st Year Representatives.

i. President (1 position)

The President is primarily responsible for overseeing the operation, management and success of CASSU executive committee throughout the academic year.

- Coordinate executive activities and duties
- Prepare agendas for executive meetings
- Act as official chair of all meetings of the CASSU executive committee
- Act as the official representative of CASSU at external functions
- Act as primary liaison between CASSU and AI
- Primary signing authority for the bank

ii. Vice-President of Secretarial Affairs (1 position)

The Vice-President of Secretarial Affairs is responsible for maintaining executive meeting records and agenda reviews after meetings, sending them to executive members, and take minutes during CASSU meetings.

- Take all meeting minutes (also expected to attend all meetings) and upload the meeting minutes onto Google drive and Facebook group within 1 day of the meeting
- Prepare promotional description for all events (in charge of any press releases for CASSU events)
- Compile monthly email listserv items to send out to CASSU members
- Work closely with Director of Public Relations and Director of Marketing in promoting CASSU events
- Complete all other applications that are not funding related and not under Presidential duties
 - e.g. award nomination forms
- Create Google forms for all future executive/assistant hiring

iii. Vice-President of Finance (1 position)

The Vice-President of Finance is responsible for looking after financial transactions and preparing financial statements and records for the CASSU executive committee.

- The only other signing authority for the bank other than the President
- Administer CASSU bank account (will have login access to E-banking)
- Prepare budget proposals for all events
- In-charge of reimbursement for all internal operations within the exec team (collect receipts, write cheques, and submit total spending to ASSU)
- Create finance report for the year (include a tabulation of all total incoming and outgoing expenses for the year as well as net balance)
- Constantly seeking external sources of funding for the organization

iv. Director of Public Relations (1 position)

The Director of Public Relations establishes all external working relationships between CASSU and external parties on-campus and is responsible for the promotion of all CASSU events through external networks.

- Provide communication networks between CASSU and all external parties on-campus (secure partnerships and collaborations for events)
- Compile a list of all CAS and relevant courses for in-class promotions and manage class visits
- Promote all events through official University of Toronto departments (including AI, East Asian Studies etc.)
- Promote all events through ASSU & UTSU Newsletters
- Work closely with Director of Marketing and Vice-President of Secretarial Affairs in promoting CASSU events

v. Director of Marketing (1 position)

The Director of Marketing is responsible for marketing all CASSU events to CASSU members, especially in the creation of promotional materials.

- Design all creative promotional materials (posters, advertisements, pamphlets etc.)
- Create, update, and manage CASSU branding and overall image
- Create marketing strategies for CASSU and present them to the executive team
- Work closely with Director of Public Relations and Vice-President of Secretarial Affairs in promoting CASSU events

vi. Executive Associate (1 position)

The Executive Associate is expected to assist with duties of the executive team as seen fit. They must be present during club fairs and other promotional events on campus.

- Is the secondary meeting minutes taker
- Assist President with the general management of the team
- Assist with all other executive duties as required

vii. 1st Year Representative (2 positions)

The 1st Year Representative is responsible for acting as a recruitment agent for CASSU towards the 1st Year community surrounding the Asian Institute and Munk School.

- Act as a bridge to the first year community surrounding Munk School
- Assist Vice-President of Secretarial Affairs and Vice-President of Finance with the general management of the sectional divisions
- Assist with all other executive duties as required

viii. Non-Executive Positions

The group may appoint Coordinators and Assistants for major events (ex. an academic conference); however, such positions do not hold executive decision making authority. The CASSU non-executive team shall be comprised of no less than one (1) Webmaster and one (1) Photographer.

viii. i. Webmaster (1 position)

The Webmaster is responsible for providing regular communication updates to CASSU members from the CASSU executive team. They will work closely with the Director of Marketing to maintain and update CASSU's online presence.

- Is in-charge of all social media releases (Facebook, CASSU website, Twitter) and create a united online image for CASSU
- Update websites on a regular basis for promotional purposes
- Work closely with Vice-President of Secretarial Affairs and Director of Marketing in promoting CASSU events

viii. ii. Photographer (1 position)

The Photographer is responsible in taking photos and videos at events and uploading them onto CASSU's Facebook page and website on a regular basis. They will work closely with the Webmaster to maintain and update CASSU's internet presence.

- Primary photographer for all events (expected to show up to all events)
- Work closely under Vice-President of Secretarial Affairs with scheduling a variety of photo shoots for CASSU team and events throughout the year
- Work closely with Webmaster in maintaining CASSU's image

Article 5: Termination of Executives or General Members

Any member (including active member, executives, coordinators, and other affiliated personnel) of the organization 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 or neglect of executive duties, may be given notice of removal. The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favour of removal is required. The member have the right to an appeal before the general membership, and the majority vote of the general membership will determine the result of the appeal. The member will be removed from the organization's membership and will lose any privileges associated with being a member of the organization. Executive members will lose their executive position along with their membership to the group.

Article 6: Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least once per academic term. The Executive will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and to propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The Executive shall meet on a regular basis where date and times are to be set by the Co-Presidents. The quorum of executive meetings shall be 50% plus 1 of executives. Additional executive meetings can be required in the process of organizing major events.

Article 7: Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March or early April. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations for executive positions from all active CASSU members currently within the University of Toronto community. Eligibility for co-presidency is open to all full-time undergraduate students enrolled in one Contemporary Asian Studies (CAS) course (0.5 credits or more) or any full-time students enrolled in a CAS Subject POST. All executive committee positions must be elected or acclaimed. 1st Year Representative positions must be available to contend in the Fall By-Election and not at the end of the year General Executive Election.

The CRO must select election dates before April 10th (General Executive Election) or September 30th (Fall By-Election). These dates will be announced in a minimum of two (2) weeks prior and must fall on weekdays.

The CRO and Scrutinizers shall provide each CASSU member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered Arts & Science members of CASSU may not vote by proxy. All members who show up at elections are eligible to vote.

The executive members elected will serve on the executive committee for the following twelve months unless termination or resignation occurs. Terms of executive positions shall be from May 1st to April 30th of the following year.

Article 8: Constitutional Amendments

Any registered Arts & Science member may propose and vote on amendments to this constitution. The Executive will administer the process of having amendments discussed at general meetings. Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered Arts & Science members in attendance.

The Executive shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, Arts & Science Students' Union etc) within two (2) weeks of its approval by general members.