

# Constitution of the UTM NDP

## *Article I: Club's Name*

- The official name of this recognized campus is UTM New Democratic Party
- The Acronym or abbreviation of this group is: UTM NDP

## **Affiliations:**

- NDP Party of Canada
- NDP Party of Ontario

## *Article II: Purpose and Objectives*

1. The UTM NDP will strive for educating our fellow students on both federal and provincial political topics/issues and provide a focus on the NDP's perspective as knowledge of political issues brings with it awareness which is followed by responsibility.
  - a) This will be done through multiple means, including but not limited to:
    - Tabling with volunteers with information about an issue,
    - Hosting events with MPs, MPPs or other notable persons that are able to provide an insight into an issue and the political means needed to help solve an issue, and
    - Social media posts, which will obtain relevant information about an issue.
2. The UTM NDP will strive to build up community, not only on campus, but as well in the Mississauga region with action, as political thought without action is merely an intellectual exercise devoid of a tangible impact on the world.
  - a) This will be done by volunteering within the community and helping initiatives that are related to the NDP cause, including but not limited too:
    - Volunteering at a neighborhood food bank,
    - Hosting a blood drive for members to participate in,
    - Fundraising for charities
    - Environmental initiatives
    - Working with other campus groups to perform the above (both political and non-political)
3. The UTM NDP will strive to be a resource for the UTM community as we believe in collective support and the transformative potential a community has when united.
  - a) This will be done by helping students learn about resources and opportunities for both when they are in need, as well as to lift them into a more promising future.
    - Social media posts will include links to resources that will be able to help

students who face a particular issue.

- Any contact to the UTM NDP about an issue by a student, we will provide our time to help connect them to resources that will help them in their particular situation.
- We will host events in which networking opportunities will be available as well as events that can strengthen knowledge and skills of students that participate.

### ***Article III: Membership***

- Membership is open to all University of Toronto members (students, staff, faculty and alumni).
- 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.
- There is no membership fee required to join the club.
- There is an additional level of membership with the NDP party (provincially and federally) that does require an additional student discounted fee. This is not a mandatory fee by the UTM NDP

### ***Article IV: The Executive List and Duties***

Executive Positions in the Club and their description are as follows:

- President
- Vice-President Operations
- Vice-President Outreach
- Director of Events
- Director of Social Media
- Director of External Affairs
- Researcher

#### **President:**

- The President will oversee operations, management and success of the group
- The President will externally represent the club on campus, and is the first contact to UTM Student Life and UTMSU.
- The President can only communicate what was agreed upon during executive meetings.
- They are responsible for assisting the Vice Presidents in ensuring that the club's affairs operate smoothly.
- They appoint delegates to finish assigned tasks for the club.
- The President evaluates the performance of the club and its executives and makes decisions based on this evaluation.

- Hold signing officer authority along with the VP Operations for financial purposes
- Preside over board meetings as well as general meetings
- Ensure the transition of office to the future Executives

### **Vice President Operations:**

- The Vice President Operations is in charge of the club's internal affairs and overall functions.
- The Vice President is in charge of keeping up to date with the club's finances.
- The Vice Presidents automatically take the position of an "Acting President" If the president is not available for a certain period of time. The President is allowed a 2 week leave from their duties for cases such as sick leave, family emergency, and vacation, per year.
- The Vice President takes the position of an Acting President if the President steps down until the next AGM where the position of the President is up for an election.
- The Vice President can propose a motion of "removal from office" if the executive member does not perform their duties, with a  $\frac{2}{3}$  majority vote.
- The Vice-President Outreach and President will make sure that the club is well acquainted with their plans for any events, and with the guests that the club will want to invite.
- Oversee events, including the Director of Events, ensuring there is a smooth and efficient plan for the operation of the club

### **Vice President Outreach:**

- The Vice President Outreach is in charge of being the liaison with guests and NDP politicians.
- The Vice-President Outreach and President will make sure that the club is well acquainted with their plans for any events, and with the guests that the club will want to invite.
- The Vice Presidents automatically take the position of an "Acting President" If the president is not available for a certain period of time. The President is allowed a 2 week leave from their duties for cases such as sick leave, family emergency, and vacation, per year.
- The Vice President can propose a motion of "removal from office" if the executive member does not perform their duties, with a  $\frac{2}{3}$  majority vote.
- The Vice- President and President for the UTM NDP is responsible for formally contacting and reaching out to Students' Union, Associations and Clubs, other universities if needed, and the NDP Party.
- Maintain the web sites and make a list of all registered members, including a member contact list

- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization
- Oversee the clubs social media platform, including the Director of Social Media
- Oversee the clubs external affairs, including the Director of External Affairs

### **Director of Events**

- The Director of Events will liaise with one of the associates in helping organize and planning events.
  - These events are not limited to in-person events and can include online events as well.
- The Director of Events is responsible for brainstorming and proposing events during club meetings.
- The Director of Events, with assistance from the President or the Vice President is responsible for liaising with the NDP Party and/or the UTMSU to make sure that events are efficiently planned and organized.

