

Constitution of “Cultural Cooking Club”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “UofT Cultural Cooking Club”
- 1.2. The official acronym or abbreviation of the group is “UofT Cultural Cooking Club”
- 1.3. Cultural Cooking Club aims to bring diverse communities and cultures across the University of Toronto together through interactive and simple cooking activities presented online. It intends to serve as a recreational outlet for UofT students, staff, faculty, and alumni at all levels of cooking expertise wishing to teach and learn the various intricacies of cooking among the cultures of its members and beyond.

2. Article Two – General Membership and Membership Fee

- 2.1. The group shall maintain a list of general members on a designated excel spreadsheet.
- 2.2. General membership is open to University of Toronto students, staff, faculty, alumni, and to persons from outside the University.
- 2.3. The membership fee will be \$0 per year.

3. Article Three - Executive Membership and Membership Fee

- 3.1. The group shall maintain a list of executive members on a designated excel spreadsheet.
- 3.2. Executive membership is open only to registered University of Toronto students.
- 3.3. Executive members must attend at least one (1) event held by the UofT Cultural Cooking Club throughout the academic year. If an executive member fails to attend the specified number of events, their membership shall be demoted to a general membership.
- 3.4. The membership fee will be \$0 per year.

4. Article Four – Rights of Members

- 4.1. All members have a right to attend all general meetings of members.
- 4.2. All members have a right to cast votes at all general meetings of members.
- 4.3. All members have a right to propose and vote on amendments to this constitution.
- 4.4. Only General and Executive members of whom are registered UofT students have a right to cast votes in all group elections and referenda.
- 4.5. Only Executive members have a right to stand for election under select conditions (see Article Seven [7.2]).

5. Article Five - Management Committee

- 5.1. The term for all positions on the Management Committee shall be from May 1st to April 30th.
- 5.2. The Management Committee shall be comprised of 6 executive members.
- 5.3. All members of the Management Committee must be currently registered students of the University of Toronto.

- 5.4. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 5.5. The Management team may appoint Directors or Coordinators for various committees (e.g. Election Committee) who do not hold Management decision-making authority and are not eligible to cast votes at meetings of the Management Committee.

6. Article Six - Management Committee Composition and Duties

6.1. The President shall:

- 6.1.1. Be eligible to cast votes at meetings of the Management Committee,
- 6.1.2. Oversee the operations, management, and success of the group,
- 6.1.3. Serve as spokesperson for the group,
- 6.1.4. Hold signing and financial authority along with the Treasurer,
- 6.1.5. Preside over meetings of the Management Committee and/or members,
- 6.1.6. Work to promote the UofT Cultural Cooking Club through various social media platforms,
- 6.1.7. Work alongside other club officers to ensure executed duties are up to standards,
- 6.1.8. Ensure a transition of office from one year to the next.

6.2. The Vice President shall:

- 6.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 6.2.2. Assume duties of the President in their absence,
- 6.2.3. Assist the president in facilitating Management Committee meetings and general assemblies,
- 6.2.4. Ensure activities of the UofT Cultural Cooking Club comply with policies of the University of Toronto,
- 6.2.5. Maintain an organized record of all members, meetings, and activities,
- 6.2.6. Work alongside other club officers to ensure executed duties are up to standards,
- 6.2.7. Coordinate organizational recruitment efforts.

6.3. The Treasurer shall:

- 6.3.1. Be eligible to cast votes at meetings of the Management Committee,
- 6.3.2. Record all financial transactions of the group,
- 6.3.3. Hold signing and financial authority along with the President,
- 6.3.4. Maintain a budget of income and expenses,
- 6.3.5. Advise members on financial position of the group,
- 6.3.6. Prepare an annual budget for the group.

6.4. The Event Manager shall:

- 6.4.1. Be eligible to cast votes at meetings of the Management Committee,
- 6.4.2. Plan and organize at least 4 online events per term (interactive meal preparation, selling of prepared meals, etc),
- 6.4.3. Be responsible for completing appropriate documentation for each event alongside the President and Vice President,
- 6.4.4. Work with the President and Vice President during events to oversee activities.

6.5. The Marketing Coordinators (2 positions) shall:

- 6.5.1. Be eligible to cast votes at meetings of the Management Committee,

6.5.2. Manage social media accounts (including but not limited to Facebook, Instagram, Discord) alongside the President and Vice President throughout the year,

6.5.3. Regularly draft and publish posts on various social media accounts (e.g. Meal recipes, upcoming activities, etc).

6.6. The Communications Director shall:

6.6.1. Be eligible to cast votes at meetings of the Management Committee,

6.6.2. Seek sponsorships/donations on behalf of the UofT Cultural Cooking Club,

6.6.3. Contact local organizations and other recognized student groups, alongside the President and Vice President, for potential collaborations,

6.6.4. Prepare charitable contributions on behalf of the UofT Cultural Cooking Club.

7. Article Seven – Elections

7.1. All positions on the Management Committee shall be filled through an annual election.

7.2. All club members are eligible to run for election for one (1) Management Committee position. However, it is strongly recommended that a member becomes an executive member and has attended at least two (2) events. Additionally, it is recommended that an executive seeks nomination by a member of the Management Committee and run for election for the one (1) Management Committee position the member was nominated for.

7.3. All Management Committee members are eligible to run for election by self-nomination.

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

7.5. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

7.6. In the event that a member of the Management Committee wishes to run for election (self-nomination), they will not have the right to participate in the planning and administration of the election.

7.7. In the event that all members of the Management Committee wish to run for election, the Management Committee will create an Election Committee comprised of three (3) executive members having attended at least one (1) event, having made notable contributions to the UofT Cultural Cooking Club, and who do not wish to run for election. The Election Committee will be responsible for the planning and administration of the election.

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

8. Article Eight – Finances

8.1. The Treasurer shall keep an active record of income and expenses.

8.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.

- 8.3. The Management Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Management Committee.
- 8.4. The group may not engage in activities that are essentially commercial in nature.
- 8.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 8.7. The group will not pay salaries to any of its officers.

9. **Article Nine – Meetings**

- 9.1. The Management Committee shall meet monthly. The quorum for Management Committee meetings shall be 50%+1 of the members of the Management Committee.
- 9.2. The group shall hold general meetings at least twice per year to provide the general and executive membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 9.3. The Management Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

10. **Article Ten - Termination of Membership**

- 10.1. The Management Committee may revoke the membership of any member (general, executive) 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.
- 10.2. A vote to revoke membership must be held at a meeting of the Management Committee.
- 10.3. A two-thirds majority of the Management Committee is required to approve any motion to revoke membership.
- 10.4. Any member facing removal shall have the right to appeal the decision of the Management Committee to the general membership.
- 10.5. In the case of an appeal, a simple majority vote at a meeting of the general and executive membership shall be required to sustain the revocation of membership.
- 10.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 10.7. Management Committee members are subject to the same termination of membership process as general and executive members.

11. **Article Eleven – Amendments**

- 11.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 11.2. All voting members may propose and vote on amendments to the constitution.
- 11.3. The Management Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.

11.4. 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.