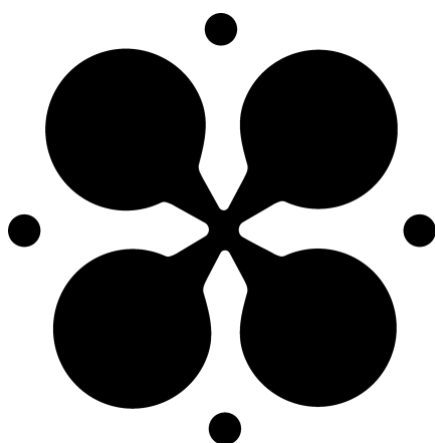


Official Constitution



University of Toronto Mississauga



Article I: Name

The official name of the student group is Studio X.

Article II: Purpose and Objectives

Studio X is a collaborative art club committed to cultivate an artistic environment within the University of Toronto Mississauga (UTM). The club will work on a project-project basis to create art. Art projects and installations are produced with the intention to revamp and beautify spaces around UTM, whilst demonstrating innovation in concepts, materials, and aesthetics. Conceptualization is driven by pertinent social justice issues. Thus, a central aim is to educate the student-body of social issues. Studio X will bring out the creative, expressive and aesthetic potential of each student. Further, it encourages responsiveness to new ideas and respect for individual differences by fostering self-esteem, respect for others as well as their work, cultures and art. Our objectives are actualized through the Vision Statement: “*Connect, Create, Captivate.*” These are developed, as seen below:

- (I) Provide a space for students with a similar fervor for the Visual Arts. Studio X hopes to facilitate meaningful and enduring connections. The ultimate goal is to create an uplifting and supportive artistic community.
- (II) Act as an instrument for social change. To enhance the conceptual qualities of projects, Studio X will draw from a myriad of local and global societal issues and portray them in an educational light.
- (III) Share art to elicit introspection. By providing UTM with student-created art, Studio X intends to transform campus spaces and educate the student-body of social issues.
- (IV) Present an outlet for students to destress and engage in creativity. We encourage the budding talents of students and help enrich their interest in art.

Article III: Membership

Membership is open to all registered UTM students. Studio X will not charge any membership fees, thus being a member costs \$0.00 CAD. The club is permitted to accept donations.

UTM members are permitted to run, nominate, and vote in elections and constitutional amendments. Membership will be restricted to UTM members, however if unveiling events are planned, it will be open to non-U of T members. Members must register by submitting their full name, a valid UofT email address, UtorID, and Student Number. Membership will be complete through a registration form within the club.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU) and SOP Recognition, the group must maintain a minimum of 25 members. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

Article VI: Executives

All executives take office and assume the duties of their given position starting May of every academic year. The executive committee is composed of seven (7) elected officers. The executives include: President, VP Communications, VP Finance, and Marketing Director.

President (1)

The President will oversee all club operations, administrative tasks, events, projects, and initiatives. They will ensure all executives fulfill their responsibilities by delegating club tasks and achieving all club duties to completion. It is the responsibility of the President to develop ideas, plan projects, and adhere to timelines. They are required to be in attendance and organize all executive board meetings of Studio X. They will act as signing authority for the club alongside the Finance Director to oversee financial activity. The President will act as the spokesperson for Studio X to its general members and the public. At the end of each semester, the President will be responsible for submitting reports to UTMSU and have consistent, direct communication with both UTMSU and ULife club committees. To achieve the club's short- and long-term visions, the President will make finalized decisions to executive matters.

VP External (1)

The VP External of Studio X is responsible for all the club's outreach activities, including fostering collaborations with clubs and organizations within and outside the University of Toronto Mississauga. Their primary focus is to build meaningful partnerships that birth events and initiatives focused on enriching the artistic community on campus.

Another responsibility of the VP External includes reaching out to sponsors and securing fundraising opportunities that financially support the initiatives of Studio X alongside the VP Finance.

VP Internal (1)

The VP Internal is responsible for engagement within Studio X. They are to handle communication within the club and correspondence with the UTMSU. Communication includes but is not limited to general member emails, newsletters and forms. They also oversee executive and general member meeting agendas, including note-taking and room bookings for Studio X.

