

# **Constitution of “Arts, Culture and Media Student Association”**

**Updated as of June 18th, 2025**

## **Article I: Name and Purpose**

1.1 The official name of the organization will be Constitution of “Arts, Culture and Media Student Association”

1.2 The may be referred to by the acronym “ACMSA”.

1.3 The purpose of ACMSA will be to:

1.3.1 Cultivate an environment of creativity, inclusivity, artistic identity, and advocacy for our students through the collaborative support of students, student clubs, community groups, and faculty.

1.3.2 Prioritize supporting and advocating for students through providing opportunities for academic and career development; in addition to working collaboratively with the Arts, Culture and Media department to further improve students' needs.

1.3.3 Enhance the educational, recreational, social, and cultural environment of the University of Toronto Scarborough by creating a safe space for everyone to engage in creativity and bond with one another through the arts.

## **Article II: Membership**

2.1 The group shall maintain a list of group members.

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

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

2.4 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.

2.5 The membership fee will be \$ 0 per year.

### **Article III: Rights of Members**

3.1 All voting members have a right to attend all general meetings of members.

3.2 All voting members have a right to cast votes at all general meetings of members.

3.3 All voting members have a right to stand for election unless otherwise stated in this document.

3.4 All voting members have a right to cast votes in all group elections and referenda.

3.5 All voting members have a right to propose and vote on amendments to this constitution.

3.6 The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

### **Article IV: Executive Committee**

4.1 The term for all positions on the Executive Committee shall be from May 1st to April 30th.

4.2 The Executive Committee shall be comprised of 25 voting members.

4.3 All voting members of the Executive Committee must be currently registered students of the University of Toronto.

4.4 Non-voting members may hold only non-voting positions on the Executive Committee.

4.5 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.

4.6 Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.7 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.

4.8 The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

## **Article V: Elections**

5.1 All voting positions on the Executive Committee shall be filled through an annual election.

5.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

5.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

5.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.

5.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

5.6 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.

5.7 The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

5.8 For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the position(s) through a by-election and vote of simple majority (50% + 1)

## **Article VI: Termination of Membership**

6.1 The Executive Committee may revoke the membership of 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.

6.2 A vote to revoke membership must be held at a meeting of the Executive Committee.

6.3 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

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

6.5 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.

6.6 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.

6.7 Executive Committee members are subject to the same termination of membership process as general members.

## **Article VII: Amendments**

7.1 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

7.2 All voting members may propose and vote on amendments to the constitution.

7.3 The Executive Committee shall submit the revised constitution to staff in the Student Life programs office at the University of Toronto Scarborough within two (2) weeks.

7.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life programs office at the University of Toronto Scarborough.

## **Article VIII: Finances**

8.1 The funds of the organization shall be expended pursuant to the operating budget approved by the faculty and executive team members.

8.2 Notwithstanding section 8.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the faculty and executive team members.

8.3 All Budgets shall be prepared by the Vice-President Finance in accordance with the organization's priorities as determined by the executive committee in consultation with the faculty.

8.4 The Vice-President Finance shall present a proposed operating budget for the next fiscal year to the faculty for its consideration.

8.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

8.6 The operating budget shall be approved by the faculty and a majority vote of the executive members.

8.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Executives or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

8.8 The President, the Vice-President, and only in special circumstances shall be the sole signing authorities of banking instruments for the organization.

8.9 will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

8.10 will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

## **Article IX: General Meetings**

9.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members , to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.

9.2 General meetings will be facilitated by a Chairperson. The Chairperson shall be responsible for

9.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;

9.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

9.2.3 Moderating the discussion at meetings according to the agenda;

9.2.4 Suspending members from participating in meetings for constitutional or procedural violations.

9.3 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.

9.4 The meetings shall be held on demand. Any executive or general member may call for the meetings to be held by proposing the purpose to the Chairperson. After the request is raised, a voting will be held to confirm the necessity of the general meeting. The meeting shall be approved if at least two-fifths (2/5) of the General Membership and a majority of the Executive Members vote in favour.

9.5 General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.

9.6 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.

9.7 Minutes of all general meetings must be recorded and maintained for reference purposes.

9.8 Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.

9.9 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.

9.10 Any question at a valid general meeting shall be decided by a show of hands.

9.11 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

9.12 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.

