

Constitution of the University of Toronto French Course Union

BE IT ENACTED that this document be the Constitution of the University of Toronto French Course Union.

I. MISSION STATEMENT

The primary goal of the University of Toronto French Course Union is to represent the interests of the University of Toronto students who are enrolled in French Courses in any given school year, our representation involves:

- Taking interests and concerns of students to the French Department and the Arts and Science Student Union,
- Raising French cultural and language awareness through social and academic-oriented awareness events,
- Promote interaction between the staff, faculty, graduate, and undergraduate students in the department,
- The French Course Union participates in an event that promotes the French Course Union at least once a year. Some opportunities are University of Toronto day, UTSC Clubs Fair, etc.
- Every member of the French Course Union being responsible to advertise to their class and sharing in the promotion of events;
- If a representative cannot fulfill his or her duties, it is the responsibility of all the other members to ensure that the job is completed in due time for the benefit of the French Course Union;
- The French Course Union adhering to its constitution;
- The French Course Union ensures that along with its own constitution, that it also follows the Arts and Science Student Union constitution (ASSU).

II. MEMBERSHIP

The following persons shall be members of the French Course Union:

- (1) All full-time undergraduate students who have taken or are taking a French course or enrolled in a French program of the Faculty registered on the St. George campus;
- (2) Any other undergraduate student in the Faculty registered on the St. George campus who pays the Union fee (payable to ASSU).

Current Arts & Science Student Union fee paying members on the St. George Campus, who have enrolled in a French course or program are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T and non-ASSU members. However, these members do not hold the aforementioned rights. Members that are not registered must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be free.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of thirty (30) members, a total of fifty-one percent (51%) of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

III. STRUCTURE OF THE EXECUTIVE

- (1) The executive committee shall be composed of nine (9) elected officers. These include a President, Vice President, Communications Director, Treasurer, Social Convenor, Marketing Director, Event Coordinator, and First-Year Representative.
- (2) All members of the Executive shall be elected annually, for the term of twelve months, at a general meeting to be held before the last day of classes.
- (3) Executives will be subject to possible removal pending a majority vote by the executive committee if they are absent from three or more of the executive meetings.
- (4) Executives will be subject to possible removal if they display inappropriate behaviours such as harassment, bullying, stealing, misconduct, fraud, and any other behaviour that is deemed unacceptable by the majority of the Executive Committee, refer to (IX IMPEACHMENT PROCEDURE).
- (5) In the case of a vacancy occurring in the Executive, a by-election shall be held at the next regular meeting. In the intervening time, or if the position is not filled by means of the by-election, the President may allocate the duties of that position to the members of the Executive in such a way as may be deemed appropriate by that executive.
- (6) Election and by-election meetings must be advertised at least two weeks in advance.
- (7) Each member of the Executive shall have one vote and decisions of the Executive shall be made on the affirmative vote of the majority of members present and voting.
- (8) The Executive shall report on its activities and the activities of the Union at each meeting of the Union upon request of any Union member.
- (9) Any Executive or member does not have the right to incur any debt or become involved in any business under the title or by implying the title of the French Course Union in any

way unless given full authority to do so by the President and/or two-thirds (2/3) of the Executive Committee.

(10) One Executive member must fill the seat for the Curriculum Committee offered by the French Department, this seat must be filled for the entire calendar school year by the same Executive member.

(11) The duties of the various members of the Executive shall be as follows:

The President shall:

- Oversee the operations, management and success of the group
- Set the agenda for the year in consultations with the rest of the executive members
- Act as a liaison between the French Course Union, the French Department, and the Arts & Sciences Student Union (ASSU)
- Hold signing officer authority along with the Treasurer for financial purposes and create the budget
- Preside overboard meetings, as well as general meetings
- Ensure transition of office to the future Executives
- Attend ASSU meetings, appoint Executive members to fill seats at ASSU meetings

The Vice-President shall:

- Attend all meetings and be a contributing team member
- Assist the President with administrative matters
- Assume duties of the President in their absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

The Communications Director shall:

- Attend all meetings and be a contributing team member
- Make a list of all registered members
- Maintain the E-mail, websites, and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

The Treasurer shall:

- Attend all meetings and be a contributing team member
- Record all financial transactions of the group and maintain a written record
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts

- Collect receipts and submits them to ASSU with expenditure breakdown
- Advise members on financial position of the group
- Prepare an annual budget for the group, as well as budgets for specific events

The Social Convenor shall:

- Attend all meetings and be a contributing team member
- Promote social engagement within the French Department and its students
- Assist in the development of social events
- Assist with organizational recruitment efforts

