

Constitution of “Taylor Swift Society”

1. Name

The official name of this recognized campus group is “UTM Taylor Swift Society”

The acronym or abbreviation of this group is: UTM Swifties Society or TSS UTM

2. Purpose and Objectives

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

A fun, interactive space where University of Toronto students can celebrate, discuss, and enjoy all things related to Taylor Swift. The UTM Taylor Swift Society will host Taylor Swift-themed events and deliver content such as updates, polls, activities, social events (streaming parties, album-themed occasions, etc.), and creative content (Taylor Swift-themed recipes, Twitter threads, book recommendations, etc.). During the COVID-19 pandemic, the UTM Taylor Swift Society will run virtually via Instagram, Zoom, and other online platforms. Once public health permits, the club may hold in-person events and activities.

3. Membership

Membership to the group is open to all the 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.

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 period.

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

4. Executive List and Duties

The executive committee shall be comprised of five (5) or more elected officers. These include at least one President, Secretary, Event Coordinator, and Communications Coordinator. Positions such as Graphic Design Coordinator may be introduced on an as-needed basis through a hiring process.

The President shall:

- Oversee the operations, management, and success of the group, including finances
- Be the spokesperson for the group
- Hold signing officer authority
- Preside over executive meetings as well as general meetings
- Ensure transition of office to the future Executives

Additional responsibilities may include:

- Oversee all events and initiatives
- Communicate with external and internal clubs for partnerships
- Records all financial transactions of the group
- Maintain a budget of income and expenses along with receipts
- Advise members on the financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

The Secretary shall:

- Make a list of all registered members
- Maintain the websites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings

The Event Coordinator shall:

- Facilitate event planning and execution by completing action items and using creative strategy
- Work with other team members in the promotion of initiatives (social media, providing information, planning logistics, etc.)

The Graphic Design Coordinator shall:

- Create engaging eye-catching digital content for social media marketing
- Work alongside creative coordinators (Events and Communications) to deliver high-quality pieces

The Communications Coordinator shall:

- Maintain contact with internal and external parties regarding events, funding, and overall functionality of the society via email and other necessary documents (i.e. forms)
- Research funding opportunities
- Work closely with the President and secretary to ensure the smooth running of the society
- Brainstorm and present creative social media content in a variety of mediums, as needed

The group may invite other general members of the society to meetings; however, such members do not hold executive decision-making authority. Decision-making authority is restricted to the appointed President, Secretary, and Coordinator position(s).

Termination of Executives or General Members:

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, may be given notice of removal.

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

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

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in August. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The SEO Election 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 September**. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The SEO shall select **three (3) election dates before August 31th 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.

Applicants will send in their applications to a google form. Applications will be due ten days after the applications open. Once applications close, the executive team will go through the applications and vote through a google form that will be created by the SEO.

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

Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

The term of executive positions shall be from September 1st to August 31st.

6. Finances

The Presidents shall keep records of all income and expenses. The Executive Committee will vote on expenditures by majority vote at an executive meeting.

The group's executives 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 twice per year, i.e. once per academic term.

The Executive Committee will announce these dates one (1) week prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where dates and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of 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 to be passed at Annual General Meetings by registered U of T members in attendance.

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, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by executive members.