

CONSTITUTION

Mission Statement

“A group of individuals who bridge various cultures to Korean culture to create a more harmonious community at the University of Toronto through various interactive events as well as YouTube media content.”

Article I – Name of Organization

- I. The name of this organization shall be “Insert Channel Name”
- II. The official acronym or abbreviation of the group shall be “ICN”
- III. The school year 2023 to 2024 marks the ICN’s 3.0 generation.

Article II – Purpose of ICN

- I. Insert Channel Name shall promote Korean culture to University of Toronto students whilst simultaneously welcoming others to share theirs.
- II. The ultimate aim of the group shall be to bridge various cultures together to create a more harmonious community at the University of Toronto.
- III. Insert Channel Name shall govern itself in accordance with the [rules and expectations for campus groups described by the University of Toronto](#).

ARTICLE III - Membership and Membership Fee

- I. The group shall maintain a list of group members.
- II. Voting membership is open to all registered students of the University of Toronto.
- III. Voting membership is open only to registered students of the University of Toronto.
- IV. 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.
- V. The membership fee will be \$25 per year.

ARTICLE IV – Rights of Members

- I. All members may apply for a full refund of their membership fee within two (2) weeks of becoming a member.
- II. All voting members have a right to attend all general meetings of members.
- III. All voting members have a right to cast votes at all general meetings of members.
- IV. All voting members have a right to stand for election unless otherwise stated in this document.
- V. All voting members have a right to cast votes in all group elections and referenda.
- VI. All voting members have a right to propose and vote on amendments to this constitution.
- VII. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Article V – Roles, Responsibilities, and Rights of the ICN Executive Committee

The general rights of the ICN Executive Committee is as follows:

- I. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- II. The Executive Committee shall be comprised of seventeen (17) voting members.
- III. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- IV. Non-voting members may hold only non-voting positions on the Executive Committee.
- V. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- VI. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- VII. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

The ICN Executive Committee consists of the Presidential Committee, Committee Directors, and the General Committee.

Section 1: *Presidential Committee*

The Presidential Committee consists of the President (Internal), the President (External), and Treasurer.

Section 1-1: Responsibilities of the President (Internal) - *Taeun Park*

- I. Be eligible to cast votes at all general meetings,
- II. Oversees issues in ICN and resolves such issues,
- III. Sets agendas and conducts all meetings of ICN,
- IV. Notify all members of general meetings,
- V. Establishes the agenda and due dates of all duties,
- VI. Preside over meetings of the Executive Committee and/or members,
- VII. Hold responsibility to lead events as the representative of the group,
- VIII. Revises constitution when necessary,
- IX. Ensure a transition of the presidential office from one year to the next.
- X. Manages all incoming ICN members including but not limited to,
 - A. Management of the application form and the applicant pool,
 - B. Organization of the application form,
 - C. Plans and conducts the member interviews,
 - D. Notifies all results of the member application to applicants,

Section 1-2: Responsibilities of the President (External) - *Joohyeon Park*

- I. Be eligible to cast votes at all general meetings,
- II. Oversees issues in ICN and resolves such issues,
- III. Preside over meetings of the Executive Committee and/or members,
- IV. Hold responsibility to lead events as the representative of the group,
- V. Revises constitution when necessary,
- VI. Ensure a transition of the presidential office from one year to the next.
- VII. Be eligible to cast votes at meetings at all general meetings,

- VIII. Manages all external and internal communications including but not limited to,
 - A. Sponsorships,
 - B. Restaurants,
 - C. University of Toronto Student Union,
 - D. ICN Advisor (*To be confirmed*)
 - E. The university's student body,
- IX. Oversees all relations with external groups and manages a positive relationship with such groups,
- X. Manages all aspects of the co-curricular record (CCR) including but not limited to,
 - A. Applying for the co-curricular record,
 - B. Getting in touch with a potential ICN advising professor,
 - C. Managing the eligibility criterion for the CCR,
- XI. Ensures all members of ICN receive their CCR at the end of the school year.
- XII. Manages all work related to club room including but not limited to,
 - A. Managing all application paperwork related to the club room,
 - B. Keeping in contact with all communication belonging to the club room subject.
- XIII. Manages all work related to the production of varsity jackets including but not limited to,
 - A. Legal issues with the University of Toronto
 - B. Contacting manufacturers and managing the overall production of the goods.

Section 1-3. Responsibilities of the Chief Finance Officer - *Jun-Kwon Lee*

- I. Be eligible to cast votes at all general meetings,
- II. Oversees all financial transactions,
- III. Signs all necessary legal and financial documents,
- IV. Monitors the budget in the ICN financial account over the semester,
- V. Keeps an up-to-date version of the financial spreadsheet,
- VI. Establishes the exact cost of all events and revenue alongside the Events Directors and Executive Events Director,
- VII. Ensures all financial transactions are recorded in the financial spreadsheet and reflect the budget in the financial account,
- VIII. Ensures a transition of the treasury office from one year to the next,
- IX. Writes all meeting logs in general meetings,
 - A. In the case of an absence of the Chief Finance Officer, the President (Internal) shall take this role.

