

UT-SAMA 2023-24 CONSTITUTION



Objective

The goal of the University of Toronto Student Anime and Manga Association (UT-SAMA) is to increase awareness and appreciation of Japanese animation (anime), Japanese comics (manga) and various other forms of media. UT-SAMA aims to create a venue at which members of the University of Toronto community can share their thoughts and interests through regular viewings, meetings, and discussions regarding the various aspects of anime, manga and Japanese culture as a whole.

Membership

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Executive members with voting privileges shall be currently registered students of the University of Toronto.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address. The membership fee will be \$12 per year. Half year membership cards can be purchased for \$8. Memberships are valid from September to April of the corresponding school year. In the event of an online term, no membership fees will be charged.

Any member of the club may apply for a refund within one week of becoming a member.

Fundamental Rights and Freedoms

Limitation

1. The UT-SAMA Constitution guarantees the rights, freedoms, and privileges set out in it subject only to such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society.

Fundamental Freedoms

2. Everyone has the following fundamental freedoms:
 - a. freedom of conscience and religion;
 - b. freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication;
 - c. freedom of peaceful assembly; and
 - d. freedom of association.
 - e. Everyone has the right to life, liberty and security of the person and the right not to be deprived thereof except in accordance with the principles of fundamental justice

Equal Status

3. Everyone is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, sexual or political orientation, age or mental or physical disability.

The Democratic Right of Members

4. Every member that is a currently registered University of Toronto student has the right to vote in an election of member of the executive council
 - Only registered University of Toronto students are allowed to vote on constitutional amendments, complying with the University of Toronto's *Policy on the Recognition of Campus Groups*, 1987 (as amended).
 - Should the limitation be amended or repealed from university policy, it must also be amended or repealed within this constitution within one year.

Executives

5. All Executives must come from the University of Toronto community
 - Term of executive positions shall be from May 1st to April 30th.
 - A minimum of seventy-five percent (75%) of the executives from undergraduate students is preferred.

Executive Meetings:

There shall be a minimum of one meeting of the executive council each month.

These meetings must include a review of events conducted in the previous month, discuss ideas regarding future events for the next month and beyond as well as overall club status. Club status pertains to membership counts, community and executive performance including but not limited to what is outlined in the constitution.

Maximum Duration for Executive Members

6. Executive members may sit on the executive council for a total of four (4) executive terms (defined from May 1st to April 30th), whether or not they are consecutive. If an executive member wishes to run for re-election and the unclear definition of a term conflicts with the maximum duration of an executive member, the current executive body will vote to determine the eligibility of said candidate based on a 2/3rd majority. Only executives who are not running for that position may vote

This is to prevent a conflict of interest.

Official Language

7. English is the official language of UT-SAMA and shall be used in all proceedings of the executive council, all official documents, and all meetings.

Constitutional Access

8. Each member has the right to request and be presented with a digital copy of this constitution without unreasonable delay. A copy of the most updated constitution will be made available on the UT-SAMA website, Facebook page and Discord server.

Terms of Membership and Associated Privileges

Requirement to Register

9. Members must consent to registering with an executive and provide his or her name, his or her University of Toronto student number, college affiliation and a valid school email address of which he or she has access to.
 - It is the duty of the Secretary to keep all information collected confidential.
 - This information is collected in alignment with UTSU requirements

Minimum Age Requirement

10. All members must be at least eighteen (18) years of age, OR high school graduates entering a post-secondary institution or the equivalent. This is to ensure that UT-SAMA meetings, events, and activities do not interrupt high school students' educations, as they are planned with a university student's schedule in mind. Additionally, a minimum age requirement means that the club will be certain all its activities are age-appropriate.

Membership Quota

11. UT-SAMA must maintain a membership body of at least 30 members, 51% of whom should be UTSU members. This is to ensure UT-SAMA remains a UTSU-recognized club. All members of the University of Toronto community are eligible for membership. UTSU and ULife recognition requirements may be subject to change, in which case the current executive body is responsible for checking annually and making sure the qualifications are met.

Equality of Fees for All Members

12. All members shall pay the same fee, whether they are from the University of Toronto community or not.

Duration of Membership

13. Full year membership cards are available beginning in September and are valid until August 31 of the following year.
 - Half year membership cards are valid from September until December 31, or from January to April 30.
 - Memberships are not available for purchase between April 1 and August 31.

Access to Meetings

14. Members have access to all general meetings held by UT-SAMA at no additional cost besides that specified by the initial fee to purchase a membership card.

Duration between Meetings

15. General meetings shall be held every two months or sooner as determined by the executive council. Notice of meetings shall be sent to members at least a week in advance through appropriate social media or other means of mass communication.
 - There must be at least one General Meeting held every year to remain a UTSU-recognized club.
 - For certainty, this section is with the full understanding that the University of Toronto encourages

academic excellence, and dates that may conflict with times dedicated to examinations or cumulative review are under the exclusive discretion of the executive council.

Meeting Content

16. General meetings shall consist of updates and news regarding upcoming events, the viewing of anime, and other social activities that encourage the development of interpersonal relationships within the club.

Membership Fees

17. Membership fees are the sole discretion of the executive council and may be amended only prior to the first sale date of membership cards for that school year beginning in September. The fee for membership after that date is then frozen until August 31 of the following year.
 - o In the event of an online term, memberships will be free and obtained through an online form.

Termination of Membership

18. Should a member wish to terminate membership to UT-SAMA, he or she must turn over his or her membership card and return all club materials in acceptable condition. Failure to do so will warrant a request for adequate compensation to replace the damaged materials.

Grounds for Expulsion

Criminal Code

19. All members should adhere to the *Criminal Code of Canada*, 1985 (as amended). Failure to do so will result in grounds for expulsion.

Zero Tolerance for Abuse

20. Any forms of abuse, including, but not limited to verbal, physical, emotional, and sexual abuse will not be tolerated and result in an automatic expulsion.

Disruptive Behaviour

21. Should the executive committee, at any point during the club term, deem that the actions or conduct of a member be disruptive to the group, they reserve the right to terminate the membership of the individual. Disruptive behaviours can include but are not limited to infringement of the Fundamental Rights and Freedoms outlined in the constitution.

