

# **Constitution of “University of Toronto Chinese Catholic Community of Students”**

## **1. Name**

The official name of this recognized campus group is “University of Toronto Chinese Catholic Community of Students”.

The acronym or abbreviation of this group is: UTCCC.

## **2. Purpose and Objectives**

The organisation objectives and mission are as outlined below:

- (i) Enrich U of T community members’ faith and knowledge of Catholicism.
- (ii) Provide a welcoming space for members to bond and live out their Chinese culture and Catholic faith in community.
- (iii) To connect members with the wider Catholic community on campus and in Ontario.

To achieve the above objectives (i) and (ii), the group hosts weekly cell meetings featuring group discussions, bible studies, guest lectures, games and social events. Additionally, the group will engage in annual retreats led by guest speakers to provide guidance and knowledge on various aspects of faith. Objective (iii) will be achieved via collaborative events held in conjunction with other Catholic groups on campus and other Ontario universities.

## **3. Membership**

Full membership of the group is open to any student, staff, faculty member, or alumni of the University of Toronto.

In lieu of an annual membership fee, an *optional* suggested donation of \$5.00 shall be asked of members.

U of T registered students are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name, a valid email address, and U of T student number if applicable.

## **4. Executive List and Duties**

The executive committee shall be composed of up to five (5) elected officers. These include a President, VP Administration, VP Logistics, VP Operations, and VP External Affairs. Executive members have such powers and duties as are assigned to them by the constitution and may be delegated to them from time to time by resolution of the executive team. They serve without remuneration, and none shall directly or indirectly receive any profits from the positions. If any position is left unfilled, the responsibilities of the vacant position will be distributed among the executive committee at their discretion.

However, flexibility and fluidity of assigned responsibilities may occur at times, whenever and as the

entire team deems necessary. All team members will work together to accomplish the tasks regardless of which position the responsibility was assigned to, and they will fully support each other.

The term of office for all coordinators ends on the 30th day of April each year.

*The President shall:*

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

*The VP Administration shall:*

- Make a list of all registered members
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the group

*The VP Logistics shall:*

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Keep an inventory of all group equipment and paraphernalia

*The VP Operations shall:*

- Maintain the group's social media accounts (Facebook, Instagram, WhatsApp, Blog) along with the VP External Affairs
- Serve as the primary planner of the group's social events outside of weekly cell meetings including but not limited to dinners and parties
- Be responsible for event photography

*The VP External Affairs shall:*

- Serve as the liaison between the group and other Catholic groups based both inside and outside of the U of T community
- Be the primary executive member responsible for the planning of the group's retreats
- Maintain the group's social media accounts (Facebook, Instagram, WhatsApp, Blog) along with the VP Operations

*Common roles shared by all executive members include the following:*

1. Overseeing the development of program material for weekly cell meetings.
2. Gathering of resources for meetings, including but not limited to books, games, videos, blogs,

and music.

3. Facilitating the meetings on a rotating basis (emceeing, presenting curated materials, leading discussions, etc.).

All executive members will be given the opportunity to lead a cell meeting at least once a semester.

### **Termination of Executives or General Members:**

Any member of the group who commits an act negatively affecting the interests of the group 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 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. The member will be removed from the group's membership and will lose any privileges associated with being a member of the group.

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.

## **5. Elections**

The incoming executive team for the following year is to be elected at the group's annual general meeting (AGM) to be held before the last week of March.

Nominations for candidacy of executive positions will be accepted only from group members that are also registered U of T students. Candidates must be in good standing and have been a member of the group at least one month prior to the nomination period.

Other group non-voting group members are only allowed to apply for non-voting positions within the Executive Committee

The vote shall be a secret ballot; a paper ballot shall be provided to each registered U of T student at the AGM and members shall be asked to place their ballot in an enclosed box. In the event an in-person election is made impossible, voting shall be conducted via Google Forms.

Voting members within the Executive Committee must all be currently registered students at U of T

The outgoing President shall chair the proceedings, count the ballots, and report the results to all members at the AGM. The candidate with the most votes shall be elected to the position. All voting positions within the Executive Committee will be consolidated based on the number of applicants.

Non-U of T members may not nominate or vote in elections. Only registered U of T students in good standing for 30 days prior to election day are eligible for voting.

Elections shall be held in a democratic, unbiased manner, no participant seeking election can aid in the voting process plan and election.

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

## **6. Finances**

The President and VP Logistics shall keep records of all income and expenses. The VP Logistics shall

present the group's financial health at the AGM. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or general 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 organisation, will not provide services and goods at a profit when that profit is used for purposes other than those of the organisation, and will not pay salaries to some or all of its officers.

## **7. Meetings**

### **Annual General Meetings (AGMs):**

The group shall hold general meetings once per year, prior to the last week of March.

The Executive Committee will announce the date (2) weeks prior to the holding of the meeting. This meeting is intended to go over the group's annual activity plan, financial health, and propose or vote on constitutional amendments, if any. Motions require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

### **Executive Meetings**

The Executive Committee shall meet on a **weekly basis from September to March and on a biweekly basis from May to August inclusive** where date and times are to be set by an executive. The quorum of executive meetings shall be 50% + 1 of executives.

## **8. Amendments**

This constitution will be reviewed annually at the AGM. Any registered U of T 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.