Section 2: *Executive Committee*

The Executive Committee Directors consist of Directors from the Events Committee, the Public Relations Committee, the YouTube Committee, and the Marketing Committee.

Section 2-1: Events Director - *Dain Love Lee*

- I. Be eligible to cast votes at meetings at all general meetings,
- II. Coordinates all events of ICN,
- III. Discuss and conduct decisions on the theme, venue, catering, and decorations,
- IV. Discuss other relevant details of an event,
- V. Ensures the treasurer is informed of the expected costs and revenue of the event,
- VI. Updates the ICN Event Line-Up and Summary spreadsheet after each event.
- VII. Construct a detailed timeline(logistic) of the event day including activities, time, required ICN members, and relevant information,

- VIII. Manages all discord communications and membership title,
- IX. Ensures all ICN directors and executives are aware of the event and the timeline.

Section 2-2: Marketing Director - *Jisoo Yun*

- I. Be eligible to cast votes at meetings at all general meetings,
- II. Discusses all poster and design ideas within the marketing committee,
- III. Manages and/or creates all posters created for ICN,
- IV. Abides by all upload due dates,
- V. Manages the ICN social media and all posts that will be uploaded on all social media,
- VI. Oversees all media content shared in the Marketing Committees,
- VII. Manages monthly sponsorship videos and uploads on all social media,
- VIII. Establishes the agenda and due dates of the Marketing meetings.

Section 2-3: YouTube Director - *Hyunjun Lee*

- I. Be eligible to cast votes at meetings at all general meetings,
- II. Manages and/or creates all reels created for ICN,
- III. Manages and/or creates all videos created for the ICN Youtube channel,
- IV. Manages and/or creates all thumbnails created for the ICN Youtube channel,
- V. Abides by all upload due dates,
- VI. Manages all videos that will be uploaded on all social media,
- VII. Manages to upload at least one full-length video and one shorts on YouTube monthly.

Section 2-4: Public Relation Director - *Yevan Sheen*

- I. Be eligible to cast votes at meetings at all general meetings,
- II. Manages all external communications including but not limited to,
 - A. Sponsorships,
 - B. Restaurants,
- III. Oversees all relations with external groups and manages a positive relationship with such groups,
- IV. Communicates with the Events Committee in contacting the event venue/restaurant.

Section 3: General Committee

The General Committee consists of members from the Events Committee, the Public Relations Committee, the YouTube Committee, and the Marketing Committee.

Section 3-1: Events Member (5) - *Sojung Lee, Yesung Lee, Sangil Kim, Juyoung Lim, Aiden Oh*

- I. Be eligible to cast votes at meetings at all general meetings,
- II. Coordinates all events of ICN alongside Events Director,
- III. Overshadow Events Director in their tasks and responsibilities,
- IV. Works alongside the Events Director in discussing decisions on the theme, venue, catering, decorations, and other logistics of planning an event,
- V. Is aware of all Events Committee decisions, plans, and due dates.

Section 3-3: Public Relations Member (3) - *Jamie Jinseo Loh, Yunsub Byun*

- I. Be eligible to cast votes at meetings at all general meetings,

- II. Manages all internal communications including but not limited to,
- III. Oversees all relations with internal groups and manages a positive relationship with such groups,
- IV. Assists the Public Relations External Director in obtaining the co-curricular record.
- V. Manages all work related to club room including but not limited to,
 - A. Managing all application paperwork related to the club room,
 - B. Keeping in contact with all communication belonging to the club room subject.

Section 3-4: YouTube Member (5) - *Hyunseong Choi, Yujin Koo, Inseo Kwon, Yeojun Cha, Minhyo Park*

- I. Be eligible to cast votes at meetings at all general meetings,
- II. Discusses all video ideas and structure of the video within the marketing committee,
- III. Edits and creates all videos uploaded to the ICN Youtube channel alongside the YouTube Director,
- IV. Assists the YouTube Director in creating all thumbnails for the ICN Youtube channel,
- V. Manages upload dates alongside the YouTube Director,
- VI. Abides by all upload due dates,
- VII. Organizes all video ideas suggested by the ICN executives and directors.

Section 3-5: Marketing Design Member (3) - *Yunseo Choi, Jaehan Park, Yujin Kang*

- VIII. Be eligible to cast votes at meetings at all general meetings,
- IX. Discusses all poster and design ideas within the marketing committee,
- X. Assists the Marketing Director in creating all posters for ICN,
- XI. Abides by all upload due dates,
- XII. Manages the ICN social media and all posts that will be uploaded on all social media.

