

CONSTITUTION

ARTICLE I: NAME

Caribbean Connections at UTM

ARTICLE II: PURPOSE

1. To accurately represent the richness in ethnic and cultural diversity that exists in the Caribbean in the form of political, cultural and social events.
2. To actively participate in the contribution to the welfare of the Caribbean community.
3. To work as a cohesive body to support other Caribbean bodies, not just within the University of Toronto community, but throughout the community as a whole.

ARTICLE III: EXECUTIVE

The club shall be governed by a committee, *referred to in this document as the “executive board”*, which will consist of the: President; Vice-President; Public Relations; Creative Director; Social Coordinator (2); Community Outreach and Engagement Coordinator; Financial Director; Office Administrator; Senior Representative; Junior Representative.

SECTION A: DUTIES

1. President
 - shall preside at all executive meetings and general club meetings - shall be responsible for the general coordination and supervision of all the club's events
 - shall have signing authority
 - shall be the contact person for the organisation
 - shall be responsible for re-applying for campus recognition status and shall file the annual activity report
2. Vice-President
 - shall act in the absence of the President
 - shall assist the President with his/her duties
 - shall have signing authority
 - shall be the contact person for the organisation
3. Public Relations
 - shall keep the membership and general public informed of the activities and events of the club by mass advertising

- shall keep the membership and general public updated on current events in the Caribbean community
- shall play an active role in interacting with other groups and organisations
- shall be responsible for social media maintenance
- shall be responsible for finding ways to promote and educate the wider university culture about Caribbean Culture

4. Creative Director

- shall be responsible for generating equitable event posters - shall be responsible for including president and vice-president's contact information on all posters for accommodations
- shall be responsible for approving and posting posters on campus - shall delegate event planning team for flyer distribution

5. Social Coordinator (2 Required)

- shall be responsible for the organisation of social, cultural, athletic and political events
- shall also play an active role in promoting the activities of the club - shall also play an active role in working with other groups and organisations
- shall organize educational/charitable events
- shall be responsible for finding ways to promote and educate the wider university culture about Caribbean Culture

6. Office Administrator

- shall keep a record of all members and executives
- shall keep a record of the minutes of meetings and executive's attendance
- shall keep a record of the club's constitution
- shall keep a record of all the club's activities and events
 - shall be in charge of creating schedules for tabling and office hours

7. Financial Coordinator

- shall have responsibility of the club's funds and keeping an accurate record of the financial transactions
- shall have signing authority on all financial transactions
- shall perform financial transactions with the approval of the executive - shall be responsible for semester and year end audits

8. Community Outreach and Engagement Coordinator (2 required)

- shall focus on boosting campus/student engagement and outreach to students
- shall connect with external organizations for potential sponsorships and partnerships
- shall brainstorm and execute plans for fundraising and partner with the executive planning team for events and projects that will increase student turnout and club favourableness

9. Senior Representative

- shall be responsible for reaching out to 3rd year and above students for events, and the opportunity of being a mentor in the Connect program - shall be responsible for overseeing and facilitating the CC mentors of the Connect program
- shall be responsible for finding an optimal meeting time for the mentors and mentees
- shall keep a record of notes indicating the progress of the program for the mentor

10. Junior Representative

- shall be responsible for reaching out to 1st and 2nd year students for events, and the opportunity of being a mentee in the Connect program - shall be responsible for overseeing and facilitating the CC mentees of the Connect program
- shall be responsible for finding an optimal meeting time for the mentors and mentees
- shall keep a record of notes indicating the progress of the program for the mentee

While the duties of each position are outlined, it is imperative that the executives work together as a unit and assist one another as much as possible for the efficiency and success of the club.

SECTION B: MANAGEMENT

1. All members of the executive board hereinafter shall be elected in accordance with the constitution, specifically ARTICLE V.
2. Events and activities may be suggested by the membership and executive board. All suggestions are considered.
3. All events and activities executed throughout the year must meet two criteria:
 - I. They must be legal, non-discriminatory, and in accordance with all policies of the University of Toronto.
 - II. Each event must be passed via vote among the general membership and executive board members. The voting process is described in ARTICLE V.
4. There shall be a minimum of three general meetings per year.
5. The President shall call general meetings and the Publications Coordinator shall advertise the meetings.
6. The President shall also call executive meetings whenever he/she deems necessary.

7. The executive board is responsible for making decisions concerning the day-to-day running of the organization. However, if a member wishes to challenge a decision made by the executive board he/she may do so via a vote of the general membership. The majority vote will prevail.
8. If any member or executive has substantial reason and/or evidence why an existing executive board member should be removed from his/her post, they have the right to call a vote of the general membership.