9.13 The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

## **Article X: Executive Meetings**

10.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

10.2 Executive meetings will be facilitated by the Co-presidents of the organization. The Co-Presidents shall be responsible for:

10.2.1 Formulating and distributing an agenda for each meeting;

10.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

10.2.3 Moderating the discussion at meetings according to the agenda;

10.3 There shall be a minimum of one (1) executive meeting held every one (1) month during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.

10.4 The frequency and platform (in-person/online) of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.

10.5 Executive meetings may be called to order by the Co-presidents or through a petition signed by three (3) executive members.

10.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.

10.7 Minutes of all executive meetings must be recorded and maintained for reference purposes by the Vice-President Admin.

10.8 Executives must notify the Co-presidents a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The Co-presidents will then add the discussion item to the agenda.

10.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

10.10 Any question at an Executive Meeting shall be decided by a show of hands.

10.11 Whenever a vote by show of hands occurs, a declaration by the Co-presidents that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

10.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

10.13 The Co-presidents may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

## **Article XI: Emergency Meetings**

11.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

11.2 These meetings must abide the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

11.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

11.4 Less notice for emergency meetings may be provided at the discretion of the Co-presidents in agreement with a minimum of three (3) executive members.

## **Article XII: Elaborations on the Rights and Responsibilities of all Voting Members of ACMSA**



12.1 This elaboration takes priority in rights and responsibilities in interpretation from article three.

12.2 All voting members must enjoy the rights and responsibilities of both article 3 and 12, however if there is conflict in interpretation, article 12 takes priority due to its thoroughness in interpretation.

12.3 All members shall have:

12.3.1 The right to exist without harm.

12.3.2 The right to participate in the activities of ACMSA unless otherwise stated.

12.3.3 The right to organize/engage in activities/events that are reasonable and lawful;

12.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;

12.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;

12.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

12.4 Each member shall possess the following responsibilities relative to participation in :

12.4.1 Support the purpose of the organization;

12.4.2 Uphold the values of the organization;

12.4.3 Contribute constructively to the programs and activities offered by the organization;

12.4.4 Attend general meetings;

12.4.5 Abide by the constitution and subsequent official organizational documents;

12.4.6 Respect the rights of peers and fellow members;

12.4.7 Abide by University of Toronto policies, procedures, and guidelines;

12.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

12.5 The values and respects the personal information of its members. ACMSA secures its member's information at all times and will not supply names or other confidential information to third-parties.

12.6 ACMSA will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

### **Article XIII: Transition**

11.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

11.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

11.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

### **Article XIV: Elaborations on Vacancies, Executive Committee Structure, its Limitations, and Emergency Powers**

14.1 The executives of the organization shall include President or Co-presidents, Vice-president Admin, Vice-president Finance, Vice-president Marketing, Vice-president Outreach, Vice-president Events, Vice-president Special Events, Graphic Designer, Social Media Coordinator, Finance Coordinator, Outreach Coordinator, Events Coordinators, Videographers, Photographers and First-year Coordinators.

14.2 The broad responsibilities of each executive position are as follows:

14.2.1 The President or Co-presidents are the official spokesperson of the organization and oversee the planning and execution of the vision,

mission, and mandate for the organization in a manner consistent with the organization's constitution and policies.

14.2.2 Vice-president Admin coordinates all administrative and human resource tasks including (but not limited to) meeting minutes, scheduling meetings, banking errands, attending mandatory training sessions, securing Student Life and SCSU recognition, and handling CCR requirements.

14.2.3 Vice-president Finance oversees everything related to the budget and funds of the organization.

14.2.4 Vice-president Events is in charge of planning and coordinating community events that benefits, supports, and engages with the student body.

14.2.5 Vice-president Special Events is in charge of planning and coordinating all large scale events that involve 30 or more participants such as the ACM Gala, and Networking Night.

14.2.6 Vice-president Outreach is responsible for all communication with external organizations, as a means to secure potential funding and sponsorship sources; in addition to writing grants and crafting sponsorship packages; and reaching out to industry professionals for networking events.

14.2.7 Vice-president Marketing oversees the marketing team (Graphic Designer, Photographers, Videographers and Social Media Coordinator) and branding for the organization; this includes brainstorming branding ideas, organizing social media calendars, maintaining social media presence, consistently posting/promoting the organization and its events, and being present for events to document the event for social media.