Privileges Lost for Expulsed Members

22. Expulsed UT-SAMA members lose all UT-SAMA privileges. Should the individual have any outstanding club materials, they must be returned in acceptable condition within one week. Failure to do so will warrant a request for adequate compensation to replace the damaged materials.

Right to an Independent Adjudicator

23. In the case that the expelled member requests an appeal, he or she provide a written statement to an executive. He or she then has the right to present his or her case in front of an independent adjudicator after a one week cool-off period.
 - Executives responsible for originally expelling the member are excluded from all proceedings in the appeal process.

The Executive Council

All Executives are Volunteers

24. All executives understand that they work for free and are not eligible for salaries, contracts, or similar payments.

Maximum Number of Executives

25. The maximum number of executives that sit on the executive council may not exceed fifteen (15) persons, notwithstanding section 5 § 2.

Executive Duties

26. Should sufficient need for new executive positions arise, a two-thirds (2/3) majority vote by the existing executives is required to introduce new executive positions.

Current Executive Positions

President:

The position that is the primary spokesperson and in essence, face of the club. Given the large scope of UT-SAMA's activities this is not a position to be taken lightly as they are responsible for maintaining club activities as well as developing both short- and long-term plans and goals for the association as a whole. The president is expected to be the primary organizer of all general meetings and executive meetings and ensure that all executives are performing their jobs at a competent level.

Responsibilities:

- Oversee the operations, management and success of the group and the legitimacy of the club
 - This includes organization of events which includes and is not limited to planning, execution, and delegation of tasks
- Be the spokesperson for the group
 - This involves being the primary emcee at general meetings and a primary contact for communication with external groups if contacted first
- Hold signing officer authority along with the Treasurer for financial purposes.
- Preside over board meetings as well as general meetings.
 - The president is responsible for organizing and presenting an itinerary of each topic to cover for each board meeting at the beginning of said meeting.
- Ensure transition of office and role to the future executives.
 - This includes and is not limited to a one-on-one session with the newly elected president as well as providing instructions and guidance to future executives about their performance whenever appropriate.
 - To do this, the president is required to, at the end of the first semester (or nearing the end of), provide a comprehensive review on each executive's performance (as according to constitutional guidelines) in regards to their actions at each and every event as well as their social presence based on both online and at general meetings.
 - Social presence is an inherently subjective criteria and will be evaluated based on the guideline that an executive makes an effort to engage with members that they had previously not engaged with prior to the event.
- Acts as a mediator between conflicting executives.
 - Mediation can occur in the form of one-on-one meetings with supervision from a third-party executive (who is not involved in the conflict) if both parties agree.
 - Under circumstances where both parties refuse to cooperate or communicate, a vote by the executive council will be conducted to impeach the conflicting executives.
- Acts as a liaison between the club and administration.
 - The president is responsible for maintaining communication with UTSU and ULife as necessary.
- In the absence, incapacity, resignation or other miscellaneous circumstances that befall other executives (up to and including laziness, apathy or irresponsibility) the President will fulfil any and all the duties of said executive
 - This should not be taken as a hard rule or necessity and is more over a warning that this behaviour is extremely common among past executive teams and the President should be fully prepared to do so if the situation arises
- In the absence, incapacity or resignation of the President, the vice presidents shall collectively perform any outstanding duties.
 - Absences or incapacities can include health, work, travel-related reasons or in some scenarios, the president themselves failing to maintain their duties listed above

Expected Number of Hours for Position: 150+ hours

- Ultimately, time commitment for this position will depend on the willingness of an individual to work. The above listing is only an estimate based upon prior executive commitment.

Timeframe: Fall Session, Winter Session and Summer Session

- The position worktimes occur on variable days at varying times, to be determined on a monthly basis. Workloads for a month should be decided beforehand, being decided at latest, on the 1st of the respective month.

Relevant Competencies: These are skills that will be gained and/ or developed in this position.

- Goal setting and prioritization
 - The president is responsible for working with the executive team to schedule weekly, as well as

any other additional events. As the preparation for these events often run concurrently, it is the responsibility of the president to properly assign priorities and delegate tasks such that these events are completed timely and competently. The president is responsible for setting goals for the club on an overall level, concerning recruitment, direction, and operation, as well as working with the executive team to schedule individual goals concerning events.

- *Communication*
 - o As the topmost role, the president is the spokesperson of our organization and must be capable of communicating with our members to make them feel welcome and to receive feedback and comments regarding the association. The president must also be adept at communicating with our executive, to ensure that it runs as a cohesive unit with as little miscommunication as possible.
- *Project Management*
 - o The president must ensure that our regular scheduled weekly events (general meetings, screenings, panels) are well-planned and executed, managing that an appropriate venue is found with a sufficient number of members to staff said events, and that the appropriate content/entertainment is provided.
- *Social Intelligence*
 - o The president must be capable of mediating conflicts between executives and club members through group and one-on-one meetings and must be able to treat all club members with an appropriate, welcoming attitude to foster an environment for socialization.
- *Teamwork*
 - o The president must oversee our executive team, and to cooperate with any member regarding their tasks and projects when needed. The president must be capable of seeking the aid of the appropriate executive members to complete his/her own tasks, and to delegate the appropriate aid when requested by any other executive member. The president must supervise the executive team to ensure that all tasks are completed competently.
- *Leadership*
 - o The president must have a clear vision for the group in terms of direction, shown through goals set at executive meetings and planning appropriate events. The president must offer any important club issues and decisions he/she identifies to the executive team, such as settling budget decisions, accepting sponsorships or collaborations, and running important club events, and direct a demographic progress to settle such issues.

Vice President External (VPE):

The second in command of the association and responsible for external outreach and communication. It is expected that the VPE maintains a strong, positive relationship with sponsors, anime/manga-related organizations and other anime clubs. Furthermore, the VPE is expected to work in conjunction with the Communications Coordinator to maintain relationships with external organizations as well as create and develop promotional marketing strategies for the club. In addition, communication and cooperation with the Events Coordinator is essential for event organization and planning. Lastly, this position is expected to handle any additional paperwork in conjunction with the VPI in absence, grave injury, loss or miscellaneous unfortunate circumstance befalling the president.