VP Finance (1)

The VP Finance is responsible for overseeing the financial direction and strategizing where and how much the funds will be placed. These responsibilities include creating and maintaining a budget, keeping track of all expenses and revenues, providing consistent financial updates, and processing financial proposals. They will also be responsible for clearly communicating when funds are being irresponsibly used. They are also responsible for planning and assisting in financial acquisition to increase balance. Reimbursements for club expenses and direct payment of invoices are managed by the VP Finance. The composition and issuing of financial reports directly to the President will be managed by the VP Finance and will require a sign off by another Executive. Similarly, the VP Finance will also be responsible for all UTMSU Audits. Finally, VP Finance must report all information and changes to the President.

Marketing Directors (2)

The Marketing Director position for Studio X is split into two(2) parts; The Graphics and Video Marketing Directors. The Graphics Marketing Director(s) will be focused on Graphic Design for the club, while the Video Marketing Director will be in charge of the video and film aspects of Studio X's Marketing.

Graphics Marketing Director (1): The Graphics Marketing Director will oversee the visual communication on Behalf of Studio X. They are to develop and upload, in a timely manner, creative graphic branding and marketing materials that promote Studio X's initiatives and events while successfully engaging with the club's audience on traditional and Social Media platforms.

The Video Marketing Director (1): The Video Marketing Director is responsible for the planning and execution process of Studio X's video content creation. They are to develop, film, and upload visually captivating content that promotes upcoming and highlights past events and initiatives. They and the Graphic Marketing Directors are responsible for the branding and social media management on behalf of Studio X.

Article V: Elections

Members who wish to run for executives in following years (after year 1) require at least one semester of active membership at the club. A general vote will be cast from all members of the club, where a weighted average would win the position for the following year.

Elections will be following the UTMSU elections timeline. A form will be sent to all members of the club via social media *and* email. The form will include the following: the member's name, and the selection of candidates for each role. The member voters will be able to rank their preference for the candidates for their selected role and a weighted average would be used to sort the score for each candidate. The candidate with the highest average score would be the incumbent to assume the position. Votes casted by people not registered with the club will not be accepted, nor will votes cast after the deadline. Terms of executive positions shall be from May 1st to April 30th.

If there are no members running for a position, the former executive team can appoint someone to fill the role.

Chief Returning Officer:

The Chief Returning Officer (CRO) will be appointed by Studio X executives two weeks before the actual election to set up all voting links and/or polls. They must be elected from the

general committee who are composed of an unbiased group of people or be leaving UTM at the end of the academic year. The CRO must meet with the President and Executive Officers to learn more about their needs and potentially their ideologies and anything else needed to assist them. After that, they will be required to continuously communicate with all electoral candidates to make sure UTMSU's requirements are met and attend mandatory training sessions hosted by the UTMSU Campus Groups Committee.

The CRO can only accept nominations from registered UTM members which include staff, faculty, students and/or alumni. All potential nominees must apply before the beginning of March, have a good academic standing, and be present at all meetings.

The CRO will pick three potential election dates before the end of March for the voting period to commence. This must be declared at least two weeks prior to the election date and must occur during a weekday. They must also help organize where the voting can occur with any materials needed such as papers to go into an enclosed box or device for voting online.

If a potential tie does occur, the CRO will be responsible for picking an individual from the Executive Committee to cast their ballot in a sealed envelope beforehand. If a tie occurs, then the ballot shall be read and counted to end the tie.

After the election is over, the CRO shall count all the ballots and the candidate with the lowest weighted average shall be elected for that position and a final report with all positions and names of the people filling them must be submitted to the executive committee, general members, and UTMSU if requested. The CRO must communicate consistently with UTMSU for any updates and make sure all proper protocols are being followed.

All eligible votes must be registered UTM members and have an academic good standing 30 days prior to the election date. Non UofT members will not be allowed to vote or if any outstanding fees remain will be unable to vote.

Article VI: Termination of Executive from Office

If a majority (50%) of executives determines that another executive is unfit for their position, a general vote can be cast among all members of the club whether or not to remove the individual from office. There will be a possible appeal process. If there is a majority (60%) of the votes cast to remove the individual, they will be stripped of their position immediately; however, they can continue to be a member of the club *.

If the general members of the club are dissatisfied with the current executives, multiple votes can be cast for the removal of multiple sitting executives, if a majority of 60% is reached on a particular executive, they will be removed from office immediately. Follow-up elections will be held immediately afterwards, where a simple majority would win the position (the most votes).