14.2.8 Videographers and Photographers are responsible for taking videos and photos of the events to create content for marketing purposes.

14.3 Only student members of the organization may hold executive positions.

14.4 The executive positions collectively will form a committee that acts as the primary steward of the organization.

14.5 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

14.6 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

14.7 This elaboration must be complied alongside articles four and six in the constitution.

14.8 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

14.9 The interpretation on this elaboration, due to its thoroughness, takes precedence over articles four and six in case of any members violating this constitution.

14.10 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

14.11 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.

14.12 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

14.13 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

14.14 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 20% of the entire general membership.

## **Article XV: Elaborations on Elections and Food Handling on Campus**

15.1 Executive elections will be held prior to April 30 each year.

15.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for

holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.

15.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.

15.4 All screening of candidates will be conducted by a committee composed of the executives who will assess each candidate's qualifications against pre-established criteria for holding the positions.

15.5 Notification of the acceptance of applications to contest for executive positions will be sent via email to all general members a minimum of twelve (12) calendar days prior to the elections.

15.6 All application periods must commence a minimum of twenty one (21) calendar days prior to the election. All application periods must end a minimum of fourteen (14) calendar days prior to the election.

15.7 Approved contestants will be permitted to campaign in any ethical way, such as social media and physical posters. The election committee will oversee the election, any misconduct on any campaigning parties will receive demerit points, which can lead to removal from the elections.

15.8.1 Elections shall be conducted by secret ballot, and overseen by president(s) of ACMSA.

15.8.2 In the case where president(s) are running for re-election, a new committee must be selected.

15.9 This committee will be composed of two (2) non-executive general members and one (1) executive.

15.10 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.

15.11 Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.

15.12.1 If an error in the process is found, the election should be re-held with a new election oversight committee.

15.12.2 In case of a tie, a re-election must be held.

15.13 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes.

15.14 will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

## **Article XVI: Elaborations on Amendments**

16.1 The organization may make, amend or repeal the constitution or certain sections therein.

16.2 Notice of a meeting called to consider such a resolution shall be given as follows:

16.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;

16.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.

16.3 This elaboration must be complied with alongside article seven and will be considered first over article seven in case of violation.

16.4 The general membership must have the final say on amendments to the constitution.

## **Article XVII: Elaborations on Termination of ACMSA members**

17.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive ACMSA members and two (2) executives to investigate a complaint determines that:

17.1.1 A member or executive has engaged in unlawful actions or activities;

17.1.2 A member or executive has violated the constitution;

17.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;

17.1.4 A member or executive has violated the rights of a fellow member;

1 7.1.5 A member or executive has not fulfilled their organizational responsibilities;

17.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

17.2 The process for removing a member or executive may also be initiated when:

17.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.

17.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

17.3 The removal of members and executives will be facilitated by a three tier procedure which operates as follows:

17.3.1 First Tier:

The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

17.3.2 Second Tier:

Initiated because the member or executive has violated club policies after receiving a first tier warning relative to a particular action or behavior.

- The Vice President Admin will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- The Vice President Admin must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
- The executive or member accused of violating club policies will be given fourteen (14) calendar days from receiving the Vice President Admin' written response to demonstrate progress or correction of behavior.

### 17.3.3 Third tier:

Initiated because the member or executive has violated club policies after receiving a second tier warning relative to a particular action or behavior.

The removal of an executive or member requires a 2/3 majority vote of the executives. The executive or member facing removal is not entitled to vote on the motion.

## **Article XVIII: Banking**

18.1 agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

## **Appendix A: General Meeting Rules of Order**

### **I. Call to Order**

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.



2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with the constitution.

## II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.

2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.

3. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

## III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger.

2. The minutes are prepared by either the Vice-President Admin or some other individual appointed by the executive team to act as recording secretary (/ies).

3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.

4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of a majority of general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

## IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.

2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss

items of business during this portion of the meeting.

3. This time should also be used for any presentations to be made to the general membership.

#### V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.

2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

#### VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.

2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.

3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.

4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

#### VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.

2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.

3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, meetings can be adjourned.

4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall

have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.

5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.

6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

### VIII. Voting

1. There are 3 basic motions for each item of business:

- A motion to adopt a specific action by the board.
- A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
- A motion to remove an item from consideration

2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.

3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.

4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.