Responsibilities:

- Assumes duties of the president in his/her absence, grave injury, loss or miscellaneous unfortunate circumstance
- Responsible for organization of at least one major UT-SAMA event outside of general meetings per year
 - These can include collaborative events with other university clubs; to be considered an organizer for the event the VPE must play a role in deciding on the venue, activities and act as a host to the event
 - Other events can include off-campus collaborative events with anime-related organizations
- Coordinates with both the Communications Coordinator and Events Coordinator in initiating and maintaining contact with other organizations, venues, associations, clubs, etc.
 - In addition, the VPE is responsible for working together with a minimum of 3 clubs during the school year to organize events throughout the year; they are expected to do this in collaboration with the Communications Coordinator, both should be responsible for clear communication and ensuring the needs of both organizations are met
 - The VPE is also expected to maintain a relationship with other university anime and manga clubs and aid in organization of any collaborative events
 - Cooperation with the Events Coordinator is expected to involve maintaining a relationship with external organizations, local restaurants, etc.
- Assists the President with administrative paperwork
 - These include room booking forms, CCR recognition forms and any other documents pertaining to the club

Expected Number of Hours for Position: 50+ hours

- Ultimately, time commitment for this position will depend on the willingness of an individual to work. The above listing is only an estimate based upon prior executive commitment.

Timeframe: Fall Session, Winter Session and Summer Session

- The position worktimes occur on variable days at varying times, to be determined on a monthly basis. Workloads for a month should be decided beforehand, being decided at latest, on the 1st of the respective month.

Relevant Competencies: These are skills that will be gained and/ or developed in this position.

Communication:

The vice-president external must cooperate with the communications coordinator and the events coordinator, and must clearly communicate with them regarding goals and responsibilities.

Project management:

The vice president external must organize at least one major event outside of general meetings during the school year, managing venue, promotion, and activities.

Collaboration:

The vice president external must collaborate with the communications coordinator and the events coordinator in initiating and maintaining contact with other organizations, venues, and external organizations in order to facilitate events and collaborations.

Professionalism:

The vice president external is responsible for initiating and maintaining contact with other organizations and venues, and must maintain professionalism in presenting the organization to these external groups.

Vice President Internal:

The other second in command of the association and primarily responsible for maintenance of the clubroom and fostering relationships between members of the organization. It is expected that the Vice President International (VPI) maintains a strong relationship with members of the clubs, club executives as well as ULIFE staff. Furthermore, the VPI is expected to work with the Treasurer and Secretary to ensure the clubroom's needs are met. In addition, the VPI is expected to work independently to foster member relationships through both clubroom and online events.

Responsibilities:

- Assumes duties of the president in his/her absence, grave injury, loss or miscellaneous unfortunate circumstance
- Responsible for the organization of one member relationship fostering event per month
 - These events can include anime panel discussions, clubroom screenings and discussions and online events featuring some sort of online activity
 - The VPI must host a minimum of 3 online events per year that is independent to the club (online collaborations with other universities do not count towards this number)
- Coordinates with the Treasurer and Secretary to ensure the club's needs are met
 - This includes ensuring that all supplies are successfully obtained for each general meeting and any other event
- The VPI is responsible for consistently surveying and evaluating member wants and demands, they are then expected to work together with the rest of the executive team to ensure these requests are met
 - A general feedback form can be maintained and subsequently evaluated by the VPI on a weekly basis; a more specific form can be released after general meetings or miscellaneous large events to collect specific feedback
- The VPI is responsible for restocking the clubroom, maintaining the office and restocking office supplies as well as ordering and any required supplies and organizing them
 - Office supplies include scissors, paper, plates, cups, refreshments, etc.
 - Furthermore, the VPI is expected to empty the garbage each week separately from the clubhouse custodian
- Assists the President with administrative paperwork
 - These include room booking forms, CCR recognition forms, clubhouse application and any other documents pertaining to the club

Expected Number of Hours for Position: 50+ hours

- Ultimately, time commitment for this position will depend on the willingness of an individual to work. The above listing is only an estimate based upon prior executive commitment.

Timeframe: Fall Session, Winter Session and Summer Session

- The position worktimes occur on variable days at varying times, to be determined on a monthly basis. Workloads for a month should be decided beforehand, being decided at latest, on the 1st of the respective month.

Relevant Competencies: These are skills that will be gained and/ or developed in this position.

Leadership:

The Vice President Internal is a leadership position responsible for managing the clubroom, organizing general meetings and taking over the President's duties in their absence.

Teamwork:

The Vice President Internal cooperates with game master and event coordinator to ensure activities in general meetings will run properly

Project Management:

The Vice President Internal helps organize and create activities for our members at monthly general meetings.

Organization and Records Management

The Vice President Internal is responsible for organizing the clubroom through regular maintenance and tracking attendance at the office space during office hours.

Secretary:

In essence, the behind-the-scenes organizer of the association. The secretary is primarily responsible for recording minutes at executive meetings as well as attendance; in addition to documenting and ensuring events run according to schedule. Further responsibilities include keeping an updated catalogue of the club's manga, video games and board games. The Secretary is expected to work closely with the Treasurer, Vice President Internal, Communications Coordinator and Game Master to ensure the club's internal affairs are successfully completed. Lastly, as the primary documentation officer of the association, it is expected that the secretary actively document the club's progression for the benefit of future generations.

Responsibilities:

- Records minutes of all club meetings, maintaining library records (including manga, video games and board games) throughout the year and maintains the club's official records and archives, including membership lists
 - As the behind the scenes organizer, the secretary is intended to maintain active documentation of club activities to both provide a basis for later review by the executive team as well as aid in transition to future executive teams
- Publishes detailed summaries of executive meetings monthly
 - Throughout executive meetings, ideas can often be scattered, loose-ended or otherwise unintelligible, it is believed that through detailed summary of meetings the executive team can better understand their responsibilities for the upcoming period of time
- Release post-event surveys after general meetings or any other large scale event
 - This is to take note of successes or malpractices that occurred from the eyes of the general membership; this is done in cooperation with the Vice President Internal
- Prepare an annual report detailing the club's achievements, growth, successes and or failures
 - The report should include at a minimum: club growth, event number, noteworthy events and any other new approaches attempted by the association during the past year
 - The purpose of the report is to help streamline the club transition process for future executives
- Coordinate with the Treasurer, Vice President Internal and Game Master to ensure the club is documented internally
 - This includes addressing the budget and upcoming expenditures, documentation and gaming catalogs

Expected Number of Hours for Position: 20+ hours

- Ultimately, time commitment for this position will depend on the willingness of an individual to work. The above listing is only an estimate based upon prior executive commitment.

