

# Constitution of “Association of Moving Image Archivists (AMIA) University of Toronto Student Chapter”

## Name

The official name of this recognized campus group is: “**Association of Moving Image Archivists (AMIA) University of Toronto Student Chapter**”

## Purpose and Objectives

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

- Introduce and integrate students into the moving image archival field
- Enhance formal education by providing a forum for the discussion of moving image archival issues and engaging students in research and professional activities
- Explain the importance and value of being part of the moving image archiving professional and research community
- Acquaint members with the objectives, ethics, and publications of AMIA\*
- Encourage membership in AMIA
- Develop and encourage interaction with other student groups to promote mutual interests in the library, archives, museum and information professions
- Introduce students interested in moving image archives to professionals working in the field and archival institutions.

\*AMIA is a non-profit international professional association established to advance the field of moving image archiving by fostering cooperation among individuals and organizations concerned with the acquisition, description, preservation, exhibition and use of moving image materials. You can read more about AMIA here:

<http://www.amianet.org>

## Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

**Only current U of T students are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, non-U of T members do not hold the right to nominate, run and vote in elections and referenda.**

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.

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.

The group must 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.

## Executive Committee

- President (contact person)
- Vice-President
- Secretary (contact person)
- Back-up Secretary
- Treasurer
- Event Coordinator
- Social Media Coordinator
- First Year Representative
- Second Year Representative
- Academic Advisor

## Descriptions

### *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 overboard meetings as well as general meetings
- Ensure transition of office to future Executives
- Organize and notify all members of meetings
- Handle official correspondence of the organization
- Create meeting agendas

### *The Vice-President shall:*

- Assume duties of the President in his/her 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
- Aide the President with official correspondence of the organization – AMIA and official organizations

### *The Secretaries shall:*

- Make a list of all registered members
- Maintain member contact list and mailing list
- Record notes and motions for meetings
- Help with the planning and execution of events
- Actively communicate with other student organizations and iSchool admin

*The Representatives shall:*

- Actively participate in the operations of the executive committee
- Make recommendations to the executive committee on behalf of the student body
- Promote club events to the student body
- Actively participate in social media outreach under the supervision of the social media coordinator

*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
- Take lead during fundraising activities

*The Event Coordinator shall:*

- Take lead when planning and executing events
- Help with facilitating events including working with the secretary to communicate with partners
- Maintain a record of all event planning

*The Social Media Coordinator shall:*

- Actively promote the club's activities and events on social media platforms
- Make promotional material including posters and social media posts
- Be active on social media to answer questions via direct messaging (be a point of contact)
- Outreach - contacting other student organizations

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 of the group.

# Elections

The student chapter shall hold elections for executive officers once a year during the annual general meeting. **Elections will be conducted by show of hands and will be held in a nonbiased manner.** No individual who is seeking election may participate in planning or administering the election.

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 must be members in good standing and be part of the group for at least one month prior to the nomination period.

The date of the general meeting and election will be announced in a minimum of two (2) weeks prior to elections dates and must fall on a weekday.

The CRO and the two Scrutinizers will count the members votes individually and will then cross-confirm the vote count.

In the event of a tie for an executive position, the two candidates in tie will be asked to discuss their platforms and then the general members will be required to vote again until one candidate is vote in the position by a majority of votes.

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 paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting. Only currently registered U of T members may vote in the elections, including the executive committee.

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

The Academic Advisor is appointed on the invitation of the executive committee. His/her appointment shall be ratified by a general membership vote, once a year at the annual general meeting.

# Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the 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.

## Meetings

A) Annual General Meetings (AGMs): The group shall hold general meetings at least four times per year, i.e. twice 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 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. The president shall create the agenda which will be shared with executive members prior to the meeting date.

## Amendments

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 executive team.

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.