

Constitution of “K-Drama & Bubble Tea Club”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “K-Drama & Bubble Tea Club”
- 1.2. The official acronym or abbreviation of the group is “KD & BBT Club”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to:
 - Provide a space for K-Drama lovers to connect and discuss their favorite content
 - Increase connectivity and engagement between K-Drama consumers at UofT
 - To have fun, explore a variety of content, and broaden the K-Drama fan network at UofT
 - Provide the opportunity for club members to explore different bubble tea shops within Toronto
 - To build a sense of community over shared interests, and provide members with the opportunity to meet and mingle with others who enjoy K-Dramas and Bubble Tea

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members
- 2.2. Voting membership is, however, only open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. The membership fee will be \$0 per year; there is no fee to be a member.

Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.

- 4.2. The Executive Committee shall be composed of seven (4) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7 The club's interests should be at the forefront of any decision being made, as such an executive cannot serve as a signing authority or financial authority for this club if they are currently serving as a financial authority or signing authority for another recognized student group at the university.

Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations of the "K-Drama & Bubble Tea Club," ensures that they resolve any issues that they may arise.
- 5.1.3. Serve as spokesperson for the group, is the primary contact, supports executive members, and the team.
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

5.2. The Vice-President shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. In the absence of the President, they assume their duties.
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto, and supports the executive team when necessary,
- 5.2.4. Coordinates organizational recruitment efforts.

5.3. The Secretary shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,
- 5.3.3. Maintain the group website and member contact list,
- 5.3.4. Record notes and motions for meetings,
- 5.3.5. Notify all members of general meetings whether they are in person or online.

5.4. The Treasurer shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Oversees, records, and accesses all financial transactions of the group,
- 5.4.3. Holds signing and financial authority along with the President,
- 5.4.4. Maintains a budget of income and expenses, also reports any irregularities to the President, if anything is to come up
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Prepare an annual budget for the group, also ensures that the group does not go over budget.

5.5 The Communications Director shall:

- 5.5.1 Be eligible to cast votes at meetings of the Executive Committee
- 5.5.2 Manages the club's social media accounts, also has background in graphic design (not mandatory, but helpful),
- 5.5.3 Markets the club to a wider audience, whether through promotional content or event flyers,
- 5.5.4 Takes event photos and uploads them on all social media platforms that the club utilizes.

5.6 The Events Director shall:

- 5.6.1 Be eligible to cast votes at meetings of the Executive Committee
- 5.6.2 Plans and schedules events
- 5.6.3 Handles the booking, event scheduling, managing of events, room rentals for screenings,
- 5.6.4 Ensures that events do not go over budget
- 5.6.5 Creates activities and advertisements for events
- 5.6.6 Accommodations must be taken into account, as everyone is welcome to the club's events.

5.7 The Sponsorship/Outreach Director shall:

- 5.7.1 Be eligible to cast votes at meetings of the Executive Committee
- 5.7.2 Connects the large student body of the university to the club
- 5.7.3 Reaches out to bubble tea shops around the city who would like to partner with the club
- 5.7.4 Reaches out to other clubs to host joint meetings/collaborations.

5.8 The Advisory/Support Representative shall

- 5.8.1. Not be eligible to cast votes at meetings of the Executive Committee
- 5.8.2. Any person holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 5.8.3 Advice on any issue that may arise and/or supports the club as needed.

Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.

6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.

6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

6.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

Article Seven – Finances

7.1. The Treasurer shall keep an active record of income and expenses.

7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.

7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.

7.4. The group may not engage in activities that are essentially commercial in nature.

7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

8.1. The Executive Committee shall meet twice monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on any constitutional amendments.

8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

9. Article Nine - Termination of Membership

9.1. The Executive Committee may revoke the membership of 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.

- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. Two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.