

THE UNIVERSITY OF TORONTO MISSISSAUGA [UTM] CATHOLIC STUDENTS CLUB

The purpose of this constitution is to act as a guide for the structure and operation of the UTM Catholic Students Club [CSC]. It is a legal document and should be used as a resource for the organization. As a multifaceted organization, CSC is committed first and foremost to serving the spiritual needs of undergraduate students of the University of Toronto Mississauga.

Article I

Mission and Vision Statements

Mission Statement

The Catholic Students Club is a student organization comprised of men and women who are pursuing their intellectual growth at the University of Toronto in Mississauga [UTM], while at the same time, responding to the needs of a student community that desperately searches for answers in a decadent world. This organization will also allow Catholic students to participate in the Holy Sacraments, thereby helping students to persevere in their faith. With guidance and inspiration from the Holy Scriptures and Sacred Tradition of the Catholic Church, CSC exists to serve the UTM community.

Vision Statement

The Catholic Student Club works to provide service to the Church and the University by reaching out to all Catholic students, faculty and staff. However, our service will extend to other faith groups as well as individuals in an attempt to learn from others as well as to teach and promote a better learning environment. Our objective is to cultivate the minds of students, and better equip them to tackle the demands of an ever-changing world.

Article II

Title and Affiliation of the Student Organization

Title of Organization

The official name of this organization is the "Catholic Students Club", which, for some banking transactions can also be referred to as the "Roman Catholic Students Club". The abbreviation of this club is "CSC". CSC was founded as RCSC by Collin Andrade, and was officially recognized as a club on the evening of Monday, April 28, 2003. An emergency board meeting was conducted that day and came to order at 9:05pm. The following people argued on the side of CSC's presence on campus: Rev. Fr. Mariush Runievich (then a seminarian), Erick McKinlay (former ECSU President) and Collin Andrade (Founder and President of CSC). CSC has been the only Catholic organization at the UTM campus since the school was built. It is our goal to reach out to everyone in the community.

Motto of the Catholic Students Club

The motto for CSC comes from a famous Latin phrase, "Omnia Vincit Amor", which means "Love Conquers All".

Article III

The CSC Board of Executives

Section 1. Organizational Leadership

Board of Executives

The executive positions are as follows: President, Vice-President Media and Communication, Vice-President Finance, Vice-President Spiritual Affairs, and First Year Associate. All members of the Board of Executives are elected by club members of CSC during the Spring elections at the end of every academic year except for the position open for a first-year student associate. To fill this position, any first-year student can apply in the Fall of the academic year and one will be appointed by the elected Board of Executives. It is key that all of the above leaders work together and share in the same vision for the club. Each position is demanding, so it is imperative that all executives help one another to achieve the best common good.

Section 2. General Responsibilities of all CSC Executives

Expectations for all CSC Executives

1. Each CSC Executive Officer is expected to attend all Executive Board Meetings.
2. Each CSC Executive Officer is expected to attend 75 % of all General Meetings and large club events.
3. Should an Executive Member be absent, they must inform the President in writing one week prior to the event.
4. Should an Executive Officer fail to fulfill their duties and responsibilities, they will meet with the CSC President and Campus Minister to discuss an appropriate course of action. If a valid reason for dismissal is brought forth, the entire Executive board must be present and a vote taken and recorded. The position should be filled within 20 days.
5. If the President is unable to attend meetings or events, the VP Spiritual Affairs will be the acting President for the meeting/event. Should the President fall ill or become incapacitated for an extended length of time, the VP Spiritual Affairs must become acquainted with this position. If the President resigns, the VP Spiritual Affairs will assume the responsibilities of the President for the remainder of the school year (until the next election period).
6. Each CSC Executive Officer is expected to complete 2 hours of office hours weekly in the club office assigned by UTMSU.

Section 3. Elections, Elections Procedures, and Terms of Office

1. The chief returning officer (CRO), present as an impartial third party, oversees the election process. The person in the role of the CRO must meet the requirements indicated by UTMSU. Typically, the CSC's faith leader has satisfied and can continue to satisfy this role.
2. The election process consists of the following stages: 1) advertising elections, 2) student nomination period, 3) campaigning period, and 4) voting period.
3. The CSC Executive Officers will hold their positions from May 1 - April 30 through the academic school year.