Timeframe: Fall Session, Winter Session and Summer Session

- The position worktimes occur on variable days at varying times, to be determined on a monthly basis. Workloads for a month should be decided beforehand, being decided at latest, on the 1st of the respective month.

Relevant Competencies: These are skills that will be gained and/ or developed in this position.

Strategic Thinking:

The secretary must put out post-event surveys, and be capable of taking member feedback to present any issues found at executive meetings, with proper suggestions to suggest regarding said issues constructed from observations using experiences at events and previous minutes.

Facilitating and Presenting:

The secretary must be capable of facilitating executive meetings, to be able to present previous minutes and guide discussion to be productive and meaningful. The secretary must be able to present clear, accurate meeting minutes to all members.

Organization and Records Management:

The secretary is responsible for recording and keeping meeting minutes for all executive meetings, These minutes must be properly organized such that they are easily provided upon request.

Communications Coordinator:

The club's post office agent of the association. The Communications Coordinator is primarily responsible for sending out a club newsletter at the beginning of the month to detail upcoming events and overall ensuring all general members are aware of club activities. In addition the Communications Coordinator is to assist in club outreach by interacting with other clubs, maintaining relationships with sponsors and assisting the VPE in arranging for collaboration events. Lastly, the Communications Coordinator is to maintain the UT-SAMA's social media platforms including (but not limited to): the Facebook group, Instagram, Discord and Gmail.

Responsibilities:

- o Creating a newsletter to be sent no later than the end of the first week of each respective month detailing the club's upcoming activities
 - o This is to be done after consolidation of the information discussed from the monthly executive meeting in collaboration with the secretary
- o Develops, maintain and strengthens contacts with club sponsors and informs members of upcoming sales by sponsors in both general meetings, social media platforms and other means of advertisement
- o Responsible for upholding relationships with other anime groups within other educational institutions.
- o Responsible for maintaining the club Facebook, Instagram, Discord and Gmail accounts as well as sending out any necessary emails to members
 - o Responsibilities include ensuring no advertisement (without prior approval) or spam posts are posted
 - o Gmail inquiries are to be responded to within a 24 hour timeslot (during business days)

Expected Number of Hours for Position: 10+ hours

- Ultimately, time commitment for this position will depend on the willingness of an individual to work. The above listing is only an estimate based upon prior executive commitment.

Timeframe: Fall Session, Winter Session and Summer Session

- The position worktimes occur on variable days at varying times, to be determined on a monthly basis. Workloads for a month should be decided beforehand, being decided at latest, on the 1st of the respective month.

Relevant Competencies: These are skills that will be gained and/ or developed in this position.

Professionalism:

The communication coordinator will aid the organization in finding sponsors and communicate with our club members in a proper manner.

Communications and Media:

The communications coordinator is responsible for managing the UT-SAMA email and Facebook group. They will be monitoring activity on the UT-SAMA Facebook group and email. The communications coordinator provides our members with information about UT-SAMA's upcoming events and notifies our members about special discounts we have from sponsors.

Creative Expression:

The communications coordinator creates newsletters to notify members about upcoming events. The communication coordinator creates content for social media to maintain online engagement.

Treasurer:

The club's funding manager. The Treasurer is primarily responsible for maintaining the club's budget and expenditures and reimbursing any pre-approved purchases by the executive team. In addition, the Treasurer is to aid in procuring any materials, food and misc. for club events; especially general meetings. The Treasurer is also to communicate and coordinate with the VPI and Secretary to ensure all internal operations run smoothly. Lastly, the treasurer is responsible for organizing and arranging for one fundraising event each semester to increase the club's budget and ensure all events are properly accounted for.

Responsibilities:

- o Recording financial transactions and preparing an end of the year financial report as well as documenting monthly expenditures and revenue in the budget sheet
 - o The updated budget sheet is to be presented at the beginning of each executive meeting
 - o The end of the year financial report is to be included in the Secretary's annual report and help provide a baseline for future club executives in regards to club operations
- o Opening a bank account under the club's name prior to the beginning of the Fall academic term
 - o Ideally this would be done during the first Summer academic session
- o Collecting and depositing all forms of revenue (membership fees, fundraising funds, donations, etc.) into the club's bank account
- o Upon reception of an invoice, receipt or other forms of proof; the Treasurer is to reimburse the purchaser within two weeks
- o Responsible for writing the budget application to UTSU and having it reviewed by the executive council and assisted by UTSU to ensure the best possible budget application
 - o The application ideally should be completed 1 month before the UTSU deadline to allow ample time for all parties to review and adjust as needed
- o Procure food, supplies and any other misc. items required for the club in cooperation with the VPI and Secretary

Expected Number of Hours for Position: 20+ hours

- Ultimately, time commitment for this position will depend on the willingness of an individual to work. The above listing is only an estimate based upon prior executive commitment.

Timeframe: Fall Session, Winter Session and Summer Session

- The position worktimes occur on variable days at varying times, to be determined on a monthly basis. Workloads for a month should be decided beforehand, being decided at latest, on the 1st of the respective month.

Relevant Competencies: These are skills that will be gained and/ or developed in this position.

Financial Literacy:

The Treasurer will manage all funds in UT-SAMA and prepare a bank account for the organization.

Organization and records management

The Treasurer will prepare a budget sheet containing all transactions and reimbursements.

Facilitating and presenting

The Treasure will present the organization's financial state at every monthly executive meeting.

