

Constitution of “Inkling Writers Circle”

1. Article One – Name and Purpose

1.1 The official name of this recognized campus group is “Inkling Writers Circle”

1.2 The acronym or abbreviation of this group is: “INK”

1.3 The purpose of ‘Inkling’ is to provide writers with a comfortable setting to practice their craft in the company of those who share their passion for the written word. A heavy obstacle in the path of most writers is the anxiety that comes with sharing their work; this organization aims to cultivate a space in which members can overcome this to draw closer to whatever their writing goals may be. Sessions held regularly will bring members together, providing the opportunity, among other things, to workshop their writing, find critique partners, share helpful resources, and discuss their challenges and goals. Inkling seeks to nourish a community of writers that support each other in the ways that each individual needs to be supported to best achieve their writing ambitions.

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 without restriction on the grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination.

2.3. Voting membership is open only to registered students of the University of Toronto.

2.4. 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. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

2.5. The membership fee will be \$0 per 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 voting members 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 term for all positions on the Executive Committee shall be from May 1st to April 30th.

- 4.2. The Executive Committee shall be comprised of 4 voting members: President, Vice-President, and Secretary.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. 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.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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.
- 4.8. The position of Secretary shall only be open for election when total membership of the group exceeds thirty (30) members. Should this requirement be met, the election for the Secretarial Office for the remainder of the term will be held during an Annual General Meeting.

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 Vice-President,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.
- 5.1.7. Ensure that all activities of the club meet regulations and policies of the University of Toronto.

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,
- 5.2.4. Hold signing and financial authority along with the President,
- 5.2.5. Record all financial transactions of the group,
- 5.2.6. Advise members on financial position of the group,
- 5.2.7. Coordinate organizational recruitment efforts.

5.3. The Secretary shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members, maintain the group website and member contact list,
- 5.3.3. Assist both the President and Vice-President in their administrative duties
- 5.3.4. Notify all members of general meetings.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. The Executive Committee shall appoint one (1) Chief Returning Officer (CRO) from the general members, together forming the Elections committee. The Elections Committee shall conduct and hold elections in March. All members of this Elections Committee shall be unbiased in the results of the election, cannot plan or administer the election, and shall be required to disclose any and all conflicts of interest in the election.
- 6.3. The CRO Returning Officer shall accept nominations only from group members that are also registered University of Toronto members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates must be members in good standing and have been members of the group for at least four (4) months prior to the nomination period.
- 6.4. The Elections Committee shall select one (1) election date before the end of the semester for the voting period. This date will be announced a minimum of seven (7) days prior to the election date and must fall on a weekday.
- 6.5. The CRO shall provide each University of Toronto member access to a voting form either in paper or digital form.
- 6.6. After the election is over, the CRO shall count the 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.
- 6.7. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.8. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.9. 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. Article Seven – Finances

- 7.1. This group has no membership fee and does not plan to earn revenue or incur expenses, but if it were to decide otherwise, the Vice-President shall keep an active record of income and expenses.
- 7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive 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.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least once per academic term to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive 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.

9. Article Nine - Termination of Membership

- 9.1. The Executive Committee 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. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general 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.