



The Filipino Students' Association of Toronto
University of Toronto, St. George (Downtown) Campus

E-mail: fsat.fsat@gmail.com
Website: fsat.ca

FILIPINO STUDENTS' ASSOCIATION OF TORONTO (FSAT) CONSTITUTION (2022-2023)

1. Mandate

a) The Filipino Students' Association of Toronto (FSAT) has as its mandate, the task of representing Filipino students and Filipino culture at the St. George Campus of the University of Toronto; to increase awareness of the Filipino community and of Filipino culture. FSAT will act as a liaison between the Filipino community and the University of Toronto in an effort to encourage young Filipinos and Filipinas to further their education, and to encourage the University of Toronto to become more aware of the Filipino community at large. The group is to be dedicated to ending oppression among people regardless of their gender, class, race, religion, culture, sexual orientation, gender orientation, ability, and age.

2. Composition and Membership

FSAT membership is open to Filipino and non-Filipino volunteers from the University of Toronto community through event attendance. All members of the University of Toronto community (students, staff, faculty, alumni) are welcome to attend events, and nominate students for executive positions. Only current students at the University of Toronto are permitted to vote in elections and run for executive positions. Only Executive members have voting privileges on constitutional amendments, however any member may propose constitutional amendments to the Executives. FSAT membership is also open to non-University of Toronto members, but these members may not have the aforementioned privileges.

3. Executive Positions

- The FSAT executive team is to be made up of nine (9) executive positions from the University of Toronto St. George Campus, each of whom may choose to create a committee to support his or her work.

1) **Two (2) Presidents** will maintain and promote internal communication within FSAT and between FSAT and other University of Toronto groups (i.e. UTSU, NCSC, ORSL, etc.). This communication includes, but is not limited to, reaching out to current and potential general members, and announcements among the executive committee. They must be the co-registrants for room bookings and, along with the Finance Coordinator, for grant applications from campus groups. They will chair general meetings and co-chair executive meetings. They must ensure that elections are held before the end of classes in the spring. It is also their duty to ensure the development of the club and its executives, and ensure each executive is managed and supported. The Presidents shall also be responsible for the FSAT booth at Campus Club Fairs. One of the

Presidents will act as one of the two signing officers for the FSAT bank account. It is advised that the Presidents take primary responsibility for certain duties so as to equally manage affairs and prevent neglect of any duties.

2) The **External Affairs Coordinator** will be the main liaison between FSAT and other Filipino Student Associations (FSAs). They would need to attend monthly meetings related to the Filipino Canadian Students Associations (FILCASA) and/or other Filipino organizations including (but not limited to); Superskillz, Formal, and other events. The coordinator should seek to expand the FSAT network and maintain existing relationships between other associations outside of the University of Toronto. Planning networking events that promote a more cohesive Filipino community within the GTA and outside of it. They attend events that other FSA's hold is a way to stay connected and interactive with these organizations.

3) The **Cultural Affairs Coordinator** will be in charge of planning and implementing the annual Filipino Appreciation Week (FAW) and the booth for campus multicultural events. Each of the daily events for FAW shall be the responsibility of the Cultural Events Coordinator, with support from the Social Events Coordinator, unless an agreement has been reached assigning a specific event to another individual. The FSAT Executives shall set a financial cap for the year for those campus events where no reimbursement is provided. Additionally, the Cultural Events Coordinator is responsible for overseeing FSAT's tinkling dance group, and may assign teaching to a qualified member or team of members. The Cultural Events Coordinator, together with the Social Events Coordinator, shall actively communicate in planning cultural and social events organized by the association. The Social Events Coordinator, together with the Cultural Events Coordinator, shall head the Logistics Committee.

4) **Two (2) Education and Philanthropy Coordinators** will liaise with the school board(s) and other organizations in order to maintain and promote tutoring, mentorship, social justice awareness, and community opportunities for FSAT. The Education and Philanthropy Coordinators must find ways for FSAT to learn, participate, and help. This includes executing at least one charity event per year, and well as organizing and facilitating FSAT's mentorship program, tutoring program, and Tagalog classes (however, suitable teachers may be selected from outside of the executive e.g. alumni, educators - who may be provided with an honorarium as per budget.)