If a general member or executive is determined to be disruptive or undesired, the member can be removed given a unanimous decision by the executives OR a 60% majority among other general members. The member/executive has 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.

All executives and members are expected to follow the UTMSU club policies and the University of Toronto's Policy on the Recognition of Student Groups. Any violation of these terms will result in immediate termination of membership. UTMSU executives or VP Campus Life of UTMSU may also terminate a member from office.

*If the executive performs a criminal act, ie. sexual harassment, financial embezzlement, hate speech, etc. then the removed Executive Officer will not be welcome as a member of the club and a vote is not necessary.

Appeal:

If an executive was voted to step down by the executive board or a member of the club; they would have an opportunity to appeal to the general members, via a written process. In writing, the executive/member will state how they believe that their termination was unjustified, this statement would be received by the rest of the executive committee. If the committee deems the appeal is valid and justified, a hearing would be scheduled for all members. If a quorum of 50%+1 of general members are present, then a hearing of the appeal can proceed. First, the executive team will justify their reason for the removed executive's/member's termination. Then, the defending executive can justify themselves and explain their perspective. Once both sides have explained their positions on the matter, they may conclude with final statements and the general vote will begin, where a 60% majority is necessary to remove the individual.

Article VII: Finances

Acquisition of funds will be tunneled through two major sources: club funding via the UTMSU and sponsorships. The acquisition of funds will be strictly noncommercial in nature, and group members and executives may not engage in commercial activities while representing the

club. This applies insofar as a member of a noncommercial club; members would not engage or provide services, goods, or make transactions that serve to create a profit that is to be used for non-organization-based needs. Funds may be used for any club related activity, if permission is granted from the other members of the executive committee and that no event takes up more than one third of the estimated funds in possession. The executive committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting before being sent for approval by UTMSU.

For all projects, a cost breakdown must be created. This includes the itemization of the costs of all components. If needed, direct costs and indirect costs must be specified. Each event will require a single spreadsheet to keep track of expenses, revenues, etc.

Refund Policy:

If executives make a purchase that accounts as a necessity for the club's objectives, incentives, or any initiative, the executive member is eligible for a refund. An electronic receipt *must* be presented with time and date, retailer, and any additional information of the purpose of the spending. The receipt will be emailed to UTMGHO's email to be eligible for reimbursement of funds and be utilized in the audit report submitted to the UTMSU at the end of each academic semester.

Members are eligible for a refund if they return the product that was purchased, have an electronic receipt, or received a defective item. An electronic receipt *must* be presented with time and date of purchase as evidence to be a purchase from UTMGHO. The receipt will be emailed to UTMGHO's email to be eligible for reimbursement of funds and be utilized in the audit report submitted to the UTMSU at the end of each academic semester.

Article VIII: Meetings

Studio X is required to hold at minimum bi-weekly throughout the academic year. The Presidential Team will be responsible for organizing and hosting the meeting for all general members to attend. The President will be the spokesperson for meeting and discussing club contents, upcoming events, and any important details to announce to the general members. Based on a club vote, a meeting time and date will be set and sustained throughout the year. It is the responsibility of VP Communications to ensure a space is booked, and the responsibility of the President to ensure all materials are ready to go. All Executive Officers are required to stay and

clean up the space. If for any reason a meeting is to be cancelled, club members must be notified at least one week in advance.

Photography Policy

The Photography Policy grants Studio X the right to use, exhibit, display, and broadcast photographed or electronic images and/or audio-video recordings of any event that participants have taken for the use of activities in University of Toronto Mississauga or for promoting, publicizing, and explaining Studio X or its activities. The photography from the events will purely be used for promotional and social media purposes but will *not* be distributed in any other form. Consent will be asked for prior to any shoot. If any individual would like to withdraw their consent, they must send an email to the Marketing Director, or speak with any Executive Officer in the duration of the meeting.

Article IX: Amendments to Constitution

Amendments may be added throughout the academic year and adjusted according to unforeseen circumstances. The executive committee will organize and propose the amendments during Annual General Meetings where a two-thirds majority (60%) must be required to pass. Any UTM member may propose and vote for constitutional amendments.

All amendments must be approved by the UTMSU before they are formalized into the newly adopted constitution. Additionally, the CSE will be notified when amendments are approved and implemented in the constitution. All Executive Members must adopt the new constitution.