

Constitution of “UofT Knitting Club”

1. UofT Knitting Club

The official name of this recognized campus group is “UofT Knitting Club” The acronym or abbreviation of this group is: UTKC

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

The main goals of our group are a. to knit (and do other fiber arts) and b. to have fun doing it. Instead of knitting from the comforts of our own home, we would like to knit together as a community which is inclusive to all UofT students, alumni, and staff who may be interested. We have no secondary, or underlying aims, other than maybe to have snacks while we craft. We would like to build friendships with other people who, like us, have a passion for crafting and interacting with new and interesting people. We will achieve this by meeting regularly to plan what crafts we would like to create next and help each other to make sure we all finesse our skills to the best of our abilities. It will be an inclusive space, where no one is judged for anything they cannot control, nor their varying knitting abilities.

3. Membership

While membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni), only current, registered University of Toronto students are eligible for voting membership. U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-UofT members. 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. For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group 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. There will be no membership fee.

4. Executive List and Duties

The executive committee shall be composed of eleven (11) elected officers. These include one (1) President, one (1) Vice-President, one (1) Secretary, one (1) Treasurer, two (2) Social Media Managers, two (2) Events Directors, and three (3) First-Year Representatives. The term length for all executive positions will be 1 year from June 1st to the following June 1st, with the exception of First-Year Representatives who will be elected in September and hold their position until June.

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 Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives
- Handle official correspondence of the organization

The Vice-President shall:

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

The Secretary shall:

- Manage the club email
- Take and distribute meeting notes
- Maintain the membership list

The Treasurer 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
- Prepare an annual budget for the group as well as budgets for specific events

Social Media Managers shall:

- Make sure every member of the group is aware of group activities
- Assist the Vice President in recruitment campaigns
- Maintain an online presence for the group
- Prepare any necessary advertising material
- Notify all members of meetings

Events Directors shall:

- Organize and facilitate club events
- Manage collaborations with other clubs
- Host the weekly meetings

First-year Representatives shall:

- Promote the club to first-year students
- Help the other executives with planning and organizing when needed

- Learn about club operations and be prepared to hold other executive roles in the future
- The First-year Representatives do not have exec-voting privileges, and thus are not able to vote in club decisions

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

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 his/her 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.

5. 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 of the committee to conduct and hold elections in March. All members of the Elections Committee shall be unbiased 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 (current student) 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.

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

6. Finances

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.

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.

7. Meetings

a) Annual General Meetings (AGMs):

The group 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 group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered voting members (limited to current University of Toronto students) 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.

8. Amendments

Any registered U of T student 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 students 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.