5) The **Finance Coordinator** will – in good faith – maintain the financial operations of FSAT. He/She/They must fundraise and solicit donations from sponsors (in coordination with the Presidents), campus unions and groups, and Filipino businesses/organizations in the Toronto area in order to maintain enough funds to hold FSAT events. He/She/They are also responsible for recording and maintaining all financial transactions for the group. The Finance Coordinator will be one of the two signing officers for cheques and deposits.

6) The **Social Events Coordinator** will plan social events throughout the year (e.g. club nights, movie nights, bowling nights, games nights, etc.) There should be at least one social event per month. He/She/They shall plan and coordinate events that cater to the desires and wishes of the general membership. The Social Events Coordinator should make all reasonable efforts to ensure that FSAT social events are inclusive and accessible. The Social Events Coordinator is also responsible for extending support to the Cultural Events Coordinator during Filipino Appreciation Week (FAW). The Social Events Coordinator, together with the Cultural Events Coordinator, shall head the Logistics Committee.

7) **Two (2) Marketing Coordinators** will manage the association's social media accounts (i.e Youtube, Instagram, Facebook, and main website). They will ensure that FSAT's public image is

in accordance with the association's mandate/vision and must keep the association's social media presence active throughout the year. Additionally, they will act as in-house graphic designers for advertising and marketing material (event posters, bulletin designs and any merchandise designs). They are responsible for designing graphics for FSAT events, social media, and other affairs. They shall also be in charge of the official website's layout and design. Photography and videography will also fall under the responsibilities of the Marketing Coordinators and are responsible for taking photos/videos at events and for promotional purposes, and for maintaining FSAT's Youtube presence active. He/She/They must engage in photoshoots and the creation of videos.

8) The **Health and Wellness Coordinator** shall be responsible for organizing and planning activities that the coordinator deems to be of importance for the improvement of the health and wellbeing of FSAT members, as well as ensuring that other events are sensitive to the health and wellness of members. Such events might include athletic and recreational sports activities, healthy eating, mental health initiatives, amongst other well-being oriented events. Furthermore, he/she/they shall design events that cater to the desires and needs of the general membership. A minimum of two (2) health & wellness-based events should be executed per semester, which may act as a social event or be in conjunction with social events. The Health and Wellness Coordinator shall make all reasonable efforts to ensure that events are inclusive and accessible.

9) The **Administrative Affairs Coordinator** shall be responsible for organizational paperwork, attending monthly New College student centre meetings with one of the co-Presidents, updating the membership list, risk assessment forms, documenting meeting minutes, managing the TikTok account, and creating regular newsletters/bulletins sent to the general membership. He/She/They are also responsible in the scheduling of executive affairs as well as in booking rooms for meetings held within the university. The Administrative Affairs Coordinator is also responsible for the management of emails in the main FSAT account while also guaranteeing all folders and other digital paperwork is neatly organized. He/She/They are responsible for the receipt of communications through the general FSAT e-mail account and must either distribute/forward them accordingly or attend to it themselves.

a) The **First-year/Junior "Jr." Representative** programs are up to the discretion of the Co-Presidents to implement in that specific school year if they see fit. Their responsibilities would include assisting in any logistical, administrative, and organizational work with other coordinators. Voting for Jr. Representatives are to be exclusively done by the Co-Presidents of that year. The position would help transition general members who may be interested in becoming an executive for the next school year.

b) It is the responsibility of all executives to set year-long goals and a rough calendar of FSAT's major events for the following Fall-Winter school year.

c) There should be at least five (5) coordinators present at any and all FSAT events held throughout the year to ensure and encourage attendance at FSAT events. However, events expected to begin or end after 10:00 p.m. are exempt from this requirement in consideration of safety and transportation concerns.

