

# **Constitution for the Literary Society for Students at University of Toronto Scarborough**

## **Article I: Literary Society for Students at UTSC**

- 1.1 The official name of the organization will be Literary Society for Students at the University of Toronto Scarborough.
- 1.2 The Literary Society for Students may be referred to by the acronym LSS.

## **Article II: Purpose**

- 2.1 The purpose of the Literary Society for Students will be to promote and celebrate the linguistic diversity on campus and create an appreciation for literature through poetry and prose.
- 2.2 The Literary Society for Students will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by creating a space for the understanding and appreciation of the distinct literature in different languages and cultures and their creative expression through mostly, but not limited to, poetry.
- 2.3 The Literary Society for Students fundamentally serves a non-profit function within the University of Toronto Scarborough and will not engage in activities that are essentially commercial in nature.
- 2.4 The Literary Society for Students operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

## **Article III: Membership**

- 3.1 Membership in Literary Society for Students is open to all students, staff, faculty, and alumni of the University of Toronto Scarborough.
- 3.2 The term of membership for the Literary Society for Students will be one academic year following their election or hiring.
- 3.3 Each member shall be afforded the following rights through membership in Literary Society for Students
  - 3.3.1 The right to participate and vote in group elections and meetings
  - 3.3.2 The right to communicate and to discuss and explore all ideas
  - 3.3.3 The right to organize/engage in activities/events that are reasonable and lawful
  - 3.3.4 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above
  - 3.3.5 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful
- 3.4 Each member shall possess the following responsibilities relative to participation in Literary Society for Students
  - 3.4.1 Support the purpose of the LSS
  - 3.4.2 Uphold the values of the LSS
  - 3.4.3 Contribute constructively to the programs and activities offered by the LSS
  - 3.4.4 Attend general meetings

- 3.4.5 Abide by the constitution and subsequent official organizational documents
  - 3.4.6 Respect the rights of peers and fellow members
  - 3.4.7 Abide by University of Toronto policies, procedures, and guidelines
  - 3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 The LSS will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

#### **Article IV: Executive**

- 4.1 The executives of the organization shall include the President, Vice-President, Director of Finance, Director of Marketing, and Director of Events.
- 4.2 The broad responsibilities of each executive position are as follows:
- 4.2.1 President is the official spokesperson of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies and fills the roles of any other executive or general members if need be.
  - 4.2.2 Vice-President acts as an administrative assistant to the President and helps oversee operations of team members, coordinates their tasks, and bears responsibility for the organization after the President.
  - 4.2.3 Director of Finance works to ensure the preparation of a budget, acquisition of funding through various sources, and bookkeeping of all the club's cash flows.
  - 4.2.4 Director of Events plans and oversees events organized by the group for the benefit of members and the campus community. They will be responsible for general event management procedures such as booking spaces, setup, cleanup, and/or hosting events.
  - 4.2.5 Director of Marketing is responsible for creating content that promotes LSS' events and initiatives such as through graphic designing of posters, monitoring and updating social media accounts, and outreaching to other student organizations.
- 4.3 Only student members of the organization may hold executive positions.
- 4.4 The directors of finance, events, and marketing each shall have one (1) respective associate working under them.
- 4.5 The executive committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
- 4.6 The term of each executive will last from August 1 to April 30 of the following year.
- 4.7 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.
- 4.8 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 4.9 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

- 4.10 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

#### **Article V: Removal of Members and Executives**

- 5.1 The process for removing a member or executive may be initiated when the executive committee investigates a complaint that:
- 5.1.1 A member or executive has engaged in unlawful actions or activities;
  - 5.1.2 A member or executive has violated the constitution;
  - 5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
  - 5.1.4 A member or executive has violated the rights of a fellow member;
  - 5.1.5 A member or executive has not fulfilled their organizational responsibilities;
- 5.2 The process for removing a member or executive may also be initiated when:
- 5.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
  - 5.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.
- 5.3 The removal of members and executives will be facilitated by a *three tier* procedure which operates as follows:
- 5.3.1 First Tier:
    - The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
  - 5.3.2 Second Tier:
    - Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
    - The President or Vice President will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
  - 5.3.3 Third tier:
    - Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.

#### **Article VI: Finances**

- 6.1 The funds of the organization shall be expended pursuant to the operating budget prepared by the Director of Finance and approved by the executive committee.
- 6.2 All Budgets shall be prepared by the Director of Finance in accordance with the organization's priorities as determined by the executive committee.
- 6.3 The operating budget shall be the major budget for the fiscal year and provide for most of the planned expenditures of the organization for the subsequent year.