### **Director of Social Media**

- The Director of Social Media is responsible for promoting the club using flyers, social media, and other forms of marketing.
- The Director of Social Media is responsible for creating posters and banners using the club logo and the NDP Party logo.
- The Director of Social Media is responsible for responding to messages received on our social media platforms.
- The Director of Social Media is responsible for updating social media accounts regarding any updates from MPPs, MPs, the NDP Party of Ontario and the NDP Party of Canada.
- The Director of Social Media is responsible for brainstorming and recommending creative ways to engage through our social media platforms.

### **Director of External Affairs**

- The Director of External Affairs is responsible for communication from the club to other organizations such as other clubs, organizations, politicians etc.
- The Director of External Affairs is responsible for gathering the proper information to reach out to the indicated bodies.
- The Director of External Affairs is responsible to identify potential collaboration initiatives and form positive relationships with all connections the club makes
- The Director of External Affairs is responsible to evaluate and report the external relations of the club during club meetings

## **Researcher**

- The Researcher is responsible for providing weekly updates about political developments in both the Ontario government and the federal government.
- The Researcher is responsible for helping other executive members with any specific research required
- The researcher is responsible for taking on tasks that are assigned to them by the group

## **Limitations**

- No member of the club shall hold more than one position on the club executive team.
- All club executive members shall hold office until the Annual General meeting subsequent to their elections.
- If a member needs a leave from the group for two weeks, they need permission from the President.
- If a member needs a leave for more than two weeks, the executives will have a vote on finding a temporary interim.

## ***Article V: The Meetings***

- **The AGM:** There will be an Annual General Meeting every year to have a vote on every position. Either the Person will retain their position or someone may be contended. The AGM will coincide with the UTMSU general election period usually held every March.
- The Party Advisor will be chairing each AGM because their position is an appointed position; therefore, they are impartial to the outcome.
- **The Beginning of Semester Meeting:** At the beginning of every semester the President calls for “The First Meeting of the Semester”:
  - Any motions may be brought up at this meeting.
  - Issues pertaining to the club can be brought up to the attention of the President and the executive board on this day.
  - The Club’s major events for the semester are proposed on this day.

## **Primary meetings**

- There will be weekly meetings, unless the agenda requires otherwise.
- Timing will be left up to a poll for the best timing for all executive members.
  - Members must actively respond to polls made.
- Executive members must notify the group at least 24 hours prior to the meeting if they are unavailable to meet.

## ***Article VI: Elections***

- AGM and nominations must be held in line with UTMSU and Ulife guidelines
- The AGM must open nominations to all interested candidates that are UTMSU registered students.
- The club will use the self-nomination method in electing new members to the executive board.
- During the AGM, no members are allowed to advertise their campaign
- The following positions are open for a full contested election:
  - President
  - Vice President
  - Director of Events
  - Director of Social Media
  - Director of External Affairs
  - Researcher
- The above will be overseen and managed by the CRO
- Mass emails will be sent to notify the members over a period of a minimum of one week up until the AGM and nomination period.
- There will be an mandatory All Candidates Meeting in which election rules of the election will be gone over
- Nominees will have one week to advertise their campaign themselves to the group's membership.
- If an executive resigns, a by-election or application/interview with the President or the Vice President will take place to determine the new member.
- If an executive steps down from their position during the year, an executive member can volunteer and take on the role of the missing executive position as an interim position (Ex. Interim Vice President, Interim Events Coordinator, etc.), until replacement is found.

### **Voting**

- Each vote is counted as one ballot, regardless of position.
- Votes will be counted through three checks: First, the president will count, then verified through the vice president, and finally, secured by the Party Advisor or a neutral third body from UTM.
- This will be organized and managed by the CRO

## ***Article VII: Removal from Office***

- The President or the Vice President can pass a motion of removal at weekly meetings and a vote will decide the consequence.
- If the vote is in favor of the executive member keeping their position, they will receive a warning.
- If not, the appropriate consequence will be decided at that point in time.

- At least one warning will be given to the individual before a vote of removal is conducted. These warnings may be given for for not fulfilling their duties as an executive member as outlined in the constitution, missing meetings without proper notice, or other action/inaction that may cause harm to the club.
- Removal from office of any executive member may occur in case of Harassment, Sexual Harassment, and discrimination. A UTMSU will conduct an investigation and give notice of sanctions on the individual which include
  - a) Permanent/Temporary ban from campus group activities
  - b) Mandatory consent/Anti-oppression trainings
  - c) Permanent/Temporary ban from UTMSU spaces
  - d) Permanent/Temporary ban from campus group events

### ***Article VIII: Finances***

- Members of the group are not allowed to use the group for their own financial gain.
- This does not include the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or prohibit the club 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 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 members.

### ***Article IV: Amendments***

- The constitution may be amended by new presidents and vice-presidents by working with the executives and receiving approval.
- If the need for a vote arises with regards to changing or altering the constitution, a majority vote is required from the members of the group (including associates).
- Any registered UTM NDP club member may propose and vote on amendments to this constitution.