

CONSTITUTION

Date: 12/30/2022

Constitution of: UTM The Bamboo Life: Chinese Language & Culture Club

ARTICLE I: Campus Group Name

The official name of this recognized campus group is “UTM The Bamboo Life: Chinese Language & Culture Club”

The acronym or abbreviation of this group is: “UTM BLife”

ARTICLE II: Statement of Purpose

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

The Bamboo Life is a facility where all members are given the opportunity to gain a deeper understanding of Chinese language and culture. The Bamboo Life is focused on promoting a love of learning to students from all backgrounds, and encouraging greater involvement and collaboration through both academic and recreational chinese-related studies. Students have the freedom to decide which events and activities they wish to partake in, as well as how far to take their learning.

Members will have access to events such as but not limited to, workshops, cultural events, and field trips, where students can take their learning beyond what is provided in the UTM academic environment.

ARTICLE III: Membership

Membership to the group is free and open to all the University of Toronto members (students, staff, faculty and alumni), regardless of race, national origin, creed, political affiliation, sex, religion, age, handicap, or veteran’s status.

General membership is free and only open to U-of-T students. Non U-of-T students may attend events. Only registered general members are eligible to vote during elections.

General members must register by submitting their full name, student number, and a valid U-of-T email address.

ARTICLE IV: Executives

The executive committee shall be composed of four (4) elected officers. These include a(n): Executive President, Executive Director of Administration, Executive Director of Community Support, and Executive Director of Marketing and Design.

The Executive President shall:

- Oversee the operations, management and success of the group
- Be the co-spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future executives

The Executive Director of Administration & Treasurer shall:

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Record all financial transactions of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Record club meetings and keep accurate permanent minutes

The Executive Director of Community Support shall:

- Be the co-spokesperson for the group
- Manage event operations and success
- Communicate information with members and be the first point of support to members

The Executive Director of Marketing and Design shall:

- Assume duties of creating and designing advertisements
- Ensure that all social media pages are up to date

Termination of Executives or General Members:

A) 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 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. General membership includes U-of-T registered members of the club.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Members will automatically be removed after one school year (fall/winter). Members who wish to continue will be required to renew their membership.

B) Executives:

Executives should remain duty until (1) they wish to quit (2) they are no longer a U-of-T Student (3) they commit an act negatively affecting the interests of the club and its members. If any one of the above conditions take place, an executive meeting will be held with at least 75% of executives present to vote on the removal of the executive.

Upon removal of executives, emergency recruitment will be held to fill their role. General membership for new executives will not be required under these emergency conditions.

New Executives will face one U-of-T term of probation from the beginning of their tenure. Executives must tenure for one academic year (i.e. two U-of-T terms) unless otherwise noted.

ARTICLE V: Elections

Elections will take place during the Winter Semester, following the timeline set by UTMSU. A Chief Returning Officer (CRO) will be appointed to supervise the elections. The CRO will 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.

Election Procedures:

- All candidates must attend all election training sessions, dates to be determined close to the election period. Those who are unable to attend must provide valid reasoning.
- Elections will take place anonymously. Each candidate will submit an anonymous cover letter, which will then be numerically presented to eligible voting members. Voters will vote by number based on information provided by the cover letter.
- Campaigns including social media, posters, etc. are strictly unallowed. Those who are found violating this will have their right to candidacy terminated for the rest of their membership.
- Voting will take place in-person only.
- Candidates are automatically assumed to be voting for themselves and are not allowed to enter the voting space.

Election Timeline:

- 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.
- Training Period: Training sessions with all the candidates must be held to go over the values of the club, requirements for each position, and election rules. This meeting is mandatory for all future candidates, and if unable to attend, they must speak to the CRO and organize a separate meeting time.
- Voting Period: Registered UTM Bamboo Life members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

ARTICLE VI: Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The Treasurer shall have all expenses and income recorded in a separate bank account and budget, which will be presented at all executive meetings.

The group's executive 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.

ARTICLE VII: Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings in person at least once per year, i.e. during the academic term.

The Executive Committee will announce these dates two (2) weeks 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 date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

ARTICLE VIII: 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 general members.