ARTICLE IV: MEMBERSHIP

1. Membership is open to any University of Toronto student, staff, faculty and alumni regardless of race, sex, or religious background.
2. There is one category of members:

General members:

- I. Do not pay a membership fee
 - II. Are sent, via mass email, events and activities held.
 - III. Are eligible to vote on all issues
 - IV. May recommend event and activity ideas that will be considered.
 - V. May recommend amendments to the constitution that will be considered.
 - VI. Are eligible to run for any position on the executive board
3. Membership is also open to non-members of the University of Toronto community; however these non-members are not eligible to vote or become an executive member.
 4. Membership shall be obtained anytime within the academic year except on the day of elections. Under no circumstances will membership be granted on the day of elections.

ARTICLE V: ELECTIONS AND VOTING

1. Voting shall be conducted on the bases of democracy and equality. Hence, all voting shall be done by simple majority; more than 50% of the secret ballots must be in favour of an issue for it to be passed. All current executives and paid members of the University of Toronto community are eligible to vote on all issues.
2. Veto powers or weighting voting is strictly prohibited within all voting processes. Hence each voting member and executive board person has one equal vote to cast.
3. Elections shall be held at a date within reasonable time before the ending of

the school year, and in accordance with the campus organization policies of the University of Toronto.

4. Each general member and current executive board member is eligible to run for any **one** position generally, the only exception being that a person may run for the position of treasurer along with another position if he/she wished. Furthermore, the positions available are detailed in ARTICAL III: Section A, per electoral period.
5. Members are allowed to retain their positions annually provided that they are re-elected annually.
6. Each candidate must complete a simple form in which he/she communicates his/her: name, student number, and the position he/she is running for. Each candidate is also required to attach to the form a terse autobiography outlining why he/she fits the position he/she is running for. The deadline to submit this form shall be two weeks before the scheduled election date.
7. The autobiographies submitted by the candidates will be kept in a central location, only accessible to club members and current executive so that they are further informed prior to the election date.
8. Candidates wishing to campaign must do so in the two weeks prior to the election date, and in accordance with the campus organization campaigning policies of the University of Toronto. If an executive member is removed from his or her position they may appeal by first presenting in writing, the reasons for their initial dismissal, and suitable reason for re-election which after consideration will be submitted to UTMSU's VP Campus Life for approval.
9. Negative campaigning is prohibited, and if there is valid evidence, will result in those responsible being eliminated from the electoral race.
10. Elections shall be held during a general meeting in which the membership will gather and the candidates for each position shall present themselves to the membership and the membership proceeds to vote.
11. A Chief Returning Officer will be chosen by the executive board and that person shall oversee the electoral procedure and will not be eligible to vote.
12. Voting shall take place by secret ballot and the Chief Returning Officer shall tally the votes. In the case of a tie, Chief Returning Officer shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two scrutinizers shall break the seal and count the ballot in order to break the tie.
13. The Chief Returning Officer shall be someone who is not running for a position.

14. Positions where there is only one candidate running must be ratified by the general membership in a general meeting. If there are no objections to the running of a single candidate for a specific position then the position will be declared.
15. Vacant positions not filled during the elections meeting shall be filled via a by-election which will follow the same procedure as a regular election. If there are no candidates for this by-election within two weeks of the regular election then the position can be filled by someone approved by the rest of the elected executive. However, the general membership will be given the opportunity to revoke the decision of the executive board. If the decision is revoked the executive board must continue to search for a member for the vacant position until the general membership is satisfied.
16. If a position becomes vacant during the course of the year a by-election shall be called for that position governed by the electoral process aforementioned.

ARTICLE VI: AMENDMENTS

1. Each member of the organization has the right to call for an amendment to the constitution at any time during the year.
2. This constitution will be made accessible to all members throughout the year.
3. Any recommended amendments will be taken into consideration and voted on among the general membership. Improvements that pass this procedure will be accordingly added to the constitution as an amendment.

ARTICLE VII: FINANCES

1. The Financial Coordinator shall be in charge of the handling of the club's funds.
2. The Financial Coordinator shall present the budget for the club for proposed activities for executive approval.
3. Absolutely no financial transactions shall be done without the knowledge and approval of the executive.
4. All funds raised and collected from the club's activities shall be directed to the Financial Coordinator.
5. Executive members or regular members as the case may be, may be reimbursed for expenses incurred while validly executing the club's business subject to the approval of the executive.
6. The signing officers for the club's account shall be the President,

Vice-President and the Treasurer.

7. The finances of the club shall consist of funds on its behalf by funds raised from membership fees, activities or by any legitimate means.
8. The Financial Coordinator must keep the executive updated on the financial status of the club.
9. The financial documents of the club will be made available to any member upon request.

Last revised November 8, 2023