

Constitution of Creative Expression and Society Student Union

1. Name

The official name of this recognized campus group is the “Creative Expression and Society Student Union”

The acronym or abbreviation of this group is: CESSU

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

The Creative Expression and Society Student Union shall offer the opportunity for students within the program to engage with their fellow students through relevant learning activities. Our goal is to enhance their learning experience within this program. We shall create these opportunities through extracurricular academic events, as well as more social events to create a sense of community. Other support we offer includes a possible platform for work produced in the writing classes within the program, and the chance to interact with and learn from relevant professors and professionals.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

Voting membership is only open to those who are Full-time Arts & Science students, registered on the St. George campus, who are enrolled in your program or have taken or are taking at least one course in the program. This means that these students can vote in elections and at any meeting and are eligible to run for election.

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. 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 \$0 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

3.1 General Members

Any student shall be a member of the Union if they have, in the current academic year, taken at least one half-course equivalent (0.5 FCE) in the Department, or been enrolled in a programme in the Department. For the purposes of elections, one shall be eligible for membership if they have, in the current academic year taken and intend to in the following academic year to take at least one half-course equivalent (0.5 FCE) or enrol in a programme in the Department in the ensuing year. Although any member of the University shall be entitled to participate in any of the Union's events, only members shall enjoy certain privileges concerning the governance of the Union.

4. Executive List and Duties

The executive committee shall be composed of two types of executives: President (1 position), Vice-president, Events Coordinator, and Communications Coordinator shall be elected officers.

The Treasurer and Editor-in-chief shall be appointed through an interview process conducted by the elected executives of the same term.

4.1 Elected Positions:

Elected positions have both general and Executive voting rights. This means that they have a vote in both Executive and general meetings.

President (1):

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives
- Hold interviews for hired positions
- Offer assistance on any initiatives or events the union runs

Vice-President (1):

- Assume duties of the President in their absence
- Oversee the various committees
- Ensure that all the activities of CESSU meet regulations and policies of the University of Toronto
- Handle official correspondence of the organization
- Offer assistance on any initiatives or events the union runs

Events Coordinator (1):

- Talk to CESSU students about what kind of events they want
- Conceptualize the events they will run during their term, and collaborate with the rest of the executive to decide which events will run
- Oversee organizing of chosen events, with support from Communications Coordinators for advertising or other duties, as well as providing a budget in collaboration with the treasurer

Communications Coordinator (2)

- Be responsible for advertising the events of CESSU
- Maintain the web sites and social media pages
- Assist the President(s) with coordination and communication both among and between the officers and general membership

Chair (1)

- Chair all meetings, including executive and general meetings
- Act as Chief Returning Officer for next year's executive elections
- Coordinate organizational recruitment efforts
- Organize and Chair an annual constitution review meeting
- Make a list of all registered members
- Record notes and motions for meetings
- Notify all members of meetings

4.2 Hired Positions:

Hired positions do not have executive voting rights, but they have general voting rights. This means that they do not have a vote in Executive meetings, but as members of the Creative Expression and Society program, they have voting rights which they can use in the general meetings.

The Treasurer shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

Editor-in-chief:

- Responsible for the creation and distribution of CESSU Journal
- Responsible for assembling that issue's editorial staff
- Coordinate with treasurer and events coordinator for journal launch, printing, and other events
- Responsible for finding faculty advisor
- Responsible for hiring associate editors for that issue, with the assistance of at least one of the president(s) or vice president, and one other elected executive

4.3 Termination of Executives or General Members:

Any member of the union who commits an act negatively affecting the interests of the union and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the union.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

As Chief Returning Officer, the Chair may NOT run in the Winter/Spring election for a position on the next year's Executive. The CRO shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The Chief Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Those eligible to run for executive positions are those enrolled in the program or those who plan to be enrolled in the program, OR those who have completed or will complete one half-course equivalent (0.5 FCE) in the Department in the year of their term.

The CRO shall select 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.

The CRO shall be responsible for creating an online voting platform and providing students eligible to vote in the election with this online platform. There will also be the option to vote with a paper ballot on the voting dates, hosted as office hours through the CRO and executive.

Candidates may not run on a slate.

In case of a tie, a secondary election between the tied nominees occurs (and if another tie occurs, additional elections will continue until one candidate wins).

After the election is over, the CRO shall add up the online and physical ballots. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the results of the elections to the Executive Committee and general members.

Eligible voters may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Term of executive positions shall be from May 1st to April 30th.

In the event that no one runs for these positions in the spring, the vacant positions will be available during a re-election period in the fall.

For CESSU to run its term, there must be at least one President and a Chair. In the event there are vacancies for certain positions, it is up to the current executive members to designate which filled positions will absorb the responsibilities of each vacant role.

5.1 Hiring Positions

The positions of Treasurer and Editor in Chief shall be hired by the new executive, the executive they will be working with the following year, in May of the new term.

The hiring panel shall be composed of the new executive team: President(s), Vice President, Events Coordinator(s), Communications Coordinator(s), and Chair.

In the event that there are no applications for these positions in the spring, the vacant positions will be hired in the fall. In the event there are vacancies for certain positions, it is up to the current executive members to designate which filled positions will absorb the responsibilities of each vacant role.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

a) Annual General Meetings (AGMs):

The group shall hold general meetings at least once per year, in whichever academic term the executive decides.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and allow students outside the executive to put forward any ideas or preferences for union priorities. Primarily, the AGM will

be held to determine what will most effectively serve the students in the Creative Expression and Society program.

b) Executive Meetings:

The executive committee shall meet on a bi-weekly basis where date and times are to be set by the Vice President. Executive meetings shall be 50%+1 of elected executives.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority blind vote to be passed at the annual Constitutional Review by 2/3 majority of your eligible voting members.

Any amendments must be proposed to all members of CESSU, in order to implement an amendment it must be voted on by a majority of CEASU. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to ASSU within two (2) weeks of its approval by general members.