

Constitution of “La Mosaic”

Group Name: La Mosaic

Purpose: Our purpose is to raise global awareness in terms of culture through a bilingual, English and French magazine. We wish to include a diverse selection of articles which demonstrate a sensibility to diversity, international current affairs, culture, and language. We have chosen to create a bilingual French and English magazine in order to amplify globalism and diversity, through artistry and creativity. Our goal is to create a bilingual English and French magazine open to students of Canadian, and international universities.

Our magazine consists of topics such as current affairs, politics, social issues, language and culture, and arts. We accept submissions on a rolling basis and we also accept submissions in both French and English. Each piece of writing will be introduced, if written in French, in English, and vice-versa.

Our mission is to publish one physical copy of the magazine created by our staff members every semester. When we are not working on the release of our printed magazine, we maintain our website where we regularly publish articles sent to us by fellow students.

This mission is achieved through advocacy and outreach – we publish advertisements on social media websites in order to reach out to potential members who are interested in creating articles pertaining to the topics listed above.

Our Art Director works on creating creative and aesthetically pleasing versions of each magazine,

while also working on our website's design. As for our physical copy, our final draft printed following the completion of the magazine's design process. The final magazine will be distributed throughout the campus, as well as to our non-UofT members.

Membership: Non-voting membership is open to all U of T community members (students, staff, faculty and alumni) and to persons outside the University. However, the core members of the magazine (The Executive Committee) is comprised of an Editor in Chief, an English Editor, a French Editor, a Treasurer, and an Art Director – these core members are all registered students of the University of Toronto. Voting membership is open only to registered U of T students, and is open to all registered U of T students.

Members who do not attend the University of Toronto, but attend other Canadian and international universities, may enter our club – their roles will be to submit articles and/or aid with advertising for our magazine when in need. Certainly, these members who are not part of the core members of the group, therefore, who do not attend the University of Toronto, may absolutely not run, nominate, and vote in elections and constitutional amendments.

All members must provide contact information such as their full name, e-mail address and school name, which will be then entered into a Google Sheets, specifically created for the purpose of storing all basic and necessary information pertaining to our members.

Our club does not require any membership fee.

In order to receive recognition by the University of Toronto Students' Union (UTSU), we will necessarily aim to acquire a minimum of 30 members, and certainly, the total of 51% of the

membership will be UTSU members. Our group will also aim to maintain recognition from the Office of Student Life.

Executive positions: Our club will have an Editor in Chief, a French Editor, an English editor, an Art Director, a Marketing Director, a Treasurer as well as an Executive Assistant. All principal editors of the group will collectively work on the aesthetics of the magazine, as well as on recruitment as for articles and members. The three editors will also collectively work on aiding each other with the editing of papers submitted by fellow students. All voting members of the Executive Committee must be currently registered students of the University of Toronto, and all voting positions on the Executive Committee shall be filled through an annual election. The maximum amount of non-voting positions on the Executive Committee shall be (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.

The executive committee will consist of: **The Editor in Chief (President), the English Editor, the French Editor (Vice President), the Art Director, the Marketing Director, the Executive Assistant (Secretary) and The Treasurer.**

The Editor in Chief (President) will ensure that the final drafts are ready to be published and will work on editing both the English and French texts. This person will also work on electing members, recruiting potential submissions for articles and texts, contacting professors when in need, and organizing events. This person will also make the final decision when it comes to scheduling meetings and publishing the magazines and articles. This person also handles our group's administrative tasks.

The Editor in Chief will also:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

The French Editor (the Vice-President) will ensure that the French texts are free from errors, and will then be sent to the Editor in Chief. Similarly to the Editor in Chief, both the French Editors shall work on electing members, recruiting and selecting submissions for articles and texts, contacting professors when in need, and aiding in organizing events.

- Assume duties of the President in their absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

The English Editor will ensure that the English texts are free from errors, and will then be sent to the Editor in Chief. Similarly to the Editor in Chief, both the English Editors shall work on electing members, recruiting and selecting submissions for articles and texts, contacting professors when in need, and aiding in organizing events.

The Treasurer will ensure that the group is provided with sufficient amounts of funding from other UofT groups, such as the ASSU. The Treasurer will also be contacting printing companies in order to inquire for prices, etc. Certainly, the Treasurer must handle our groups' finances – when in need of material, such as paper for printing the magazine and advertisements. Our Treasurer will also search for brands and companies within Toronto, which may offer these types of services and products. This person will also record all financial transactions of the group, maintain a budget of income and expenses along with receipts, advise members on the financial position of the group, and prepare an annual budget for the group as well as budgets for specific events. This person will also be responsible for all CCR recognition for all applicable Executive Positions.

The Art Director will work on the aesthetics of the magazine, such as creating logos and advertisements for events and recruitments for potential members and articles.

The Marketing Director will be responsible for handling the magazine's social media accounts (Instagram, Twitter, Facebook, LinkedIn) as well as assist with in person and online club events. They will be tasked with promoting any and all club news, events, print/online releases.

The Executive Assistant (Secretary) will be responsible for managing the schedules and communications for all members of the club. They will also be tasked with assisting with Co-Curricular Record recognition through the CLNX. The person will also be responsible to assist

any other Executive members with their tasks if needed.

The Executive Assistant (Secretary) will also:

- Make and update a list of all registered members and member contact list
- assist with CCR recognition
- Schedule bi-monthly meeting, record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization via managing email correspondence
- Communicate with University Departments and professors via email to promote the magazine

Termination of Executives or General Members:

Any member of the club 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, may be given notice of removal. The member up for removal shall have the right to defend their actions. A two-thirds majority vote of the current members present in favor 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. The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

Finances: Our Treasurer will ensure to contact relevant departments within UofT when in need of printing copies of the magazines and advertisements, in order to receive funding.

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

The group'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 group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group 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.

Meetings: Our group will have a general meeting at least once a month – meetings will be scheduled online to ensure that the majority of members are free to attend the meeting. Online group chats and emailing will be frequently used in order to discuss issues related to our magazine.

As for our Annual General Meetings (AGMs):

La Mosaic shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee (Editor in Chief, French Editor, and English Editor, Treasurer, and Art Director, Marketing Director and Executive Assistant) 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 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 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.

Elections: Voting is open to all currently registered U of T students. Voters will collectively elect executive members based off of applications submitted by fellow UofT and non-UofT members – applications will be submitted online (advertisements for our magazine will be posted on social media sites, as well as sent to Professors within relevant departments, in order for our advertisements to be circulated throughout the departments, thus, reaching out to students who may be interested in this project).

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.

The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

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.

The CRO and Scrutinizers shall provide each U of T 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 U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

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

Amendments: Our group will handle constitutional amendments as a group – every principal member will be contacted if ever our policies are to be changed, thus, every UofT member (excluding non-UofT members) will have the right to object to changes, ensuring a collective and consensual decision on the matter in question.

Any registered UofT members may propose and vote on amendments to this constitution. The Executive Committee 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 U of T members in attendance.

The Executive Committee 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, etc) within two (2) weeks of its approval by general members