4. Executive Officers must reapply and run for office each year should they wish to hold additional terms.
5. Elections for Executive Officer positions are open to all interested candidates that are registered UTM students and registered members of the club.
6. When possible, 50% of the Executive Council shall be underclassman (2nd year students).
7. Elections shall be held during the month of March to comply with UTMSU club deadlines. Candidates who are running for office must submit a short statement that is to be read by all the members of CSC, indicating why they want to run for office and what they will accomplish while in office. Elections shall be cast by an electronic vote. The successful candidate would have received the majority of the vote.
8. Registered members who are UTM students are eligible to vote.
9. The candidate who receives the majority vote is elected into the executive position.

Section 4. Responsibilities of CSC Executives:

The President

1. Satisfies the expectations for all CSC Executives from Section 2
2. Serves as a liaison between CSC members, the Executive Board, and the UTM community (including UTMSU, SOP (formerly ULife), UTM Centre for Student Engagement)
3. Presides at all CSC executive team meetings and creates an agenda for each of these meetings.
4. Regulates nominations, elections, and appointments.
5. Attends UTMSU meetings/training or delegates to an appropriate member of the executive team
6. Responsible for completing the re-recognition package for UTMSU and renewing CSC's SOP (formerly ULife) status.
7. Assists with the application and submission of proposals for funding to UTMSU Clubs Coordinator or the relevant UTM department.
8. Responds to questions that demand immediate action by regularly monitoring the CSC email address with the UTMSU domain.
9. With the VP Finance acts as a co-signer for the CSC bank account
10. Book rooms for campus gatherings/meetings on the electronic platform.
11. Works closely with other executives to plan events, coordinate activities and promote programs hosted by CSC.
12. Oversees the work of the Vice-President Spiritual Affairs, Vice-President Media and Communication, Vice-President Finance, and First Year Associate

The Vice-President Spiritual Affairs

1. Assists the President with mandated duties and assumes those duties during the President's absence.
2. Reports directly to the CSC President.
3. Satisfies the expectations for all CSC Executives from Section 2
4. Acts as the main liaison between the CSC and the Campus Minister to organize faith based events such as: faith study small groups, communal prayer gatherings, and campus Mass.
5. Ensures room bookings are secured for these faith based events through the President.
6. Coordinates student leaders involved in faith studies and volunteers for various CSC events.

7. Acts as lead organizer for all campus outreach events hosted by UTMSU or UTM Centre for Student Engagement
8. Coordinates CSC's recruitment efforts for Faith Studies by organizing outreach and student follow-ups and involved in the formation and training of Faith Study leaders.
9. Responsible for representing CSC and presenting the Catholic view point at multi-faith initiatives hosted by the Centre for Student Engagement or Christian Unity Association gatherings with assistance from the Campus Minister.

The Vice President Media and Communication

1. Reports directly to the CSC President.
2. Satisfies the expectations for all CSC Executives from Section 2
3. Maintains a record of events and Board members during said term for historical documentation and reference.
4. Keeps up to date records of all current members in the club.
5. Manages the club email account with the assistance of the CSC President.
6. Takes the minutes (with attendance) of each meeting and files it safely for the club records.
7. Creates advertising material (or as directed) for campus, ensures visible placement and secures necessary permissions for posting materials.
8. Publicizes general meetings and other major events sponsored by CSC through the email, website, and social media channels
9. Acts as lead organizer for all club social events.

Vice-President Finance

1. Reports directly to the CSC President
2. Satisfies the expectations for all CSC Executives from Section 2
3. Keeps account of all money in the club bank and is responsible for all bank deposits.
4. Responsible for payment of contracts for all club events.
5. Keeps all receipts and with the President, sign off on the appropriate reimbursements following club events.
6. Reports monthly to Executive team the status of the CSC's funds and provides a financial report to the Board at the beginning and end of each semester; also presents a financial report to the entire membership once a year.
7. Maintains a budget and applies for funding from UTMSU for Events and makes appropriate presentations to secure funding to the aforementioned campus organizations.
8. Completes and submits to the UTMSU the necessary documentation for the November Audit.
9. Assists the President in completing the finance portion of the re-recognition package annually.