The Marketing Coordinator shall:

- Attend all meetings and be a contributing team member
- Develop promotional materials for the French Course Union
- Maintain the social media accounts
- Coordinate marketing for events organised by the union

The Event Coordinator shall:

- Attend all meetings and be a contributing team member
- Overlook and plan all events (social, academic, etc.) for the year
- Promote social engagement within the French Department and its students
- Assist with organizational recruitment efforts
- Assist President and Treasurer with the budgets concerning events

The Editor-In-Chief shall:

- Attend all meetings and be a contributing team member
- Responsible for reviewing articles, photographs and written pieces submitted to the French Course Unions E-mail and website
- Responsible for contributing to editorial pieces and managing day-to-day operations
- Promote social engagement within the French Department and its students
- Publish and display written pieces of work from students, faculty and alumni within the French Department in order to promote the French language

The First Year Representative shall:

- Attend all meetings and be a contributing team member
- Act as a liaison between first year students in French courses and FCU
- Promote first year student engagement

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.

If the elected Executive members cannot fulfill their obligations, they may be subject to removal pending a majority vote, refer to (IX IMPEACHMENT PROCEDURE).

IV. ELECTION PROCEDURES

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and Scrutinizers if available from the general members on the committee to conduct and hold elections before the last day of classes.

The CRO Returning 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.

It is recommended that those wishing to run for the position of President should have sat on the executive board for at least one term. In instances where such a person is not available, candidates running are recommended to be a part of the group for at least one month prior to the nomination period.

The CRO shall select the election date before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to the chosen election date, which must fall on a weekday.

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting date and ask the member to place their ballot in an enclosed box.

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

Registered U of T member may not vote by proxy. Non-U of T members may not nominate or vote in elections. Only ASSU members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to the date of the election are eligible for voting.

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

V. MEETING OF MEMBERS

Each course will have the opportunity to have a student representative which can be either elected or a volunteer (it is not necessary that there be one representative in the executive, from each course that is offered throughout the academic year).

There will be a minimum of one general meeting per semester that will be open to all and will include all executive and appointed class representatives.

There will be a minimum of one executive meeting per month, and there may be more scheduled if needed.

VI. PROCEDURE FOR MAKING POLICY DECISIONS

At every general meeting, the agenda will be followed,

In the event, that a decision on a certain issue has to be made, those present at the meeting will be required to vote on the issue(s) and/or proposal(s) after having discussed all items;

Chairperson will present notice of motion by asking “all in favour” and then “all against” and the majority of students for one common end will win the vote.

VII. AMENDMENT PROCEDURE

Any registered ASSU 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 two-thirds (2/3) majority to be passed at Annual General Meetings by members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e., Arts and Science Students’ Union, The Office of Student Life, The University of Toronto Students’ Union, etc.) within two (2) weeks of its approval by general members.

VIII. DISCRIMINATION

No member of the Union, individually or collectively, shall discriminate on the grounds of race, colours, creed, gender, sexual orientation, sexual preference, age, national origin, citizenship status, marital status, parental status, positive Human Immunodeficiency Virus (HIV) test, Acquired Immune Deficiency Syndrome (AIDS), Gender Expression and Gender Identity, political or religious beliefs, political activity and physical ability.

IX. IMPEACHMENT PROCEDURE

Members of the Executive may be removed by the affirmative vote of two-thirds (2/3) of the members of the Executive present and voting, provided that:

- (1) Two (2) weeks’ notice of motion is given to all members of the Executive, and
- (2) The number of those voting in favour is equivalent to at least fifty percent (50%) plus one (1) vote of all members of the Executive.

- (3) The Executive members will be allowed to express the reason(s) and concerns for impeachment in a civil manner.
- (4) The Executive, who is facing impeachment, may make their case to the other Executive members, however, even if the affirmative vote is two-thirds (2/3) after a pleaded case, the Executive will still be impeached due to the majority vote.

The Impeached Executive of the committee, must adhere to the following:

- (1) Cannot represent the French Course Union officially and unofficially.
- (2) Cannot run for an Executive position for at least one (1) academic year from the date of their impeachment.
- (3) Cannot copy, imitate, or impersonate the French Course Union and its Executive Committee.

The Impeached Executive of the committee, may do the following:

- (1) Attend events and meetings as a member of the French Department and the University of Toronto strictly, and not an operating Executive.
- (2) File an appeal of the impeachment decision, if there is believed to be misconduct (for more information regarding the appeal process in this regard, contact ASSU).