4. Appointed Positions

a.) A Tinikling Expert or Team of Experts shall be appointed by the club executives at the end of every executive term, if possible. The Tinikling Expert is responsible for being the official tinikling instructor of FSAT and, therefore, shall be present during tinikling workshops held

within and outside the university. The Tinikling Expert also has the power to recruit his/her/their apprentice with the permission of the executive team.

5. Committees (Optional)

a.) The formation of committees can be done throughout the school year. This membership is optional for the executive team to create in order to gain more support.

b.) The Logistics Committee shall be headed both by the Cultural Events Coordinator and the Social Events Coordinator and shall be composed of up to four (4) other members under the discretion of the committee heads. The group shall be in charge of scouting for a cost-efficient venue as well as set-up (equipment, backdrops, lighting, program, etc.) for club events. They may also be in charge of facilitating groups and events provided they are supervised by their committee heads.

6. Elections and termination of members and/or executives

a) The Executive officers will be elected by the FSAT membership every year. Nominations and elections for the officer positions shall be held in the spring. Nominees' campaign statements will be posted on the FSAT social media. During the voting period of elections, ballots will be available on the FSAT website where each member of FSAT who is a current University of Toronto Student is allowed to vote. Each member will possess one vote during elections. The candidate who receives the most votes during the election will obtain the nominated position.

b) Should a tie in voting occur for any of the executive positions: a re-vote between the two highest voted candidates will commence. Each general member will be entitled one vote to decide the winner for this position.

c) The term of office of an executive member commences and ends with the Executive turnover meeting after elections. All obligations and responsibilities held by the previous executive council are immediately transferred at the end of the turnover.

d) Appointed positions will require application by the candidate to the Executive during the nomination period, and will be screened and appointed by the outgoing executive.

e) Should any officer/coordinator fail to act in good faith then the other executive officers may have him or her removed by a two thirds (2/3) majority vote at an executive meeting. Subsequently, an officer may be appointed by the executive council and this appointment must be ratified by a majority (2/3) vote during an executive meeting.

7. Meetings and Events

a) FSAT General Meetings, where all members are invited to attend, must be held at least once every month (with the exception of exam seasons in December and April). Business to be conducted at the general meetings includes, but is not limited to: financial update, event planning, financial allocations, presentations from outside parties, and organizational business. Members are expected to respect each other's opinions and ideas.

- b) A quorum of fifteen (15) members must be met at a General Meeting in order to pass motions of material significance over the course of that General Meeting.
- c) FSAT should have a presentation table at the Orientation Week club fair every year, if possible.
- d) The officers of the year may choose to meet more frequently in order to discuss more everyday business with which the general membership may not be concerned. The results/minutes of these meetings should be kept for review by the general membership.
- e) A quorum of eight (8) officers must be met at an Executive Meeting in order to pass motions of material significance over the course of that Executive Meeting.

8. Event Planning

- a) FSAT events shall be planned in a clear and organized manner.
- b) Any individual who is responsible for the planning and organization of an FSAT event is responsible for the following: providing information to the executive committee such as financial requirements, budgets and regular status reports, organizing and co-coordinating volunteers, equipment or supplies as required, maintaining regular communications with any and all event volunteers and advertising the event to the general membership including posters, website postings or e-mail notifications to be forwarded by the Administrative Affairs Coordinator through the FSAT listserv/Mailing List. These duties should be executed with the help of relevant executive members.
- c) Any individual who is responsible for the planning and organization of an FSAT event should actively seek participation from the membership in respect of volunteering for and attending the event.

9. Communication

- a) It is the duty and responsibility of each FSAT officer to maintain regular communication with the executive committee and their sub-committees.
- b) Each officer must respond to emails addressed to him or her within 48 hours or sooner as may be required. In the event that an officer is unable to check the e-mail account or respond in due time, they must notify one of the presidents of such circumstances such that alternatives may be employed.

10. Amending the Constitution

- a) The Constitution of FSAT may be amended by a majority vote (2/3) during any executive meeting held throughout the year.