First Year Associate

1. Reports directly to the President.
2. Satisfies the expectations for all CSC Executives from Section 2.
3. Represents first year students and presents their perspective and experiences to be considered at the executive meetings.
4. Enrolled in and preparing to lead in the CSC Faith Studies program.
5. With the help of the executive team, creates programs or events catered to reaching and integrating first year students
6. Assists the executive team in club related duties

7. Shadows executives to learn about student leadership and campus life
8. Performs duties of hospitality at club events and gatherings (welcoming, greeting, ushering).

Section 5. Meetings

CSC has the following types of meetings: Board Meetings, General Meetings, Special/Emergency Meetings.

Board Meetings

Board Meetings occur on a bi-monthly basis and are held in the CSC office. These meetings are used as a tool to plan events and discuss further events. Board meetings are also used to tackle timely issues and, in some cases, emergency issues.

General Meetings

General meetings are open to all CSC members and those who wish to sit in at a CSC meeting. At these meetings, ideas from Board meetings will be discussed, but the focus will be to announce events and have a get together. These meetings will be held each week after Mass.

Special/Emergency Meetings

These meetings will be held only when unresolved issues need to be dealt with. As such, meetings of this nature are regarded as mandatory, where, in some cases, not much notice can be given. Only Executive members will be invited to this meeting. In some cases, if the reason for the meeting concerns a member of the club, the President will use their discretion in sending out an invitation to them.

Article IV

Membership

Section 1. Membership

Membership is open to all students of UTM. Community members, faculty, staff, alumni, and other UofT students may also be members solely as associates. Although registration is required for membership, there is no membership fee.

Article V

Constitutional Amendments

Section 1. Process for Amending the Constitution of CSC

Any eligible voting member of CSC may propose a constitutional amendment to a member of the Board. The Board member in mention presents the amendment to the President who will then present it to the entire Board at a Board Meeting. To amend the constitution, the Board must approve the measure by a two-thirds vote.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, UTMSU, etc) within two (2) weeks of its approval by general members.

Termination of Executives or General Members

Section 1. Termination by resignation/choice:

A member of CSC at any time may resign from their membership by giving 7 days' notice, by informing one of the executive members in person and by sending an email. An executive member may resign from their position by giving two weeks (14 days) notice. They must inform the President(s) and the Campus Minister in person, as well as send a brief letter of resignation, stating the reason for their resignation. This letter will be included in the clubs' records. During this time, the executives will have a meeting to determine a member from the CSC club to fill in that position for the remainder of the fiscal period.

Section 2. Termination on the grounds of undesirable behaviour:

If the conduct of a CSC member is deemed to be prejudicial to the interests of the CSC Club, and its members, the Executive members may request that member to submit a written explanation of his/her conduct. In the event that the explanation is found unsatisfactory to the Executive members, the member may be asked to apologize, or resign from the club. In the event that the member apologizes and makes amends with the appropriate parties, the apology will be accepted. In the event that the member refuses to apologize or resign, then the member can submit an explanation of defense. If after a thorough enquiry the Executives find the member guilty, the member can be expelled from the CSC Club.

Section 3. Removal from office by member of the UTMSU Committee

Removal from office can occur after a member of the University of Toronto Mississauga Students' Union Clubs Committee (example, VP Campus Life) has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Club's Committee. The results of the vote should be two-thirds of the executives in favour of removal. In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter.

The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office. Alternatively, an executive member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied: A request is submitted to the VP Campus Life which should: Be signed by at least 30% of the Club membership or two-thirds (2/3) of the club executive membership Specify the alleged incidents of neglect of duty. Upon receipt of the request, the council shall be required to hold a referendum within twenty

(20) days. In case of a council member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under “Elections Procedures”.

Article VI

Finances

The Treasurer and President(s) of the Club shall be held accountable for all the sanctions of the Club and act as the main liaison(s) to the office of the Vice President of Internal Services at the UTMSU on behalf of the Club. The Student Association shall act, as controller, for the Club since it is illegal for an individual Club to maintain its own finances.

All members of CSC, including its Executives, 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 prohibit groups from engaging in legitimate fundraising. However, the club will not have as a major activity a function that makes it an on-campus part of a commercial organizations, will not provide services or 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.

All Clubs must adhere to all financial regulations and guidelines that are outlined by the UTM Student Union Association Bylaws concerning Clubs.