Section 3-6: Marketing Strategy Member (3) - *Dahyun Baek, BeomSeok Jang, ChangJoon Oh*

- I. Be eligible to cast votes at meetings at all general meetings,
- II. Discusses all poster and design ideas and structure within the marketing committee,
- III. Overshadows the content development process of posters uploaded to the ICN social media,
- IV. Assists the Marketing Director in planning all marketing of ICN,
- V. Manages the overall marketing strategy by communicating the Marketing Committee Director,
- VI. Is aware of all Marketing Committee decisions, plans, and due dates.

Article VI - Meetings and Procedures of the ICN

General Meetings

General meetings of the ICN will be held on a regular basis, as specified in the By-laws. The President shall call and conduct the meetings. General meetings will be held once a Month with a date specified upon discussion of the previous meeting. The first General meeting will be held in August.

Committee Meetings

Committee meetings will be held occasionally. Such a meeting can be called upon by all Committee Directors. The Executive Committee Director will plan and conduct such meetings. All members of the committee shall be called upon for a meeting.

Special Meetings

Special meetings may be planned whenever an urgent problem arises. Special meetings can be requested by any member of the ICN. The President shall call and conduct the meetings.

Documenting Meeting Logs

The proceedings of all meetings will be recorded by the Finance officer. Meetings may be documented by means of text. In the case of an absence of the Finance officer, the President (Internal or External) shall take place of this role. This documentation will be made available to all ICN members.

Article VII - Elections

- I. All voting positions on the Executive Committee shall be filled through an annual election.
- II. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- III. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- IV. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- V. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- VI. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- VII. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- VIII. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

Article VIII - Finances

- I. The Chief Finance Officer shall keep an active record of income and expenses.
- II. The Chief Finance Officer shall present the group's updates on the group's financial position at annual general meetings.
- III. The group may not engage in activities that are essentially commercial in nature.
- IV. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- V. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- VI. The group will not pay salaries to any of its officers.

Article IX - Amendments

- I. All executive members as well as the directors of the ICN body may suggest an amendment to this constitution with a valid reason,
- II. The president will call a special meeting to address and discuss such amendments with the entire ICN body,
- III. In order for the amendment to pass, it must be approved by a two-thirds ($\frac{2}{3}$) majority of the ICN body,

- IV. Such voting will take place during a general meeting after at least two-weeks notice has been given to all voting members of this amendment,
- V. After the voting process, if the amendment has passed, the president shall edit the constitution accordingly,
- VI. An amendment will take effect at the beginning of the following month.

Article X - Removal of ICN Officers

In the event that an ICN Officer has not fulfilled his or her responsibilities or has behaved inappropriately, they may be asked to step down from the ICN.

Once the officer receives three strikes, the President will call a special closed meeting to address the concerns. The officer being considered for removal from office will be notified at least one week prior to the meeting. The officer being considered for removal will be given the opportunity to defend him/herself before the final decision.

Following the meeting, the officer is presented with two options. They can either (1) decide to vacate their position as an officer, or (2) cast a vote for removal amongst the department chiefs.

In the case that the ICN officer chooses to vacate their position as an officer, a meeting will be held with the officer and the presidential committee to discuss further details.

In the case that the ICN officer chooses to cast a vote for removal amongst the Executive Committee, the President will call a special closed meeting with the officer and department chiefs. The officer facing removal shall have the right to appeal the decision of the Executive Committee during the meeting. Then, a simple majority vote 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. All Executive Committee members are subject to the same termination of membership process as general members.

Any form of discrimination on the grounds of race, gender, ethnicity, nationality, colour, religion, sex, sexual orientation, age, citizenship status, marital status, family status, class, political beliefs, medical or health conditions, disability, or pardoned conviction, may result in immediate termination.

ARTICLE XI - By-Laws

ICN shall approve, and from time to time amend, By-Laws consistent with this constitution as appear to be necessary for the proper and efficient operation of ICN. Any changes to the by-laws must be approved by a two-thirds ($\frac{2}{3}$) majority of the ICN.

ICN BY-LAWS

In accordance with Article VIII of the Constitution, ICN hereby establishes the following By-Laws for the regulation of ICN activities and business. These By-Laws are in furtherance of the purposes and objectives stated in the Constitution of the ICN and are to be read as complementary to the Constitution.

Section 1 – Proposals

Any member of the ICN body may present an idea for consideration. The person or persons should inform a committee executive, who will then inform the rest of the executive committee. The President will then bring the issue to the ICN in the next general meeting.

If the ICN executives determine that the issue is relevant, then the person or persons making the proposal will be allotted time during a general meeting to present his or her proposal. The President will place the issue on the agenda and determine how the decision will be made (e.g. consensus, majority, etc.).

Once the decision is made, the person or persons making the proposal will be informed accordingly.

