

Constitution of the University of Toronto Language Exchange Initiative Club

Article I. NAME

The name of this club shall be the "University of Toronto Language Exchange Initiative Club", abbreviated as "U of T LEI" or "LEI".

Article II. PURPOSE

The purpose of LEI shall be to foster language development and to promote cross-cultural exchange and understanding through the coordination of educational and awareness lessons. LEI will work toward its goals by:

1. Coordinating weekly peer-lead lessons and discussions in multiple languages at varying levels of difficulty, thereby presenting the opportunity to learn about other cultures and increase linguistic proficiency,
2. Coordinating with existing UofT language groups, programs, administrators, and faculty to improve the quality of the club's meetings,
3. Expanding the mission of LEI to encompass even more languages in the UofT community,
4. Fostering an inclusive community of individuals from different backgrounds who are interested in foreign languages and cultures.

Article III. MEMBERSHIP

Section 1. Executive members with voting privileges shall be currently registered students of the University of Toronto.

Section 2. Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the club.

Section 3. Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

Section 4. There will be no membership fee for the LEI.

Section 5. For recognition by the University of Toronto Students' Union (UTSU), the LEI must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The LEI must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

Article IV. OFFICERS

Section 1. The Club Officers of LEI shall be the President, Secretary, Social Media and Brand

Coordinator, Events Coordinator, and Language Executive Coordinator. The creation of additional officer positions will follow the approval of all Club Officers and an amendment to the Constitution.

Section 2. The duties of the President shall include:

1. Coordinating and Chairing weekly meetings of the club.
2. Calling emergency meetings, pursuant to Article IX.
3. Ensuring the club is operating within the expectations of the University.
4. Establishing an effective relationship with the Club Coordination Council, Student Activities Office, and other University administrative departments.
5. Along with the Secretary, handling the funds appropriated to the LEI, or any funds raised at external events or from external sponsors.
6. Along with the Secretary, communicating with the CCR liaison regarding recognition for all eligible club members.
7. Along with the Language Executive Coordinator, creating guidelines for and addressing concerns from the Language Executives.
8. Along with the Language Executive Coordinator, recruiting new Language Executives.
9. Addressing general concerns regarding the conduct of Club members and Officers.

Section 3. The duties of the Secretary shall include:

1. Keeping membership records.
2. Taking meeting notes.
3. Booking rooms and amenities for club meetings and events..
4. Meeting with the President on a regular basis to review account balances and financial transactions.
5. Along with the President, communicating with the CCR liaison regarding recognition for all eligible club members.

Section 4. The duties of the Social Media and Brand Coordinator shall include:

1. Coordinating the press relations of the club, including, but not limited to: relations with UofT publications, social media, listserv lists, and flyer/poster approval, and any other advertisement responsibilities.
2. Cooperating with the President in maintaining the club image, recruiting new members, and collaborating with other student organizations and relevant university programs and faculty.

Section 5. The duties of the Events Coordinator shall include:

1. Planning, organizing and raising funds for events outside of the weekly meetings.
2. Along with the Secretary, establishing event budgets.
3. Along with the Secretary, recording any event-related expenditures.

Section 6. The duties of the Language Executive Coordinator shall include:

1. Acting as a liaison between the Club Officers and Language Executives by communicating club teaching and behavior guidelines from the President to the Language Executives and reporting any concerns or requests from Language Executives to the President.
2. Along with the President, recruiting new Language Executives.
3. Assisting the Language Executives in the creation and presentation of language lessons.

Article V. LANGUAGE EXECUTIVES

In addition to the Club Officers, LEI peer instructors shall be given the role of Language Executives and shall be responsible for the following duties:

1. Attending at least 80% of weekly club meetings.
2. Creating and submitting language lessons to the Language Executive Coordinator each week, prior to the weekly meeting.
3. Presenting weekly language lessons at club meetings.
4. Contacting the President or Language Executive Coordinator for any lesson needs including but not limited to: props, equipment, ideas, speakers, help.
5. Conforming to behavior guidelines determined by the Club Officers and the President.