Events Coordinator

The club's socials and outings manager. The Events Coordinator is primarily responsible for hosting outings to facilitate social events outside of the club's general meetings to help facilitate community bonding and growth. In addition, the Events Coordinator is also to prepare and conduct social activities during the course of general meetings for the aforementioned reason. The Events Coordinator is also expected to work together with the Communications Coordinator and the Technical Coordinator to ensure that members are properly aware of upcoming events in the association. Finally, the Events Coordinator is also responsible for creating a schedule of events for the academic term in cooperation with the President and Vice Presidents to be presented to the executive council at the beginning of the semester.

Responsibilities:

- o Prepare and host social activities throughout general meetings to encourage social interaction and participation amongst members.
 - o This can be done in the form of planning and creating icebreaker games (can be done in cooperation with the Game Master) or socializing with members during downtimes in the events themselves
- o Organizes social events at least once every two months outside of general meetings based on suggestions from members and the executive team
 - o Duties include but are not limited to making reservations, holding signups and communicating these events to the general membership through the club's social media platforms in conjunction with the Communications Coordinator and Technical Coordinator
- o Maintain an updated schedule of club events as well as creating a tentative event schedule for the semester, ready to be presented to the executive council in September and January respectively, before being published for general membership
- o Engage club members during events with the assistance of the rest of the executive team

Expected Number of Hours for Position: 40+ hours

- Ultimately, time commitment for this position will depend on the willingness of an individual to work. The above listing is only an estimate based upon prior executive commitment.

Timeframe: Fall Session, Winter Session and Summer Session

- The position worktimes occur on variable days at varying times, to be determined on a monthly basis. Workloads for a month should be decided beforehand, being decided at latest, on the 1st of the respective month.

Relevant Competencies: These are skills that will be gained and/ or developed in this position.

Project Management:

The event coordinator will be creating and hosting at least one social event per month for UT-SAMA members to meet up and have fun. The event coordinator must submit proposals to the president to be approved, and upon approval must secure venues and, with the aid of other executive members, find appropriate volunteers to manage and staff said events.

Organization and Records Management:

The event coordinator will be working out a plan to present to the other executive about the events they want to run each month

Social Intelligence:

The event coordinator helps run social activities at the general meetings to keep members socializing and engaged.

Technical Coordinator

The technologically oriented agent of the association, it's the future zura~! The Technical Coordinator is primarily responsible for updating and operating the website while also assisting fellow executives in the operation and usage of the club's various social media outlets. As a result, the Technical Coordinator is expected to operate alongside the Communications Coordinator and Events Coordinator in operating the association's social medias and ensuring consistency across said medias. Next, the Technical Coordinator is expected to procure any media or technology and assist with any technical difficulties should the need arise over the course of UT-SAMA events. Lastly, they are responsible for photography throughout the events.

Responsibilities:

- o Responsible for keeping the UT-SAMA website up-to-date and assisting other members or executives with the operation of the website or other social media
 - The technical coordinator ensures that all information across the different platforms are both accurate and consistent to each other
- o Procuring any media that will be shown at UT-SAMA events, negotiating with the rights holder for distribution rights when necessary
 - Under circumstances where the club does not possess distribution rights from the appropriate license holder, the Technical Coordinator is responsible for messaging and ensuring legal showings of media
- o Working and setting up any equipment necessary for the viewing of media or what is required for a general meeting i.e. laptop, projector, speakers, microphone, auxiliary cables, AV/ HDMI cables, etc.
- o Assisting the Music Director with any setup during UT-SAMA events where music will be played and/ or performed
- o Responsible for photography at club events
 - As a rough guideline for photography, several images should be taken throughout the event, enough to capture the overall feel and document what transpired to allow non-attendees to get a feeling of the overall environment and energy

Expected Number of Hours for Position: 40+ hours

- Ultimately, time commitment for this position will depend on the willingness of an individual to work. The above listing is only an estimate based upon prior executive commitment.

Timeframe: Fall Session, Winter Session and Summer Session

- The position worktimes occur on variable days at varying times, to be determined on a monthly basis. Workloads for a month should be decided beforehand, being decided at latest, on the 1st of the respective month.

Relevant Competencies: These are skills that will be gained and/ or developed in this position.

Communication:

The technical coordinator is responsible for clearly communicating the usage of the UT-SAMA website and Facebook page in terms of promoting events and engaging members, as well as the methods of operating any equipment used at UT-SAMA events to other executive members when needed.

Technical aptitude:

The technical coordinator must have the appropriate technical knowledge to run the UT-SAMA website, to interpret the analytics of the website and Facebook page, as well as setup and operate any audio/visual equipment at UT-SAMA events.

Collaboration:

The technical coordinator must collaborate with other executive members to ensure that the proper information is placed on the UT-SAMA website, as well as any other social media, to keep the members of UT-SAMA updated on events and happenings.

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Game Master

The head of entertainment and creativity for UT-SAMA's programming. The Game Master is the key developer for UT-SAMA's various trivia games and is to work in conjunction with the Events Coordinator to help develop various anime-themed icebreakers for club events. Development includes both creating and building the games with help from the rest of the executive team; however, the Game Master should be the one to lead game development, otherwise said responsibility will fall to the President. In addition, the Game Master is responsible for maintaining and being aware of how each board game and/or video game in the club functions and should be ready to facilitate these games in the clubroom as needed.

Responsibilities:

- o Head of creating and managing entertainment, games and activities throughout UT-SAMA events such as General Meetings, Screenings, etc.
 - This process entails development of icebreakers in conjunction with the Events Coordinator as well as developing trivia or misc. games to be presented at executive meetings
- o Assist the Events Coordinator in engaging club members during events, especially during any of the pre-developed games
- o Maintains the board game and video game catalogue in the clubroom while also helping to engage members in the clubroom via the gaming catalogues
 - It is expected for the Game Master to possess an understanding of how each game functions, at least to the extent of engaging and helping newer club members play and understand said games
- o Assist the Vice President External in game-based collaboration communications with other universities or organizations

Expected Number of Hours for Position: 40+ hours

- Ultimately, time commitment for this position will depend on the willingness of an individual to work. The above listing is only an estimate based upon prior executive commitment.

Timeframe: Fall Session, Winter Session and Summer Session

- The position worktimes occur on variable days at varying times, to be determined on a monthly basis. Workloads for a month should be decided beforehand, being decided at latest, on the 1st of the respective month.

Relevant Competencies: These are skills that will be gained and/ or developed in this position.

