

UTMSU Campus Group Constitution



Article I: Campus Group Name

UTM K-Pop

UTM K-Pop represents Korean pop music.

Article II: Purpose

UTM K-Pop aims to connect K-Pop loving students, to form a community around their shared love of the genre. We want to spread K-Pop culture by hosting a variety of K-Pop events, such as random dances, to help introduce new people to K-Pop. By doing this, the club can create an environment for students to connect and meet new people with shared interests. We aim to host dance-oriented activities and events too, such as choreography workshops, dance covers, and karaoke.

Article III: Membership

Membership will be open to all UTMSU members (aka UTM undergraduate students). Students from other campuses and alumni may be offered associate membership.

1. Club membership is open to all students at the University of Toronto (St. George, Mississauga, and Scarborough campuses)
2. UofT students from all campuses other than UTM can only be members as associates.
3. Membership is valid for the duration of each school year (September-April).
4. Membership will be free for all students.
5. Elections are exclusive to UTM KPOP members who are registered with the group.

Article IV: Executives

The executive committee shall be composed of 15 elected officers. These positions are the following:

1. President (3)– responsible for overseeing the group’s practice and chief of decision making; primary contact for the group.
2. Secretary (1)– responsible for internal communications in the group, the secretary would be playing an important role with working with the paperwork the club needs to submit, and then during the school year they will be doing secretarial work like writing emails, making surveys, and making room bookings.
3. VP Finance (1)– responsible for handling financial resources and cash flow; keeping records of receipts, finances, and spending; creating budgets in collaboration with the President and other executives; submitting the bi-annual audit report to UTMSU.
4. Marketing Coordinator (2) - primarily in charge of working on the promotion of the club and events on Instagram or other social media and possibly around the school in other forms, such as posters.
5. Performance Coordinator (5) - responsible for organizing and overlooking dance covers, dance performances, and dance workshops.
6. Visuals Coordinator (2)- responsible for making layouts for Instagram posts/stories and in charge of performance costumes, event decorations, and other visual aspects of the club
7. Events Coordinator (1)- in charge of organizing non-performance events like kpop night club, bonding events, streaming parties, etc. The events team is also encouraged to coordinate with other clubs for events.

Finance

Restrictions on the Utilization of Funds and Fees:

Usage: Funds and fees collected by our club shall primarily be used for activities and initiatives that align with the club's mission and objectives. This includes but is not limited to event expenses, club merchandise, guest teacher fees, and other materials.

Prohibitions: No part of the net earnings of the club shall be distributable to its members, officers, or other private persons, except that the club shall be authorized and empowered to pay reasonable compensation for services rendered.

Emergency Funds: A small portion of the club's funds, not exceeding 10% of the total, will be set aside as an emergency fund to cover unexpected costs. The use of this fund must be approved by at least three-quarters of the club's executive committee.

Refunds: Fees once paid will not be refundable, except under exceptional circumstances as determined by the executive committee.

Decision-making on Financial Matters:

- Major financial decisions, especially those exceeding 20% of the club's total funds, will require approval by a two-thirds majority of the executive committee.
- Minor expenses, under a set threshold decided annually, can be approved by the Treasurer or VP Finance, but must be reported at the next club meeting.
- Every financial decision should be documented with a clear rationale, estimated cost, and expected outcome.

Role and Responsibilities of the VP Finance:

Budgeting: Prepare an annual budget that outlines anticipated revenues and expenses. This budget will be presented to the club's executive committee for approval at the beginning of the academic year.

Record Keeping: Maintain a detailed, accurate, and up-to-date account of all financial transactions, ensuring receipts and invoices are archived.

Reporting: Provide a financial report at each club meeting, highlighting incomes, expenditures, and the balance. An annual report will be presented at the end of the academic year, summarizing the financial activities and position of the club.

Banking: Manage the club's bank account, ensuring that all transactions align with the approved budget and the club's objectives.

Advisory: Provide financial guidance to the executive committee, helping to plan events and activities within the budget.

Compliance: Ensure that all financial activities comply with the rules and regulations of the hosting institution and any external bodies the club may be affiliated with.

Fundraising: Oversee and coordinate fundraising activities, ensuring they align with the club's mission and comply with any institutional regulations.

Transparency: Ensure that club members have access to financial summaries and can raise questions or concerns regarding club finances.

Article V: Meetings

The Campus Group will have one General Meeting per Fall and per Winter semesters for members where the mission, goals, and accomplishments of the group are shared with all group members in addition to a detailed report on the financial condition of the group if particularly requested by any member.

Executive Meetings

- 1) Executives will be having bi-weekly meetings during the school year to ensure the club is running smoothly (more meetings can be added if necessary).

Members Meetings

- 1) One fall and one winter general meeting
- 2) 1-2 events per month, depending on club member engagement (such as dance workshops, karaoke, etc.)

Article VI: Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Election Procedures:

- The club will hold an election in the Winter Semester, following the timeline set by the UTMSU

- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must open to all interested candidates that are UTMSU registered members of the group.

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups's membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

Election Policies

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

Article VII: Removal from office

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions.

If the club needs to file a formal complaint with the UTMSU, the individual will send a written notice to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

Removal procedure:

- Removal after 1 written warning issued to the individual
- Removal after executive member fails to perform their duties as defined by the constitution

In case of a campus group 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 VIII: Amendments to the Constitution

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it.

All amendments must be approved by the groups membership via their General Meetings.

All amendments must be approved by UTMSU before they are formalized.

All amendments must be approved by the Centre for Student Engagement.