

# **Constitution of “University of Toronto Korean Commerce Community Club (UTKCC)”**

## **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “University of Toronto Korean Commerce Community Club”.
- 1.2. The official acronym or abbreviation of the group is “UTKCC”.
- 1.3. The University of Toronto Korean Commerce Community Club, shortened as UTKCC is the highly motivated student organization devoted to enhancing the networking and information sharing among Korean commerce students and alumni of U of T. As an active student council for students primarily majoring in Commerce or Economics, we are a club that provides customized support for Korean students in their academics, extracurricular activities, and overall college life. UTKCC provides a variety of services based on the knowledge and network built from previous upper-year students. Many events are held every year to provide value for our students through useful career-based and networking information workshops accompanied by our strong KCC Alumni Network. We are leaders in providing a systematic guide to college life with endless opportunities for our students, well-proven by the success of our alumni.

## **2. Article Two – Membership and Membership Fee**

- 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. There is no limitation on the eligibility for membership. The University of Toronto students, staff, faculty and alumni who are interested in subjects such as Commerce or Korea can join, benefit from, and contribute to the organization.
- 2.6. The annual membership fee is set at \$15 and is subject to renewal each year.

## **3. Article Three – Rights of Members**

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All members in executive committee have a right to attend all general meetings of members
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.

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

#### **4. Article Four - Executive Committee**

- 4.1. The Executive Committee shall be comprised of 10 voting members.
- 4.2. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.3. All members in Executive Committee hold voting positions.
- 4.4. 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.
- 4.5. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.6. An individual is eligible to serve as a financial or signing authority for the club if they are concurrently serving in a similar role for another recognized student group at the University of Toronto St. George campus, with the exception of student groups affiliated with the Korean community.

#### **5. Article Five - Executive Committee Composition and Duties**

5.1. The **President** shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.1.2. Oversee the operations, management, and success of the group.
- 5.1.3. Serve as spokesperson for the group.
- 5.1.4. Hold signing and financial authority along with the Finance Director.
- 5.1.5. Preside over meetings of the Executive Committee and/or members.
- 5.1.6. Represent the club by forming both external and internal networks so that the members can enjoy the extensive networks provided by UTKCC.
- 5.1.7. Ensure a transition of office from one year to the next.

5.2. The **Vice-President** shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.2.2. Assume duties of the President in their absence.
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto St. George campus.
- 5.2.4. Act as a liaison.
- 5.2.5. Assist the president and other directors in managing relationships with KCC members and other parties.
- 5.2.6. Coordinate organizational recruitment efforts.

5.3. The **External Relations Director** shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.3.2. Maintain a list of group members.
- 5.3.3. Maintain the group website and member contact list.

- 5.3.4. Record notes and motions for meetings.
- 5.3.5. Reinforce a professional image and maintain a positive reputation of KCC to the public by cooperating with and contacting other student groups, professionals securing local sponsors.
- 5.3.6. Notify all members of general meetings.

5.4. The **Finance Director** shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.4.2. Record all financial transactions of the group.
- 5.4.3. Hold signing and financial authority along with the President.
- 5.4.4. Maintain a budget of income and expenses.
- 5.4.5. Advise members on financial position of the group.
- 5.4.6. Manage the club's finance/account through involvement in budgeting, and performing basic accounting.
- 5.4.7. Prepare an annual budget for the group.

5.5. The **Social Events Director** shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.5.2. Organize events through brainstorming event ideas and organize events with other club executives.

5.6. The **Marketing Director** shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.6.2. Responsible for marketing events and KCC in general through brainstorming marketing ideas and organizing marketing plans with other club executives and creating infographic content.
- 5.6.3. Be eligible to cast votes at meetings of the Executive Committee.
- 5.6.4. Responsible for creating new contents in UTKCC Youtube Channel.
- 5.6.5. Manage viewers and restrictions in UTKCC Youtube Channel.

5.7. The **Media Director** shall:

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.7.2. Publish a monthly newsletter.

5.8. The **Academics Director** shall:

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.8.2. Organize academic events such as the general meeting, workshop and tutorial sessions, and career seminar.

5.9. The **Programming Director** shall:

- 5.9.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.9.2. Administer the official website.

5.10. The **People & Operations Manager** shall:

5.10.1. Be eligible to cast votes at meetings of the Executive Committee.

5.10.2. Align HR strategies with UTKCC's goals.

5.10.3. Foster clear communication across departments.

5.11. The **Committee Member** shall:

5.11.1. Assist their respective Directors in fulfilling their roles and to collaborate effectively as a team.

## **6. Article Six – Elections**

6.1. The elections must be held in a non-biased manner. No individual who is seeking election may participate in planning or administering the election.

6.2. Elections for the roles of President and Vice Presidents will take place on the first Friday of April, but may be subject to change. All members of the Executive Committee are eligible to participate in these elections.

6.3. On the Election Day, Candidates communicate their promises to members through presentations and speeches.

6.4. All members of the Executive Committee has a chance to ask detailed questions about the presidential candidates' promises after their presentation/speech.

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

6.6. 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 the positions are filled.

6.7. All voting positions on the Executive Committee shall be filled through an annual election and each voting position must be open to all student members.

## **7. Article Seven – Finances**

7.1. The Finance Director shall keep an active record of income and expenses.

7.2. The Finance Director shall present the group's updates on the group's financial position at annual general meetings.

7.3. The Finance Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.

7.4. The group may not engage in activities that are essentially commercial in nature.

7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7.7. The group will not pay salaries to any of its officers.

7.8. UTKCC secures funding for club needs through various channels, including sponsorships from individuals, membership fees, businesses, and non-profit organizations within the Canadian Korean community.

- 7.9. Sponsorship is the primary role of the Director of External Relations and Finance, as described above.
- 7.10. The Director of External Relations produces and distributes Sponsorship packages among the Korean Society in general, and the Director of Finance draws a budget based on the amount of money collected and keeps records of all income and expenditures.
- 7.11. The sponsors benefit from the extensive network of commerce students of U of T, ranging from marketing their businesses to first-hand connection to graduates in the hiring process.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee, comprising the President, Vice-President, Directors, and Committee Members, shall hold bi-weekly meetings.
- 8.2. The Executive Committee must announce the date of a general meeting to the general committee members at least one week prior to the date of the meeting.
- 8.3. UTKCC provides many social and academic events to its members, mainly but not limited to Academic Seminar, Career Seminar, Coffee Chats with Alumni, Membership Training Trip and Case Competition.
- 8.4. Any member of UTKCC or registered students at the UofT St. George campus can sign-up for events through an online application on UTKCC's official social media platforms.
- 8.5. The directors of UTKCC will hold meetings bi-weekly, with the option for additional meetings as required.

## **9. Article Nine - Termination of Membership**

- 9.1. The Executives consisting of President, Vice-President, and Directors 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.
- 9.2. An individual who accumulates three strikes may have their membership revoked. A strike is issued each time an individual adversely impacts the club's interests or violates its policies such as failing to attend meetings without prior notice.
- 9.3. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.4. A two-thirds majority vote from the Executive Committee, including the President, Vice-Presidents, and Directors with voting rights, is required to pass any motion for membership revocation.
- 9.5. Any member facing removal shall have the right to appeal the decision of the Executive Committee and defend their actions.
- 9.6. In the case of an appeal, all members, including the President, Vice-Presidents, Directors, and Committee Members, are eligible to vote. Approval of the appeal requires a two-thirds majority of those participating in the vote.
- 9.7. 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.

## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at executive committee meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.
- 10.5. The newly elected executives review the Constitution annually and required amendments are first discussed by executives and put on a vote by members.