- *Creative Expression:*
The game master is responsible for inventing and creating activities during UT-SAMA events, such as games and icebreaker activities with inclusivity and a high level of engagement in mind, and must be capable of providing this service at least once a month for general meetings, as well as any other events where this is necessary.
- Facilitating and Presenting:*
The game master must be able to create activities that facilitate socialization and enjoyment within our membership, and must be able to clearly present and direct said activities.
- Systems Thinking:*
Using previous games and activities used at UT-SAMA events, as well as any experience the game master him/herself has, the game master must be capable of formulating new ways to think about engaging members through designed activities, as well as finding ways to have fun in general.
- Inquiry:*
The game master must develop knowledge upon game creation and audience engagement, and collect inspiration from a diversity of existing games and activities to best engage and entertain the members of UT-SAMA.

Lower Year Representative (Changed from First Year Representative 2018-2019)

The bridge between the general membership alongside the Vice President Internal. The role is essentially a jack of all trades where members can gain an understanding of the club's executive positions while also best representing the general membership as a whole in terms of requests, ideas, suggestions, etc. However, despite the role being a jack of all trades, they are not limited in their executive power, having the ability to raise issues or suggest events or programming that they themselves can host in conjunction with the rest of the team. Lastly, the Lower Year Representative is responsible for identifying flaws or issues in the events or programming from a new member perspective to help the executive team with directing the club to become a more welcoming environment to the student body of the University of Toronto interested in Japanese media and culture.

The position will have two available slots, both available as elected positions for any first and second year undergraduate members, one in the April elections and the other in the fall elections. Should the need arise (based on complete graduation of the current executive team) additional students can apply to the position based on the discretion of the executive team. However, the number of LYRs should be in compliance with the 15 executive rule established in Line 25 of the Constitution.

Responsibilities:

- o Act as a bridge between the UT-SAMA executive team, general members and first year students
 - LYRs are to both conduct on the site surveys at events to gauge member perception as well as assist/ create the post-event survey to better direct the association in the future
- o Socialize and connect with other first years of the club
 - First year students are one of the strongest backbones behind any association and are the key to longevity and sustained operations of the club in later years
 - It is hoped that by connecting and engaging lower year students, the club will have a stronger backbone for later years
- o Assist the executive team with general club duties when needed
- o Develop and host a minimum of one event during the year
 - This includes coming up with the programming, logistics and lastly, running the event
 - This is primarily to develop event and project management skills for upcoming students wishing to have an opportunity to show off
- o Provide an external oriented review of the club at the end of their term assessing its appearance, status and programming from a newcomer's perspective

Expected Number of Hours for Position: 5+ hours

- Ultimately, time commitment for this position will depend on the willingness of an individual to work. The above listing is only an estimate based upon prior executive commitment.

Timeframe: Fall Session, Winter Session and Summer Session

- The position worktimes occur on variable days at varying times, to be determined on a monthly basis. Workloads for a month should be decided beforehand, being decided at latest, on the 1st of the respective month.

Relevant Competencies: These are skills that will be gained and/ or developed in this position.

- *Communication:*

The Lower Year Representative will be socializing and connecting with many of UT-SAMA's first year members.

- *Teamwork:*

The Lower Year Representative will be working with other executives on preparing for events

- *Project Management:*

The first-year representative must conceive, propose, and carry out at least one project to be carried out with the intent of connecting with first-year members. This can be done through promotion, direct interaction, or any other method that the executives deem appropriate.

Art Director

The head of UT-SAMA's subgroup UT-SAMA Studio. The Art Director is an elected position to be decided by the executive team for the respective year on an application basis. Should the current Art Director wish to reapply and the entire executive team for the upcoming year is in complete agreement based on a review of their work from the previous executive team, then the Art Director will be re-elected without an application process. The primary job of the Art Director is to maintain the art subgroup: UT-SAMA Studio. UT-SAMA Studio is intended to be a hub for the various artists of UT-SAMA or the rest of UofT to socialize, interact, exchange, etc. based on a common interest in the art style of Japanese media. To facilitate this environment, the Art Director is expected to host monthly art meetings or panel discussions on a specific aspect while also managing the UT-SAMA Studio Facebook page as well as Discord channels on the UT-SAMA Discord (optional). Additional events can include seasonal based art exchanges as well as hosting art booths at various anime associated conventions/ events. The Art Director does not possess executive voting power for constitutional amendments.

Responsibilities:

- o Leading and facilitating a welcoming environment for UT-SAMA's subgroup: UT-SAMA Studio.
 - This includes running monthly art meetings and miscellaneous art events as appropriate
- o Responsible for updating Facebook and communicating updates on the other social media platforms of UT-SAMA (Website, Email, Discord, Instagram, etc.)
- o Provide the club with merchandise, advertisements and designs upon request for event promotion, general usage, etc.
 - The Art Director is responsible for UT-SAMA's art direction for the upcoming year and possesses the freedom (within constitutional guidelines) to redesign or recreate UT-SAMA's expression as desired
- o Responsible for maintaining relations with art groups within and outside the University of Toronto

Expected Number of Hours for Position: 40+ hours

- Ultimately, time commitment for this position will depend on the willingness of an individual to work. The above listing is only an estimate based upon prior executive commitment.

Timeframe: Fall Session, Winter Session and Summer Session

- The position worktimes occur on variable days at varying times, to be determined on a monthly basis. Workloads for a month should be decided beforehand, being decided at latest, on the 1st of the respective month.

Relevant Competencies: These are skills that will be gained and/ or developed in this position.

- *Project Management:*

The Art Director is responsible for running monthly events for the art subgroup and must be capable of effectively working with other executive members to ensure that these events are run timely and consistent manner. This includes proposing venues and supplies for the executive team to secure with appropriate concern to budget, and finding appropriate artistic activities for the art subgroup to carry out.

- *Communications and Media:*

The art director is responsible for keeping the art subgroup updated on events and activities carried out by the art director via posting on the group Facebook page, and fielding all inquiries regarding the arts subgroup posted within the Facebook page. The art director must also carry out appropriate interactions with members on the Facebook page, fielding comments and prompts to foster artistic discussion.

