

Constitution of “UTM Charity Fashion Show”

1. Name

The official name of this recognized campus group is “UTM Charity Fashion Show”

The acronym or abbreviation of this group is: UTM CFSC

2. Purpose and Objectives

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

The main objective of UTM CFS is to provide students at UTM a platform to showcase their creative talents while working towards a good cause. We aim to combine all facets of fashion, the arts and philanthropy to raise money for charities that resonate with the students at UTM. Students will be given several opportunities to work together and make connections with like-minded individuals, allowing them to expand their circle within the community/university. We want to create a community for our members where they can enhance their university experience through out of class experiences. Our mission is to have an annual fashion as the club’s primary event, which would be produced and executed entirely by UTM students. Throughout the year, we would be hosting smaller events to further reach our charitable goals and give back to communities. For example, we would host food drives, bake sales, guest speaker events and partner with clubs at UTM to raise awareness on important issues. We outreached this club by creating a social media page and received positive feedback from students who were excited to bring fashion to UTM but also work together to create an entire fashion show that will be recognized throughout Mississauga.

3. Membership

Membership to the group is open to all UTM students.

UTM members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non- UTM members. 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.

The membership fee will be \$0 per year.

For recognition by the University of Toronto Mississauga Students’ Union (UTMSU), the group must maintain a minimum of 25 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.

4. Executive List and Duties

The executive committee shall be comprised of nine (9) elected positions. These include a President, VP Internal, VP External, Treasurer, Marketing Director, Outreach Coordinator, Sponsorship Coordinator, Events Coordinator and Associates

The President shall:

- Oversee the operations, management and success of the group
- Be the 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 VP-Internal shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

Additional responsibilities may include:

The VP-External shall:

- Responsible for external communication outside the club
- Creating and maintain relations with other UTM Clubs
- Reaching out to vendors
- Outreaching the club
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto

The Treasurer shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Responsible for the biannual UTMSU audit and financial statements

Marketing Director shall:

- Responsible for the promotion of the club
- Responsible for creating content for the social media of the club
- Managing all social media
- Creating promotional content

Outreach Coordinator shall:

- Responsible for reaching out to students and promoting the club and events in person
- Creating in person marketing ideas
- Responsible for coordinating with the president for table bookings and other in person marketing

Sponsorship Coordinator shall:

- Responsible for reaching out to third parties for sponsorship for events
- Can reach out to other clubs for possible collaborations

Event Coordinator shall:

- Responsible for planning events (sign up sheets, zoom links, power points)
- Present at the events to ensure guidelines are being followed and event runs smoothly

Associate(s)

- Responsible for helping their respective director/coordinator with ideas and executing them
- Helps with communicating within other executive members of the club to ensure everything is in order.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

Termination of Executives or 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.

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

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Election Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

Anyone who wishes to run for the President's Role must be in the club for two years minimum.

The CRO shall follow the UTMSU's Campus Groups Elections Timeline. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO shall provide each UTM member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box. In the case of online voting, the CRO shall create and provide each UTM member with the online link to vote on the voting dates.

In preparation for a tie, the CRO 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.

After the election is over, the CRO shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the results of the elections to the Executive Committee and general members.

Registered UTM members may not vote by proxy. Non- UTM members may not nominate or vote in elections.

Only UTM members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

6. 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 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.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per 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.

8. 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.