Article VI. RESOLUTION OF CONDUCT COMPLAINTS

Pursuant to Article 4, Section 2, Part 9, the President is required to address all complaints from club members regarding the conduct of Officers, Language Executives or other club members. In the case of such a complaint, the issues shall be resolved as follows:

1. The President shall call a meeting of the Club Officers to discuss the merits and possible resolution of the complaint. In the case of a complaint against an Officer, that officer shall be excluded from this meeting.
2. The President shall call a meeting with the Officer, Language Executive or member in question and discuss how to resolve the issue
3. In the case of repeated complaints against an individual, the President shall call a general meeting to discuss any further actions, up to and including removal of membership to the club.

Article VII. OFFICER ELECTION

Section 1. 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. 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.

Section 2. The CRO shall accept nominations only from club members that are registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the club for at least one month prior to the nomination period.

Section 3. The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

Section 4. Elections will consist of each candidate speaking for up to five minutes, followed by up to three minutes of questions and answers from the club membership. The CRO and Scrutinizers shall then provide each voting U of T registered student with a paper ballot on the voting dates and ask the student to place their ballot in an enclosed box. A candidate must receive 50% of all of the casted

votes + 1 additional vote in order to be elected. Only active members present at the meeting shall cast a vote, and only these votes shall count toward the computation of the 50%+1 required margin for election to office.

Section 5. In the event that no candidate receives at least 50%+1 of the vote of the currently active club members, a run-off election shall be held between the two candidates receiving the most votes.

Section 6. In preparation for a tie, the CRO shall select a U of T registered student 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.

Section 7. 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.

Section 8. Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections.

Section 9. Only registered U of T students who have been a member in good standing for 30 days prior to election dates are eligible for voting.

Section 10. Term of executive positions shall be from May 1st to April 30th.

Article VIII. IMPEACHMENT

Section 1. In the event that an officer is judged to be deficient in his/her duties, or any member (including officers) commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. The member or officer up for removal shall have the right to defend his/her actions. A two-thirds majority vote of the current members present in favour of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

Section 2. In the event that there is a two-thirds majority vote of the current members present in favour of removal, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club. If the member is an executive, he/she may lose their executive position along with their membership to the club.

Section 3. The filling of an office vacated by impeachment shall be conducted by a special election held in the manner of elections as defined in Article VII. In the case of a vacancy for the President, the Secretary shall assume Presidential duties until such time as a proper election as per Article VII may be held to ratify the vacancy of the President.

Article IX. MEETINGS

Section 1. The club shall meet once per week and at least twice per month. In the event of a cancellation, membership must be notified no less than one week prior to the scheduled meeting.

Section 2. Annual General Meetings: The club shall hold general meetings at least twice per year; i.e. once per academic term. The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the club's annual activity plan, financial health and 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.

Section 3. Executive Meetings: The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

Section 4. In the event that an emergency meeting of the club needs to be held, the President of the club shall have the authority to call such meetings. All officers must agree in advance to the emergency meeting and at least 24 hours notice must be provided to all active members. Communication of emergency meetings will be the responsibility of the Social Media and Brand Coordinator.

Article X. FINANCES AND DISBURSEMENT OF FUNDS

Section 1. All disbursements of funds must be approved by the President and Secretary.

Section 2. Reimbursement for expenditures will only be accepted for members or officers who have retained an original, itemized receipt and a description of the expense and after a two-thirds vote by the club officers.

Section 3. The Secretary shall keep records of all income and expenses. The Secretary shall present the club's financial health at the Annual General Meetings.

Section 4. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

Section 5. All financial transactions of LEI will be managed through a community bank account, the documents of which will be made available to club officers or to UofT administrators at any given moment.

Section 6. Financial signing authority for the club will be held by two people, the President and Secretary. All expenses paid for in lieu of their discretion shall be reimbursed after a majority two-thirds vote by the club officers.

Section 7. The club's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the

expenses of the club, or of charges for specific activities, programs or events, or to prohibit the club from engaging in legitimate fundraising. However, the club will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

Article XI. AMENDMENTS

Section 1. Any registered U of T students may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Section 2. Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than ten days before the club's next meeting.

Section 3. The proposed amendment shall be presented via e-mail to the active club membership no later than five days before the meeting where the amendment will be debated.

Section 4. Upon receiving a two-thirds affirmative vote in favor on a constitutional amendment, the Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (ie. The Office of Student Life, The University of Toronto Students' Union, etc.) within two (2) weeks of its approval by general members.