

ESSU CONSTITUTION
Equity Studies Students' Union – University of Toronto

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Article 1: Name

The name of this association shall be the “Equity Studies Students’ Union,” hereafter referred to as the “ESSU.” No other names are to be used to advertise or represent the club.

Article 2: Membership

- i. General membership is open to all University of Toronto members.
- ii. Voting membership is open to full-time Arts and Science students or Arts and Science Students’ Union (“ASSU”) fee paying members on the St George campus enrolled in the Critical Studies in Equity and Solidarity program or enrolled in a minimum of 1 core CSE course (course with CSE course code). These members will be permitted to vote and run for Executive Positions within ESSU.

Article 3: Objectives

- i. To promote non-hierarchical education and awareness of equity issues, locally and globally.
- ii. To actively recognize and include the concerns of all marginalized and diverse groups and work toward a fully egalitarian and inclusive environment dealing with equity issues.
- iii. To encourage and promote a sense of community, understanding and support among professors and undergraduate students of the Equity Studies program, and to provide a safe and comfortable meeting space for social gatherings and discussions.
- iv. To provide a voice and resource for our membership, individually and as a collective.
- v. To promote activism among the student body and create links with equity groups within the community.
- vi. To represent the members of the ESSU on ASSU Council and on departmental committees.
- vii. To organize events that reflect the needs and wishes of the membership, and to encourage participation and involvement in the organization of these events.
- viii. To supervise the execution of the course evaluations in the program.
- ix. To resist and dismantle colonial imperialist ideologies embedded in the academic realm and to strive towards creating accessible education for all (i.e. education that is based on merit not wealth, race, class, ethnicity, legal status, sex, gender, sexuality, disability, nationality or any identity marker).

Article 4: Executive Office Positions

In addition to portfolio-specific responsibilities, executives will each also possess the following duties:

- i. Ensure that the group is accessible to the students it represents.
- ii. Ensure that programming, promotional materials, and other content are congruent with other materials, the ESSU's mandate, and any additional components of the ESSU (e.g. artistic direction).
- iii. Must submit notice to the President and VP Admin at minimum twelve (12) hours before an official ESSU meeting if they expect to miss said meeting.

President

- i. There is to be one (1) president.
- ii. Act as principal liaison between the ESSU and external administrations (e.g. the Critical Studies in Equity and Solidarity Studies program administration).
 - a. Attend semesterly President one on one meetings with the Student Life Programs Coordinator from the New College Office of Residence and Student Life ("ORSL").
- iii. Act as one of the signing officers of the ESSU.
- iv. Act as a main communications liaison.
- v. Generally facilitates the delegation of tasks.
- vi. Will chair every meeting, if absent the VP Admin will chair the meeting.
- vii. Will compile and finalize transitional materials between Executive committees at the end of every school year.

Vice President of Administration

- i. There is to be one (1) Vice President of Administration.
- ii. Prepare agendas before each meeting.
- iii. Take minutes for the weekly meetings.
- iv. Book spaces for weekly meetings.
- v. Take meeting attendance.
- vi. Streamline internal processes.
- vii. Provide assistance with administrative tasks related to ESSU events and programs.
- viii. Oversee the organization of the Gmail inbox, Google Drive and physical office space.
- ix. Attend New College Student Centre meetings and act as the main liaison between the ORSL and the ESSU.
- x. Manage annual Co-Curricular Record ("CCR") requirements for the club.
- xi. Conduct a yearly review of the constitution.
- xii. Oversees elections schedule, structure, and the appointment of a Chief Returning Officer ("CRO")

Vice President of Finance

- i. There is to be one (1) Vice President of Finance.
- ii. Prepare budget proposals for ASSU and ORSL.
- iii. Write and submit grant applications.

- iv. Maintain organized financial records (including, but not limited to: maintaining a copy of all invoices, receipts, payments, etc.) and submit them to ASSU and New College Course Union (“NCCU”) as required for audits.
- v. Administer the bank account of the ESSU.
- vi. Act as one of the signing officers of the ESSU.
- vii. Work to generate financial support for the ESSU.
- viii. Organize fundraising initiatives and meet with organizations regarding fundraising opportunities.
- ix. Responsible for receiving alternative forms of support other than monetary resources (promotional resources, office supplies, etc.)
 - a. When a VP Finance is not active, the executives will elect a temporary secondary signing officer and delegate additional VP Finance responsibilities as needed.
- x. Reconcile the budget at the end of each academic term to ensure that the ESSU is following the approved budget(s).
- xi. Complete a transition report alongside the president/executives summarizing the year's budget and spending.

Vice President(s) of Events and Collaborations

- i. There are to be two (2) Vice President(s) of Events and Collaborations.
- ii. Inform and liaise with allies in order to put together events and causes that reflect the needs and interests of the ESSU.
- iii. Act as principal liaison between the ESSU and communities on campus, make an effort to maintain strong relationships with these groups and promote ESSU.
- iv. Principal organizers of campaigns and events.
 - a. Delegates event planning tasks among the executive members and manages communication among members.
 - b. Finalize details to ensure that different accessibility needs are considered. This includes: dietary needs, accommodations needed, transportation needs, etc.
- v. Must plan one academic seminar a semester.
- vi. Must plan one program social a semester.

