

# Constitution of “Afro-Dance and Culture Club”

## 1. Name

The official name of this recognized campus group is “ Afro-Dance and Culture” Club. The acronym or abbreviation of this group is “ADC”.

## 2. Purpose and Objectives

The Afro-Dance and Culture Club (hereafter referred to as ADC) aims to provide a fun environment for all who are enthused by and would like to learn more about the African and diasporic culture through the modern African dance movement that is Afro-dance. This will be achieved through the organization and facilitation of afro-dance workshops in which music and movement from various parts of Africa will be highlighted. We aim to impart change in the U of T community by spreading awareness of African culture through intercultural events. tes

This club hosts numerous workshops throughout the year where dance choreography to diverse African and diasporic music is showcased. Discussions surrounding culturally relevant topics and developing solutions to many issues pertaining to Africa and the diaspora are also held. All programming is done with the intent of increasing the awareness of the diversity in Africa and the diaspora within the U of T community.

## 3. Membership

Membership to the group is open to all, including students, staff, faculty and alumni from the University of Toronto, as well as individuals outside the University. This is without restrictions on any basis outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. Membership is not exclusive or preferential to those who are of African descent; all people from all backgrounds are welcome.

Registered U of T students are permitted to run. As a part of the election eligibility criteria, students interested in running for an executive member position (outlined below) must be a member in good standing for at least thirty (30) days. Staff, faculty, alumni, and individuals from outside the University do not hold any voting privileges. Again, they may not apply to executive positions. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

## 4. Executive List and Duties

The executive committee shall be composed of twelve (12) elected officers. These include the President, Vice-President, Secretary, Treasurer, and Operations and Outreach Executive Team.

*The President shall:*

- Be the spokesperson for the group.
- Hold signing officer authority along with the Treasurer and Vice-President for financial purposes.

- Preside over board meetings as well as Annual General Meetings.
- Ensure transition of office to the future Executives.
- Attend AGMs and monthly Executive meetings.
- Liaison between UTSU board members and ADC executive members.
- Holds the primary signing officer role.
- Keep records of all activities regarding ADC to assist in the creation of transition documents.
- Ensure that the responsibilities of vacant executive positions are being fulfilled as necessary.

*The Vice-President shall:*

- Assuming the duties of the President in his/her absence.
- Assisting the operations and outreach executive team - checking in on the team members and deadlines
- Holding signing officer authority along with the Treasurer and President for financial purposes.
- Presiding over board meetings as well as Annual General Meetings.
- Ensuring that all the activities of the club meet the regulations and policies of the University of Toronto.
- Coordinating organizational recruitment efforts.
- Attending AGMs and monthly Executive meetings.
- Keeping records of all activities regarding ADC to assist in the creation of transition documents.
- Ensuring that the responsibilities of vacant executive positions are being fulfilled as necessary.
- Getting partnerships and looking for grants

*The Secretary shall:*

- Make a list of all registered members.
- Maintain the member contact list.
- Record notes and motions for meetings.
- Notify all members and executives of meetings as applicable.
- Handle official correspondence of the organization.
- Create ADC's monthly newsletter and ensure that it is received by all members.
- Maintain ADC's Google calendar throughout the academic year.
- Attend AGMs and monthly Executive meetings.
- Hold the role as ADC's official secondary contact.
- Keep records of all activities regarding ADC to assist in the creation of transition documents.

*The Treasurer shall:*

- Record all financial transactions of the group.
- Hold signing officer authority along with the President and Vice-President for financial purposes.
- Maintain a budget of income and expenses along with receipts.
- Advise members on the financial position of the group.
- Prepare a semesterly budget for the group as well as budgets for specific events.
- Oversee funding applications on behalf of the group.
- Attend AGMs and monthly Executive meetings.
- Facilitate community fundraisers to support ADC events.
- Keep records of all activities regarding ADC to assist in the creation of transition documents.

## **5. Operations and Outreach Executive Team and Responsibilities**

To ensure consistent operation of the ADC, the operations team is responsible for creating content, leading the activities of the club during each meeting, and facilitating awareness of ADC.

