

**Constitution of the Young Liberals of the
University of Toronto Mississauga,
Academic Year 2023-2024**

We wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

I. Article 1: Club Name

- A. The club shall be entitled the “UTM Young Liberals” [UTMYL]
- B. UTMYL operates in affiliation with the following entities:
 - 1. Liberal Party of Canada (LPC)
 - 2. Liberal Party of Canada (Ontario) LPC(O)
 - 3. Ontario Liberal Party (OLP)
 - 4. Young Liberals of Canada (YLC)
 - 5. Ontario Young Liberals (OYL)

II. Article 2: Club Purpose

- A. To create a friendly political environment where all members and attendees can engage in political discussions and gain insight regarding Liberal Party policy through hosted events and social media interaction.
- B. To host guest speakers from various levels of government, as well as politicians from the Liberal Party of Canada, in order to maintain credible standards.
- C. To promote political activity within the student body, regardless of ideology.
- D. To spread awareness for and promote interest in Canadian policy issues regarding youth and students.
- E. To increase engagement with the Liberal Party of Ontario [LPO].

III. Article 3: Membership

- A. Club membership is open to all members of the University of Toronto, including students, staff, faculty, and alumni.

- B. There is no membership fee to join UTMYL, but members may have to pay a fee in order to become recognized members of the Liberal Party of Canada or the Ontario Liberal Party.
- C. Current University of Toronto students are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-current University of Toronto students such as alumni, faculty, and staff. 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.
- D. The membership year shall be considered to run from 1 September 2023 to 31 August 2024. Regarding cases in which the applicant becomes a member on or after 1 April 2024, the membership will expire on 31 August 2025.
- E. It is the expectation of members that all participants in events, meetings, discussions, and interactions are treated respectfully, subject to due response according to policy set out within this Constitution.
- F. 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 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.

IV. Article 4: Executive Team

- A. President
 - 1. The President will externally represent the club on campus, additionally being the first contact to the UTM Students' Union.

2. The President may only communicate what was agreed upon during executive meetings.
3. The President is responsible for assisting the Vice President in ensuring that the club's internal affairs operate smoothly.
4. The President appoints delegates to finish assigned tasks for the club.
5. The President evaluates the performance of the club and its executives, making decisions based on these evaluations.
6. The President has the power to promote, relegate, and propose the decision of a member's removal from office or position based on their performance. Any of these previously-listed alterations may only be approved by a $\frac{2}{3}$ majority vote of the executive team.
7. The President will act as a tie-breaker for votes when necessary.
8. The President, assisted by the Vice President, is responsible for formally contacting and reaching out to the UTM Students' Union and its affiliated associations and clubs, as well as to other universities and to the Liberal Party.

B. Vice President

1. The Vice President oversees the club's internal affairs and overall functions.
2. The Vice President automatically assumes the position of an "Interim President" should the President be unavailable or incapable 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. This leave may also be necessary during the interim period leading up to the Annual General Meeting [AGM].

3. The Vice President may propose a motion of “removal from office” should an executive member fail to perform their duties.

C. Communication Executive

1. The Communications Executive will work with the President and Vice President to manage communication between the UTMYL and other groups or associations.
2. Duties associated with this position may take the form of writing draft emails, proposing new means of communication, or acting as a messenger during times of interim leave.
3. The Communications Executive will have access to the club email, acting as an overseer for any important correspondence. This may include monitoring deadlines, keeping track of responses, or keeping the account organized.
4. The Communications Executive will be responsible for monitoring correspondence made through the club social media accounts, working with the President and Vice President to respond when necessary.

D. Financial Executive

1. The Financial Executive is responsible for acquiring funding for the group by researching opportunities and writing draft emails to politicians or Liberal Party officials under whom the UTMYL is affiliated.
2. When necessary, the Financial Executive will propose a budget for events, looking for the most efficient way to allocate resources. This budget will be presented and may be approved by an Executive Team vote.
3. The Financial Executive must keep an organized record of all spending, using receipts and digital documents to maintain transparency and accountability.

E. Event Executive

1. The Events Executive will manage an Events Committee which any club member may join in order to help coordinate and plan events
2. The Events Executive will propose and present event ideas to the club after corresponding with the Events Committee.

F. Marketing Executive

1. The Marketing Executive is responsible for promoting the club and its events using flyers, social media, and other forms of marketing.
2. The Marketing Executive is responsible for creating posters and banners using the club logo and the Liberal Party logo. The club logo will be designed by the Party. It is the responsibility of the Marketing Executive to make good use of it in the club's promotion.
3. The Marketing Executive, along with the Communications Executive, is responsible for monitoring club correspondence done through social media. If necessary, messages should be approved by the President or Vice President.

G. Policy Executive

1. The Policy Executive is responsible for updating social media accounts regarding any updates from the Liberal Party. These may include notices from the LPC, the LPC(O), MPs, MPPs, the Young Liberals of Canada, the Young Liberals of Ontario, or more.
2. The Policy Executive will work with the Marketing Executive to create advertisements for club events and activities in order to promote the club via all forms of media.

