Constitution of UTM SFL

Article One: Club's Name & Affiliations

1. The official name of this recognized campus group is UTM Students for Liberty
2. The acronym or abbreviation of this group is: UTM SFL

Affiliations:

- Students for Liberty
    - May also be referred to as "Students for Liberty Organization"

Article Two: Purpose and Objectives

The purpose, objectives, mission and/or mandate of UTM SFL is

1. To create a free non-partisan political environment where members can engage in political discussions regarding Canadian politics and issues pertaining to freedom, democracy, human rights, free markets, and liberty.
    a) This will be accomplished through multiple means, including but not limited to: hosting events with guest speakers, social media posts, activism, and tabling.
2. Strive to protect the rights and freedoms of all UTM Students, Canadians, and all people regardless of political orientation or international borders.
3. Educate, develop, and empower the next generation of leaders of liberty at the University of Toronto Mississauga campus.

**Note: The purpose for your club must include the overall mission, vision, goals, and the direction of your group. In addition to this, please elaborate further on how you are going to achieve the above. Will it be through seminars, workshops, outreach, advocacy, etc. It's important to talk about the how, the medium, and the "product" of your group. (Delete this paragraph when submitting the final copy).*

Article Three: Membership

- Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni), across the three campuses.
- UofT members have the right 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.
- There is no membership fee required to join the club.
- Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

Article Four: Executive List and Duties

The executive committee shall be comprised of elected officers. These include:

It should be noted that the list of executive officers is not completed as hiring needs to be further conducted and completed.

- President
- VP Operations
- VP Outreach
- VP of Public and Community Relations
- General Associate
- Lead Researcher
- Social Media Director
- Event Coordinator

President:

1. Oversee the operations, management and success of the group.
2. Club spokesperson and externally represent club on campus. First contact for university staff and UTM Student's Union.
3. Assist VP Operations to ensure club's internal affairs operate smoothly.
4. Evaluates club performance and takes necessary action based on these evaluations.
5. Appoint delegates to finish assigned tasks for the club.
6. Hold signing officer authority.
7. May propose an executive member's removal from office based on their performance. Must be approved by a 3/5 majority vote of the executive team.
8. Preside over board meetings as well as general meetings.
9. Ensure transition of office to the future Executives.
10. First contact to Students for Liberty Organization on all club affairs.

Vice President Operations:

1. Responsible for club internal affairs and communications.
2. Responsible for club finances and giving updates to other executive members when requested.
3. May assume position of "Acting President" when current President is indisposed or otherwise unavailable for a period lasting longer than 2 weeks.
4. May propose an executive member's removal from office based on their performance. Must be approved by a 3/5 majority vote of the executive team.
5. Help manage any club events with the President to ensure they run smoothly and within budget.
6. Ensure that all the activities of the club meet regulations and policies of the University of Toronto
7. Maintain up to date list of all registered club members and club contacts.

Vice President Outreach:

1. Primary liaison for club contacts and guests. Responsible for maintaining good relations with aforementioned contacts.
2. Ensure guests are well acquainted with plans for future events.
3. Devise strategies for club to reach potential members on campus.
4. Help manage club messaging and branding alongside President and Social Media Director.
5. May assume position of "Acting President" when current President is indisposed or otherwise unavailable for a period lasting longer than 2 weeks.
6. May propose an executive member's removal from office based on their performance. Must be approved by a 3/5 majority vote of the executive team.
7. Coordinate organizational recruitment efforts.

VP of Public and Community Relations:

1. Responsible for managing club community relations and public contacts
2. Assists VP of Outreach in devising strategies to reach students and off-campus contacts
3. Maintains campus community connections and ensuring good standing among student body
4. May assume position of "Acting President" when current President is indisposed or otherwise unavailable for a period lasting longer than 2 weeks.
5. May propose an executive member's removal from office based on their performance. Must be approved by a 3/5 majority vote of the executive team.
6. First contact for any external or internal campus press inquires

General Associate:

1. Responsible for any miscellaneous or support tasks delegated from the executive team
2. Keeps careful notes during executive and annual general meetings
3. Assist any other executive in executing club activities

Director of Social Media:

1. Responsible for promoting club on social media and managing club social media accounts. Will work closely alongside with President and Vice President Outreach.
2. Responsible for creating posters, social media posts, club graphics, and images used by club. Should conform with branding standards followed by the Students for Liberty organization.
3. Manage and respond to all messages directly received on club social media accounts.
4. Craft social media posts to keep members informed on important political developments that pertain to freedom and Canadian politics.
5. Devise and brainstorm new club social media content.

Lead Researcher:

1. Research recent political developments in Canada and abroad for Executive team.
2. Assist in research inquires proposed by other Executive team members.

Event Coordinator:

1. Responsible for managing all aspects of managing club events and activities

2. Responsible for booking rooms, catering orders, ordering necessary technology, obtaining supplies needed for events, and help manage event itinerary before/during event operation.
3. Ensures club events are in compliance with university guidelines
4. Assist executive team in event related promotion and advertising
5. Keep careful track of events to help executive team assess event progress
6. Accurately gather information during events to give executive team feedback on event performance and areas of improvement

Limitations:

- No member of the club shall hold more than one position on the club executive team.
- All club executive members shall hold office until Annual General meeting subsequent to their elections.
- If a member needs a leave from the group for two weeks, they need permission from the President.
- If a member needs a leave for more than two weeks, the executives will have a vote on finding a temporary interim.

Article Five: Removal from Office:

- The President or the Vice President(s) may pass a motion of removal at meetings and a vote will decide the consequences.
- The member up for removal shall have the right to defend their actions.
- For a vote to be in favor of an executives removal a 3/5 vote is required.
- If the vote is in favor of the executive member keeping their position, they will receive a warning.
- If not, the appropriate consequences will be decided at that point in time.

Article Six: Elections

1. The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) 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.

2. The SEO Election Officer shall accept nominations only from group members that are also registered UTM students for candidacy of executive positions before the beginning of March. Other UTM associates (Alumni, staff, and faculty) and external members (students from other UofT campuses) are permitted for membership, but they cannot hold candidacy or voting rights. Candidacy and voting rights are solely permitted to current undergraduate UTM students who are registered group members. In addition, eligible candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

3. The SEO 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.

4. The SEO 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.

5. In preparation for a tie, the SEO 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.

6. After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.

7. Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

8. Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

9. Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates or are current club executives are eligible to run for election.

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

Article Seven: Finances

1. The Vice President of Operations shall keep records of all income and expenses. The Vice President of Operations 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.

2. 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.

Article Eight: Meetings

Annual General Meetings (AGMs):

1. The group shall hold general meetings at least twice per year, i.e. once per academic term.

2. 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 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 monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

Article Nine: Amendments

1. 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.

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

3. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, etc) within two (2) weeks of its approval by general members.