*The Director of Events shall:*

- Oversee all event planning and execution for the club.
- Manage the Event Team, including the First Year Rep and other volunteers.
- Coordinate event logistics such as venue booking, scheduling, and promotion.
- Ensure that events are culturally relevant, engaging, and in line with ADC's mission.
- Work closely with the Treasurer to ensure the budget aligns with event needs.
- Lead planning meetings with the Event Team and ensure tasks are distributed effectively.
- Maintain a calendar of all events throughout the academic year.
- Attend AGMs and monthly Executive meetings.
- Keep records of all activities regarding ADC to assist in the creation of transition documents.

*The Event Team (3) shall:*

- Support the Director of Events in planning and organizing events.
- Assist in logistical tasks such as booking rooms, managing registration, or facilitating events.
- Collaborate with other executive members to ensure smooth event execution.
- Provide support during events (e.g., managing attendee flow, handling materials, etc.).
- Contribute ideas and feedback for new events and initiatives.
- Attend planning meetings and execute assigned responsibilities.
- Keep records of all activities regarding ADC to assist in the creation of transition documents.

*The Artistic Directors (2) shall:*

- Choreograph and facilitate monthly (regular) dance workshops (Afro-beat, highlife, dancehall/soca, hip hop, etc.)
- Attend annual general meetings.
- Keep records of all activities regarding ADC to assist in the creation of transition documents.
- Providing secure arrangements for sound equipment.
- Organize monthly plans of expected workshops and dates throughout the academic school year.
- Reach out and invite guest choreographers in collaboration with the Secretary.

*The Social Media Director shall:*

- Work in collaboration with the graphic designer
- Spread awareness of ADC through various social media platforms, including but not limited to Instagram.
- Create promotional content/marketing for ADC's social media platforms.
- Notify members of club events through aforementioned social media platforms.
- Relay information received on social media platforms to other executive members.
- Attend Annual General Meetings.

- Keep records of all activities regarding ADC to assist in the creation of transition documents.

*The Graphic Designer shall:*

- Work in collaboration with the social media director
- Make graphics that are to be spread on various social media platforms
- Create content for ADC's social media platforms
- Notify members of club events through aforementioned social media platforms.
- Attend Annual General Meetings
- Keep records of all activities regarding ADC to assist in the creation of transition documents

*The First Year Representative shall:*

- Serve as the liaison between first-year students and the executive team.
- Assist the Director of Events in creating events specifically for first-year students.
- Help in planning and executing events that target first-year students' needs and interests.
- Maintain a culturally relevant Spotify playlist and manage music needs for events.
- Create and organize orientation events or meet-and-greets for first-year students.
- Attend AGMs and monthly Executive meetings.
- Keep records of all activities regarding ADC to assist in the creation of transition documents.

## **6. 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 at a meeting where all executive members are present. Following this meeting, a discussion shall decide on the fate of this member.

A two-thirds majority vote of the executive team present in favor of removal is required.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

Following a termination of membership, 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.

## **7. Resignation of Executives:**

Any executive who is willing to resign from his/her leadership position within the club shall do the following before resignation:

- Provide a valid reason for resignation to the executives
- Provide notice to the executives at least two weeks in advance of planned resignation
- Ensure that transition notes are prepared. In the event that the resigning executive occupies an executive position that is occupied by more than one executive member, they are expected to collaborate with their partner to create one transition document.
- Ensure that all operations of current executive positions are kept in order

## **8. Elections**

The executive committee shall appoint one (1) Chief Returning Officer (CRO) from the executive members of the committee to conduct and hold elections in April. 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 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 April. Candidates have to be members in good standing.

The CRO shall select a 24 hour period in which online voting will be conducted.

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

In the event that there is a tie following the election, an interview will be conducted by the Election Committee to decide on which member will occupy the executive position of interest.

Voting membership is open to all registered students of the University of Toronto.

Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

Terms of executive positions shall be from May 1st to April 30th of the next academic year.

## **9. 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.

[All pre-approved expenses will be reimbursed on or before the end of the academic year]

## **10. Meetings**

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

The group shall hold at least two general meetings during the academic year, once per academic term.

The Executive Team will provide a notice to all ADC members prior to each Annual General Meeting. 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 of the meeting 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 weekly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

## **11. Amendments**

Any registered ADC club members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at Annual General Meetings.

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

The Executive Committee shall formally adopt the new constitution and the revised shall be submitted to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) by the Secretary within two (2) weeks of its approval by general members.