H. Administration Executive

1. The Administration Executive will work with the President and Vice President to prepare a schedule and system of operation in order to keep the club moving smoothly.
2. The Administration Executive will take notes during meetings in order to keep a record of club decisions.

3. The Administration Executive will have access to the club email in order to monitor any important changes in correspondence.
 4. The Administration Executive will also oversee the legality of the club, ensuring that members follow the rules set out in the constitution and that the club adheres to policies set by higher authorities.
 5. The Administration Executive will act as an unbiased third-party in the event of challenges or disagreements in order to ensure that all members are treated fairly, regardless of position.
- I. Associate Executive
1. The Executive of Associates is responsible for training associates regarding advertisements, events, tabling (when applicable), and the completion of tasks.
 2. The Executive of Associates will delegate tasks set out by the Executive Team in order to maintain efficient operations.
 3. The Executive of Associates will also host an Associate Committee for the time being until associates have been distributed into their most suitable groups or committees. This committee may continue to operate if it contributes to the efficiency of club operations.

V. *Article 5: Meetings*

- A. The Annual General Meeting [AGM]: There will be an AGM every year to vote on every position. The current officer may retain their position, or an applicant may be contended. The AGM is overseen by the impartial Party Advisor.
- B. Meetings will typically be held weekly in order to update the club regarding changes or occurrences that may interest them. The day and time of these meetings will be discussed and agreed upon by a majority of all club members. The frequency of these meetings will

- be flexible, though, due to the use of committee meetings and the schedule of events.
- C. Committee meetings will be used where a club meeting is unnecessary in order to facilitate scheduling and efficiency.
 - D. During times of upcoming events, meetings will adhere to a tighter schedule in order to properly discuss all necessary elements and to keep all members informed regarding the progression of the club and its committees.
 - E. Attendance at club meetings is mandatory for all members, particularly for members of committees who will be presenting at the meeting. For any scheduling conflicts or sudden occurrences, contact the President or Vice President as soon as possible. Members are encouraged to attend all meetings—even those unrelated to their work—but exceptions may be made where necessary in order to facilitate all members’ participation in the club. In short, try to attend as often as possible. Emergencies and scheduling conflicts are completely understandable, as they may be uncontrollable, but please act respectfully towards your fellow club members.

VI. *Article 6: Elections*

- A. The AGM must be held by the end of March, so there must be a meeting beforehand in order to make nominations for open positions.
- B. Nominations must be open to all eligible University of Toronto students.

- C. Members of the club are eligible to run for any position. Due to this, any member running must take a leave of absence prior to the AGM, per policies set out by the UTMSU.
- D. The UTMYL follows election procedures set out by the UTMSU regarding campaigning and legality policy. For more information, see the information published by the UTMSU regarding elections.
- E. If an Executive resigns during their term, a byelection will be held. Any existing member will have priority in applying for the newly-open position. They may be promoted by the President and approved by a majority vote of the Executive Team. If no existing member would like to fill the position, then advertisement and applications will be made available to any eligible member of the University of Toronto community.
- F. Voting:
 - 1. Voting is open to all University of Toronto students, per UTMSU policy. Candidates must therefore campaign for votes within the student body, not just within the club.
 - 2. All club members have the right to a single ballot, and they may vote for themselves should they be running for a position.
 - 3. The voting procedure is overseen by a Chief Returning Officer [CRO], as set out by the UTMSU.
 - 4. Votes will be counted by the CRO, and then solidified within the Liberal Party by the Party Advisor chairing the election (the chair of the AGM).

VII. Article 7: Removal from Office

- A. Strikes:

1. Strikes may be given to any member by a majority vote of the Executive Team for a failure to complete tasks or for improper behavior.
 2. Multiple strikes may be given simultaneously, should a member commit multiple offenses.
 3. If a member receives three strikes, a motion for removal will be made.
- B. The President or Vice President may make a motion of removal of a member during full-club meetings, should said member fail to properly uphold their duties within the club, including those pertaining to respectful behavior.
- C. Both the charger and the chargee will have the right to argue their stance based on the charge laid.
- D. Removal requires a $\frac{2}{3}$ majority vote by the Executive Team, and a revote may be held if there is an inconsistency or if the chargee continues to contest the decision. If the revote still does not reach a conclusion, then the case will be brought to the UTMSU.
- E. Additional information regarding removal can be found within the UTMSU.

VIII. Article 8: Amendments

- A. Any club member may propose and vote on amendments to any section of the constitution. .
- B. 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.

- C. Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.
- D. 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.

IX. Article 9: Disclaimer

- A. The UTMYL operates under multiple sets of rules and procedures made by various entities, so not all policies exercised within the club are open to interpretation.
- B. As part of the University of Toronto system within the University of Toronto Mississauga, the UTMYL follows the rules made for clubs and societies by the UTM Students' Union. Any challenges to rules and procedures may therefore be brought to the UTMSU.
- C. As part of the Liberal Party of Ontario, the UTMYL follows policies set out by the Ontario Young Liberals and the Young Liberals of Canada. The UTMYL must therefore follow the positions and regulations set out by its host associations.