Vice President(s) of Social Media

- i. There is to be one (1) to two (2) Vice President(s) of Social Media.
- ii. Create content for online social media accounts.
- iii. Maintain regular activity of the ESSU social media accounts and website.
 - a. Answer any direct messages received on socials.
- iv. Responsible for designing posters, flyers, and any other promotional materials for the ESSU and distributing said materials in a timely manner.
 - a. Will also work on promotional material for any collaborations and sponsorships ESSU participates in.

Journal Editor in Chief

- i. There is to be one (1) Journal Editor in Chief.

- ii. Assembles the ROVE Journal Team.
- iii. They are to communicate between the ROVE Journal Team and the Executive Members.
- iv. Provide updates about journal progress.
- v. Handle internal and external communications which are related to the ROVE Journal.
- vi. Organizing the “Call for Papers” event for undergraduate students’ paper submissions.
- vii. Holding masthead meetings to generate ideas and establish deadlines.
- viii. Decides what gets published (content and visuals) in the journal.
- ix. Responsible for the overall publication of the journal.

Executive Members-At-Large

- i. There is to be a maximum of three (3) Executive Members-At-Large.
- ii. Assist other executives with their responsibilities.
- iii. Responsible for minuting if VP Admin is absent or they have to chair the meeting.
- iv. Will actively participate and engage with the executive team via group message, email, social media, or any platforms which are accessible to them.

Article 5: Meeting Scheduling

- i. Annual General Meetings (“AGMs”) shall be held at least once per semester. AGMs will be public events where all Executive and General members may attend.
 - a. A minimum of two (2) weeks notice shall be given before annual general meetings through email to our membership.
- ii. Executive-specific meetings may be called when necessary.
- iii. Executives are responsible for holding weekly meetings to ensure that they are fulfilling their responsibilities.

Article 6: Amendments and Policy Decisions

- i. Amendments to the Constitution shall be approved via an affirmative vote, which will require approval from at least two-thirds (2/3) of the members present and voting at official meetings.
- ii. Proposed amendments must be shared online two (2) weeks prior to a meeting in which they will be voted on.
- iii. Voting by proxy is not allowed.
- iv. Any amendments to the Constitution shall come into effect immediately following official meetings at which they are adopted unless otherwise indicated in an amendment clause.
- v. Any motion passed at an official meeting shall remain in effect unless otherwise voted upon or overturned
- vi. Where this Constitution shall be in conflict with any provision of the ASSU Constitution, the latter shall take precedence.

Article 7: Elections

- i. The ESSU will abide by ASSU election rules and protocols.
- ii. The Equity Studies Students' Union elections will be overseen by a CRO.
 - a. The ESSU will vote to approve the selection of a CRO with a majority vote at an official ESSU meeting.
 - b. The CRO must not be a current executive member nor can they be running for any executive position in their overseen election.
- iii. To be elected, any candidate must receive a majority vote from the membership during an election.
 - a. All members of the ESSU, excluding all those running for the same executive position, are eligible to vote.
- iv. All voting will take place via an online system.
- v. All those wishing to run in an election are given the opportunity to submit a written statement and present it at an official meeting, and/or have it posted on the voting site in order to demonstrate their experiences and beliefs or any other appropriate information they find reasonable to share for their running of that position.

Article 8: Code of Conduct

- i. When confidentiality is requested or otherwise seems prudent within an official meeting (e.g. confidential feedback or lived experience is shared), the ESSU is expected to respect the confidentiality of its members and exclude identifiers from minutes, from conversations pertaining to the ESSU outside of meetings, etc.
- ii. When an individual's conduct within ESSU meetings and/or events is not in accordance with the University's codes of conduct and/or in accordance with the community guidelines established by the ESSU, the Executive may vote on issuing an official warning to said individual. The President will communicate the warning. This warning will clarify which behaviour(s) have been in violation of the aforementioned codes and guidelines and should cease to continue in the ESSU's spaces.
 - a. If an individual's conduct continues to violate the aforementioned codes and guidelines after such a warning has been issued in writing (e.g. via email), the ESSU may, with majority approval, pursue further action to address the behaviour and individuals in question.

Article 9: Resignation and Impeachment

- i. If an executive member is absent without regrets from three (3) consecutive meetings, this will be accepted as the executive's resignation from their position. Either the VP Admin or the President is expected to contact any executive that has missed two (2) consecutive meetings without regrets to set up a meeting in which they can discuss said executive's responsibilities, involvement, etc.

- ii. Any executive member of the ESSU that fails to fulfill their duties may be impeached with a majority vote in an official ESSU meeting.
- iii. Any executive member of the ESSU that is found to compromise the values, goals, or integrity of the Union may be impeached by majority vote in an official ESSU meeting.
- iv. In order for an impeachment to be recognized as legitimate, a notice of an impeachment vote must be communicated in writing to any executive member at minimum five (5) days prior to the meeting in which the vote is scheduled to occur. This notice must include a description of the ways in which an executive has allegedly failed to fulfill their duties, and the executive must be given an opportunity to respond to these allegations prior to the vote (either in person or in writing via proxy).

Clause- Article 4 and article 7 section iv. The proposed constitution, if approved, will come into effect in the 2023 Spring election cycle. Current executives will not lose their positions based on the proposed changes.