- *Leadership:*

The art director is responsible for leading the art subgroup, and must be able to foster a creative environment within the group, as well as guiding any and all activities involving group members.

- *Creative Expression:*

The art director is responsible for running events for members that encourage and foster artistic creativity, often including artistic activities such as drawing sessions, art workshops, and art contests, and must be able to engage members such that they are able to best express themselves in any given activity through appropriate member interactions at events and on relevant social platforms.

Junior Art Director (Created 2023-24)

The bridge between UT-SAMA's subgroup UT-SAMA Studio members and the Art Directors. Like Art Directors, it is an elected position to be decided by the executive team for the respective year on an application basis. Should the current Junior Art Director wish to reapply and the entire executive team for the upcoming year is in complete agreement based on a review of their work from the previous executive team, then the Junior Art Director will be re-elected without an application process. However, should they wish to reapply as an Art Director, the application process must be redone in order to be considered for promotion. The primary job of the Junior Art Director is a hybrid of that of the Lower Year Representative and that of the Art Director. UT-SAMA Studio is intended to be a hub for the various artists of UT-SAMA or the rest of UofT to socialize, interact, exchange, etc. based on a common interest in the art style of Japanese media. To facilitate this environment, the Junior Art Director is expected to aid the Art Director with hosting monthly art meetings or panel discussions on a specific aspect. Like LYRs, Junior Art Directors are expected to help integrate lower year UT-SAMA studio members into the community and point out any flaws or room for improvement to the Art Directors. Additional events can include seasonal based art exchanges as well as hosting art booths at various anime associated conventions/events. The Junior Art Director does not possess executive voting power for constitutional amendments.

Responsibilities:

- o Aiding the Art Directors in leading and facilitating a welcoming environment for UT-SAMA's subgroup: UT-SAMA Studio.
 - This includes running monthly art meetings and miscellaneous art events as appropriate
- o Socialize and connect with first and second year members of UT-SAMA and UT-SAMA Studio
 - First year students are one of the strongest backbones behind any association and are the key to longevity and sustained operations of the club in later years
 - It is hoped that by connecting and engaging lower year students, UT-SAMA Studio will have a stronger backbone for later years
- o Act as a bridge between lower year UT-SAMA Studio members and the Art Directors
 - Junior Art Directors are to both conduct on the site surveys at events to gauge member perception as well as assist/ create the post-event survey to better direct the association in the future
- o Provide an external oriented review of the Studio at the end of their term assessing its appearance, status and programming from a newcomer's perspective

Expected Number of Hours for Position: 5+ hours

- Ultimately, time commitment for this position will depend on the willingness of an individual to work. The above listing is only an estimate based upon prior executive commitment.

Timeframe: Fall Session, Winter Session and Summer Session

- The position worktimes occur on variable days at varying times, to be determined on a monthly basis. Workloads for a month should be decided beforehand, being decided at latest, on the 1st of the respective month.

Relevant Competencies: These are skills that will be gained and/ or developed in this position.

- *Communication:*

The Junior Art Director will be socializing and connecting with many of UT-SAMA Studio's lower year members.

Teamwork:

The Junior Art Directors will be working with the Art Directors other executives on preparing for events

Project Management:

The Junior Art Director must conceive, propose, and carry out at least one project to be carried out with the intent of connecting first-year members with the Studio. This can be done through promotion, direct interaction, or any other method that the executives deem appropriate.

Creative Expression:

The Junior Art Director is responsible for aiding in running events for members that encourage and foster artistic creativity, often including artistic activities such as drawing sessions, art workshops, and art contests, and must be able to engage members such that they are able to best express themselves in any given activity through appropriate member interactions at events and on relevant social media platforms.

Light Music Club Director (Inactive since 2017-18)

The head of UT-SAMA's subgroup, the UT-SAMA Light Music Club. The Light Music Club Director is an elected position to be decided by the executive team for the respective year on an application basis. Should the current Art Director wish to reapply and the entire executive team for the upcoming year is in complete agreement based on a review of their work from the previous executive team, then the Light Music Club Director will be re-elected without an application process. The primary job of the Light Music Club Director is to maintain the art subgroup: UT-SAMA LMC. The LMC is intended to be a hub for the various musicians of UT-SAMA or the rest of UofT to socialize, interact and even perform based on a common interest in the musical style of Japanese media. To facilitate this environment, the LMC Director is expected to host an early semester meetup for groups to organize themselves and discuss which songs will be performed and which groups will be performing together (to be recorded on a Google spreadsheet). Afterwards, the LMC Director will ensure all groups are steadily practicing and performing for successful performance at the semesterly LMC concert at the end of the semester. Optionally, the LMC Director can apply (with cooperation and agreement with groups) to perform at various anime associated conventions/ events as well. The LMC Director does not possess executive voting power.

Responsibilities:

- o Leading and facilitating a welcoming environment for UT-SAMA's subgroup: UT-SAMA Studio.
 - This includes hosting an early meetup at the beginning of a semester to organize members into groups for performances
 - The process will include an introduction of each member in attendance (and respective instrument/ musical expertise) and then turn into a round discussion of individuals suggesting songs to be performed and members wishing to join said performance joining as necessary with one group member taking the role of leader
 - For those who miss out on this event, the google spreadsheet documenting groups and performances will be uploaded to the UT-SAMA LMC Facebook page and interested members can contact the group leader requesting to be part of the performance based on available instrument slots
- o Ensuring continued process, practice and development of each respective LMC performance group
 - This is to be done via recordings and documented practice sessions of each in-progress performance to be sent on a bi-weekly basis
- o Updating the Facebook page and various UT-SAMA social media platforms with upcoming events and news for members
- o Responsible for preparing performances for UT-SAMA events
 - This is to be done upon request by the UT-SAMA executive team or by volunteer of the LMC director to the executive team
- o Communicating and establishing connections with various anime musical performance/ dance groups

Expected Number of Hours for Position: 300+ hours

- Ultimately, time commitment for this position will depend on the willingness of an individual to work. The above listing is only an estimate based upon prior executive commitment.

Timeframe: Fall Session, Winter Session and Summer Session

- The position worktimes occur on variable days at varying times, to be determined on a monthly basis. Workloads for a month should be decided beforehand, being decided at latest, on the 1st of the respective month.