- 6.4 The banking business of the LSS, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
- 6.5 The President, Vice-President, and/or Director of Finance shall be the sole signing authorities of banking instruments for the organization.
- 6.6 The LSS will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.7 The LSS will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

#### **Article VII: General Meetings**

- 7.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.
- 7.2 General meetings will be facilitated by the executive committee. The executive committee will be responsible for:
  - 7.2.1 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - 7.2.2 Moderating the discussion at meetings according to the agenda;
  - 7.2.3 Suspending members from participating in meetings for constitutional or procedural violations.
- 7.3 There shall be a minimum of one (1) general meeting held each academic semester. The date of each subsequent general meeting will be confirmed at the preceding general meeting.
- 7.4 General meetings are open to registered members of the organization only.
- 7.5 All executives are expected to make brief progress reports on their activities at every general meeting.
- 7.6 Minutes of all general meetings must be recorded and maintained for reference purposes.
- 7.7 Members must contact the executives a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The executives will then add the discussion item to the agenda.
- 7.8 Each member of the LSS shall be entitled to one (1) vote at a general meeting except for the vice president who can vote twice in the case of a tie.
- 7.9 Any question at a valid general meeting shall be decided by a show of hands.
- 7.10 Whenever a vote by show of hands occurs, a declaration that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 7.11 In case of an equality of votes at a valid general meeting, the vice president shall have the deciding vote.

- 7.12 The President presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

#### **Article VIII: Executive Meetings**

- 8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 8.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
  - 8.2.1 Formulating and distributing an agenda for each meeting;
  - 8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - 8.2.3 Moderating the discussion at meetings according to the agenda;
- 8.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives a minimum of two (2) calendar days prior to the meeting.
- 8.4 Executive meetings may be called to order by the President or through a simple majority of the executives.
- 8.5 Executive meetings are restricted to executive members only.
- 8.6 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 8.7 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 8.8 Any question at an Executive Meeting shall be decided by a show of hands.
- 8.9 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 8.10 In case of an equality of votes at an Executive Meeting, the President may be allowed to vote twice.
- 8.11 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

#### **Article IX: Emergency Meetings**

- 9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- 9.2 These meetings must abide the respective rules outlined in sections VII and VIII depending on the nature of the meeting.
- 9.3 Notice of these meetings must be provided a minimum of 24 hours in advance.

#### **Article X: Elections**

- 10.1 Executive elections will be held prior to April 5 each year.
- 10.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position.

- 10.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.
- 10.4 All screening of candidates will be conducted by a committee comprised of both executive and non-executive members who will assess each candidate's qualifications against pre-established criteria for holding the positions.
- 10.6 All application periods must commence a minimum of seven (7) calendar days prior to the beginning of voting period.
- 10.7 Successful candidates will be permitted to give a short speech prior to the commencement of voting period.
- 10.8 Elections shall be conducted by anonymously either through a secret ballot or online form(s).
- 10.10 Successful candidates will be determined by accrual of the greatest number of votes tallied from amongst the general membership.
- 10.13 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes and be declared the winner of that election.

#### **Article XI: Hiring of associates**

- 11.1 Associates to the Directors of Finance, Marketing, and Events shall be selected through a hiring process.
- 11.2 Hiring of associates shall commence no later than September 30.
- 11.3 General members and previous year's club members are eligible to apply for associate positions. However, preference will be given to new applicants in case qualifications of both types of applicants meet the position criteria.
- 11.4 Director of a team such as marketing will be given the right to conduct interviews and screen applicants for their associate roles.

#### **Article XII: Amendments**

- 12.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 12.2 Notice of a meeting called to consider such a resolution shall be given as follows:
  - 12.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member during the meeting called to consider the change;
  - 12.2.2 A summary of the rationale for the proposed amendment shall be given to each member by the proposer of the said amendment during the meeting called to consider constitutional amendments.
- 12.3 Amendments to the constitution require the approval of a majority (one more than half) of the members present at a valid general meeting.

#### **Article XIII: Transition**

- 13.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

- 13.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

#### **Article XIV: Emergency Powers**

- 14.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 14.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 14.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

#### **Article XV: Food Handling on Campus**

- 15.1 The Literary Society for Students will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

#### **Article XVI: Precedence of University Policies**

- 16.1 The Literary Society for Students will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the LSS, the University's policies, procedures, and guidelines will take precedent.

#### **Article XVII: Legal Liability**

- 17.1 The University of Toronto Scarborough does not endorse the Literary Society for Students' beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

#### **Article XVIII: Banking**

- 18.1 The Literary Society for Students agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Office of Student Experience and Wellbeing, University of Toronto Scarborough.