Section II - Attendance at meetings and events

All ICN officers are expected to attend all meetings, events, and functions organized by the ICN. Each officer will be given an allowance of 3 penalty points; if an officer meets or exceeds 3 penalty points, the President and Vice Presidents will give a final warning to the officer through a meeting.

Given that a 4th penalty point is given, the entirety of ICN will hold an emergency meeting to discuss the issue at hand. A voting procedure over a span of a week will proceed reflecting the removal of officer procedure (outlined in Article VI).

Section II. A - Excused Absences

Excused absences are considered to be in effect when the ICN member has contacted the President before events such as but not limited to weekly general meetings, ICN events, and other scheduled commitments.

Reasons eligible for excused absence include sickness, three days before any exam or assignment that is worth more than 20%, the day of or a day before exams that are worth less than 20%, the day of assignments worth less than 20%, and other special occasions in which the President will confirm or deny. The reason for eligibility must be reported to the president 30 minutes before the start of the meeting. Any instances of informing the President after 30 minutes will be counted as an unexcused absence.

Section II. B - Absences

Absence is considered to be in effect when the ICN member has not contacted the President before events such as but not limited to weekly general meetings, ICN events, and other scheduled commitments.

An unexcused absence will be given a single strike immediately counting towards the 3 strikes. Two unexcused absences will result in a meeting with the President and the Vice Presidents.

Unless commented otherwise by the President, absence without informing the President will count as an absence. Voluntarily choosing another commitment such as a different club or activities such as Intramurals will be considered an absence.

Section II. C - Tardies

Officers who come to the meeting within 10 minutes of the meeting beginning, will not receive an offense. This designation will be called UT time.

Officers who arrive after the starting UT time of 10 minutes are counted as tardy no matter the reason for tardiness. Voluntarily choosing another commitment such as a different club or activities such as Intramurals and coming late to the meeting is not considered a valid excuse for tardiness. Members who arrive in the last 15 minutes of the meeting with no reasonable excuse, will be counted absent.

All tardies will be recorded by the Directors of the respective committee. No specific terms are held upon all tardiness, yet a Director may call out an officer for constant tardiness. When a Director notifies the Presidents of an officer's repeated tardiness, the officer will be given one strike, which after three strikes the officer will be required to attend a meeting held by the Presidents. Upon four strikes, the officer will be removed with no exception.

Section III – Penalty Points

ICN has instituted a formal Penalty Points System to uphold a stringent standard of commitment and attendance among its officers. This system meticulously addresses both instances of absence and tardiness, with determinations made exclusively by the respective committee Directors.

Section III. A - Accumulation of Penalty Points

Beneath this structured system, officers accumulating penalty points become subject to incrementally escalating consequences. The allocation of penalty points rests upon the discretion of the Directors, who base their judgments on the criteria detailed in Section 2 of the constitution.

Should an officer accumulate two informal infractions for attendance-related transgressions, sans any discernible improvement in their conduct, the Director will engage in consultation with the Presidents. Should it be deemed imperative, the officer will be forthwith apportioned penalty points.

Valid excusals for absences or tardiness encompass unforeseen exigencies, indisposition, or other extraordinary circumstances, as adjudged by the Directors. The act of voluntary engagement in alternative commitments, such as involvement in disparate clubs or undertakings, will not be considered valid grounds for tardiness.

Section III. B - Penalties Associated with Penalty Points

A meeting with the presidents will be held upon every penalty point an officer receives. The following process will be conducted upon the obtainment of multiple penalty points:

3 Penalty Points: Upon the accrual of three penalty points, the officer shall be mandated to partake in a designated special assembly convened with the Presidents and the Director to deliberate upon their commitment and attendance comportment.

4 Penalty Points: In the event that an officer accumulates four penalty points, the consequence shall entail their immediate removal from their position, sans exception.

Director Penalty Points: If a Director accumulates two penalty points, they will be immediately removed from their position and transitioned into the status of a general member.

Section IV – Collection and distribution of funds

The ICN, with the approval of the ICN Chief Finance Officer and the President, shall have the power to raise, direct and/or review the spending of ICN funds. All funds raised by the ICN will be held in a single account managed by the Treasurer. The committees can request funds through the Executive Committee Director which will inform the Chief Finance Officer.

Management of Funds

The ICN Funds will be recorded after each transaction and addition. A master sheet of finance must be recorded by the Chief Finance Officer.

Collection of Funds

The Chief Finance Officer is required to collect all funds that enter the ICN financial account.

Each member of the ICN body is responsible for depositing their share of the event expenditure within 48 hours of the Chief Financial Officer's announcement of price.

For all personal transactions yet to be reimbursed, a photo of the receipt with the price must be shared to the Chief Financial Officer to get a reimbursement. Photo of the online bank record is not sufficient.

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