Relevant Competencies: These are skills that will be gained and/ or developed in this position.

- *Project Management:*

The LMC director is responsible for running the semesterly first meeting and preparing for the end of the semester LMC concert. This includes proposing venues and accommodations for the executive team to secure with appropriate concern to budget while also ensuring successful progress for each performance group to ensure successful operation of the LMC concert.

- *Communications and Media:*

The LMC director is responsible for keeping the LMC subgroup updated on events and activities carried out via posting on the group Facebook page and other UT-SAMA social media platforms and fielding all inquiries regarding the LMC subgroup posted within the Facebook page. The LMC director must also carry out appropriate interactions with members on the Facebook page, fielding comments and prompts to foster artistic discussion. Furthermore, the LMC director must also communicate with each respective performance group leader to ensure successful progression and development of each respective performance.

Leadership:

The LMC director is responsible for leading the LMC subgroup, and must be able to foster a creative environment within the group, as well as guiding any and all activities involving group members.

Creative Expression:

The LMC director is responsible for running events for members that encourage and foster musical creativity, often including musical activities such as practices, musical discussions and performances. They must also be able to engage members such that they are able to best express themselves in any given activity through appropriate member interactions at events and on the UT-SAMA's various social media outlets.

Emergency Executive Meetings

27. All executives have the authority to call an emergency meeting of the executive council provided a minimum of 50% of the executive team are able to attend. The content of the meeting should be specified beforehand.

Executives that Step Down from Positions

28. All executives may elect to step down from their position at any given time. All executives that step down from their positions will have their positions filled by the President and those executives acting under the authority of the President until a replacement can be either elected by general membership through an election process. *An emergency election will be held at the next general meeting to elect the new executive*. If the President steps down, the Vice-Presidents assume executive authority until a replacement can be found by the same aforementioned process.

Impeachment from the Executive Council

Grounds for Impeachment

29. If a member of the executive council fails to fulfil his or her duties of their position, as deemed by the other current members of the executive council.
30. If an executive has exploited their position that threatens the security of the club or its members.
31. If an executive has exploited club office access and resources without the consent or knowledge of the executive council.
32. If an executive misrepresents the club in such a way that deliberately tarnishes the reputation of the club.
33. If an executive violates any section in the Grounds for Expulsion.

Impeachment Process

34. Impeachment of an executive requires a majority vote at an executive meeting. The executive in question will be given an opportunity to appeal before the general membership after the voting occurs. A majority vote of the general membership following the appeal determines whether or not the impeachment is revoked.

Presidential Impeachment Process

35. Should the President be impeached, a by-election will be held as soon as possible. The executive team as a whole will fulfil the duties of the president until a new president is elected.
 - Should no member wish to run for president, or if the sole member who runs for president is rejected by the membership in an election, the executive council will collectively assume the duties of the president until the next general election, while the vice presidents will assume executive authority.

Financial Management Practices

Exclusive Use

36. Revenues and profit collected by the club is the exclusive jurisdiction of the club and is kept for the upkeep of the club, its facilities, and its property.

Accounts at Financial Institutions

37. All accounts at financial institutions are opened in the club's name and not in any single individual.

Signing Authorities

38. At all times, there shall be exactly two (2) signing authorities on the club's bank accounts.
The signing authorities must consist of the president, and treasurer

Reporting Signing Authorities to UTSU

39. All changes to signing authorities will be reported to the University of Toronto Students' Union as soon as possible.

Authorizing Financial Transactions

40. All financial decisions require the two (2) signing authorities to sign off.

Maintaining Financial Transactions

41. The Treasurer will keep detailed, accurate and up-to-date records of all financial transactions.

Access to Information

42. The financial records can be inspected by any member with one week's notice. The Office of Student Affairs can audit financial records at any time.

Supremacy of Executive Council

43. Although signing authority is designated to two members of the executive council, the executive council remains the supreme authority on financial matters and incongruence between the two groups will not be tolerated.

Election Practices

Single Candidate

44. No executive positions are acclaimed. If there is only one candidate running for a position, a yes/no question will be posed.

Candidate Approval

45. Anyone is eligible for candidacy provided they are members of UT-SAMA and registered University of Toronto students.

First Past the Post

46. All executive elections are executed using a first-past-the post system. The candidate with the most votes shall be elected to the position.

Running for Multiple Positions

47. A candidate is allowed to run for a maximum of two different positions. In the event that the candidate wins both of these positions, he or she will only be given one (the one which the candidate had more votes for).

Ties

48. Should a tie occur, another vote will be held involving only the candidates in the tie.

Appropriate Warning

49. All members must be informed of an election or referendum at least four week prior to the date of the vote.
 - o Up to one week after this announcement, all those interested in running for a position must express their interest to the executive council.

Speech Length

50. The length of candidate speeches will be determined before the time they are to be presented. The suggested length is 1minute, though this may be changed if needed. Presidential speeches will have a suggested length of 2 minutes.

Elections Committee

51. Ballots will be counted by the Chief Returning Officer (CRO).
52. The executive committee shall strike the elections committee and appoint one (1) Chief Returning Officer (CRO) and 2 scrutinizers from the general members on the committee to conduct and hold elections. 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.

General Practices

53. Voters must have been a member of the club before the beginning of March.
54. Two elections will be held for executive positions during the school year. The September election will be held to select a First Year Representative and any unfilled executive positions from the previous school year. [53 and 54 are new amendments for 2018-2019]
57. The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.
58. A process of secret balloting must be used, and vote counts will not be announced under any circumstances.
59. Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections.

Amendments

- 60. Any Executive Committee member of UT-SAMA may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings. 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.**

Concluding Remarks

Adherence to University Policy

61. Unless otherwise stated, UT-SAMA and this constitution abide by the University of Toronto's Policy on the Recognition of Campus Groups, 1987 (as amended), and all other university policy with respect to campus groups.

Repeal of Old Constitution

62. This constitution, when it comes to full force and effect by the authority of the Office of Student Affairs, fully repeals all sections of the previous UT-SAMA Constitution.

Citation

63. This document may be cited as the UT-SAMA Constitution of 2023-24.