

Constitution of “CAPS”

I. Name

The official name of this recognized campus group is “Chinese Academic and Professional Society”

The acronym or abbreviation of this group is: “CAPS”

II. Purpose and Objectives

The mission of the Chinese Academic and Professional Society is to foster a thriving Chinese community that emphasizes academic and professional development. To achieve this mission, we will organize both in-person and online events designed to support the academic and professional growth of Chinese students at UTM. Our events will be categorized into internal and external activities. Internal events, exclusively for our members, aim to create a positive, academically and professionally oriented community where resources are exchanged, experiences are shared, and meaningful connections are developed. These will include networking events and seminars tailored for internal members.

External events will be accessible to both internal and external members, aiming to disseminate general academic and professional opportunities available on and off campus, address common inquiries, and provide essential information to newly enrolled UTM students. Events such as subject-specific PoSt seminars and welcome ceremonies for first-year students will be part of this initiative. Beyond events, we will leverage social media and web platforms, producing posts, videos, and web pages to highlight academic and professional resources available to students. Maintaining active social media group chats and featuring mentorship programs will also be key activities for our club.

We recognize the importance of diversity at UTM. While our primary focus is on serving the Chinese student community, we also seek to collaborate with other student clubs and students of all backgrounds to promote friendly cross-cultural communication. We will never be exclusive to people of other nationalities who are interested in our community. Through these efforts, we aim to build a supportive and inclusive environment that benefits all members of the UTM community.

III. Membership

Membership in our group is open to all University of Toronto members, including students, staff, faculty, and alumni. U of T members are eligible to run, nominate, and vote in elections and constitutional amendments. The group also welcomes non-U of T members, though these individuals do not possess the aforementioned rights. To register, members must submit their full name and a valid email address to a designated executive.

Our student group features two types of memberships: internal and external. Internal members must either be invited by current internal members or apply and pass an interview conducted by them, which takes place every fall, winter, and summer semester. External membership is open to all UTM members without such requirements.

Membership is free for all members except the executives, who must pay a \$10 annual fee to support the group and demonstrate their commitment. Executives can apply for a refund within one month of becoming a member if they decide to resign from their position. However, no refunds are permitted after 30 days from the disclosure of election results.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the group must maintain a minimum of 30 members, with at least 51% being UTMSU members. The

group must also retain recognition from the Centre for Student Engagement. These requirements are subject to change, so it is essential to check with UTMSU annually to ensure compliance.

IV. Executive List and Duties

The executive committee is comprised of eight (8) executive positions, including a president, a vice president, a secretary, a treasurer, a director of events, a director of public relations, a director of publicity, and a director of digital development.

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 all meetings.
- Ensure the transition of office to the future Executives.
- Decide whether one can become an internal member.
- Maintain the democracy of the student group.

The Vice-President shall:

- Assume the duties of the President in his/her absence.
- Oversee the various divisions.
- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto.
- Coordinate organizational recruitment efforts.

The Secretary shall:

- Make a list of all registered members.
- Maintain the member contact list.
- Record notes and motions for executive meetings.
- Notify all members of meetings.
- Handle official correspondence of the organization.
- Gather internal members' feedback and discuss with the executive committee at least once each fall, winter, and summer semester. More reporting to the executive committee may be needed if necessary.

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 the financial position of the group.
- Prepare an annual budget for the group as well as budgets for specific events.
- Coordinate with the director of public relations to seek external sponsorships.

The Director of Events shall:

- Oversee the event division of the student group (non-executive and smaller tasks can be passed on to division members but need to be monitored).
- Plan both in-person and online events.

- Estimate event budget and coordinate with the treasurer.
- Listen to all the executive's opinions before implementing an event.
- Prepare the equipment, venue, and fundamental elements needed for an event.
- Coordinate with the director of publicity for advertising the event.
- Ensure the event proceeds smoothly.
- Record and report the success of each event to the executive committee.

The Director of Public Relations shall:

- Oversee the public relations division of the student group (non-executive and smaller tasks can be passed on to division members but need to be monitored).
- Recruit upcoming UTM students to a group chat every year.
- Oversee the operation of upcoming UTM students' group chat.
- Discover potential internal members from the upcoming UTM students' group chat.
- Oversee UTMCAPS's alumni group chat.
- Coordinate with the treasurer to seek external sponsorships.
- Monitor the public perception of the group, gather feedback, and discuss with the executive committee at least once each fall, winter, and summer semester. More reporting to the executive committee may be needed if asked.

The Director of Publicity shall:

- Oversee the publicity division of the student group (non-executive and smaller tasks can be passed on to division members but need to be monitored).
- Operate and monitor the student group's official social media accounts.

- Design posters for promotion purposes.
- Produce social media content, which includes editing posts and videos, and posting them to the student group's official social media account.
- Write texts and prepare video and audio footage for the student group's official social media account posts. These materials can also seek help from other divisions if needed.
- Promote other divisions' events and activities.
- Record the overall status and changes of the group's social media accounts, and discuss with the executive committee at least once each fall, winter, and summer semester. More reporting to the executive committee may be needed if asked.
- Make sure each social media post is agreed upon by the executive committee before posting.

The Director of Digital Development shall:

- Oversee the digital development division of the student group (non-executive and smaller tasks can be passed on to division members but need to be monitored).
- Develop and maintain the official website of the student group.
- Develop digital tools such as programs, websites, applications, and other internet and computerized resources that align with the student group's mission.
- Coordinate with the publicity division for aesthetic advice.
- In charge of answering and solving digital development issues of other divisions.
- Report and ask for approval from the executive committee before starting a project.

V. 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.

VI. Elections

All members must not hold the same executive position for two consecutive years to ensure democracy. All candidates can only apply for one position, and the one with the most votes will be elected. If no member is competing for a position, the executive committee can appoint a member to be elected.

The executive committee shall appoint one (1) Senior Election Officer (SEO) from the committee to conduct and hold elections around the end of the winter semester. 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 SEO Election Officer shall accept nominations only from group members who are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership two weeks before the election week. Candidates have to be members in good standing and be part of the group for at least three months before the nomination period.

The SEO shall select all the election dates while following this following requirement. All candidates are expected to present an in-person presentation before the end of the winter semester explaining why they are suitable for the positions and what they can bring to the group, and the presentation should be accessible to all group members. The presentation date should be before the final exams in early April. Accommodations can be made due to different availabilities; candidates can also present their presentations online synchronously or asynchronously in special circumstances. After that, the executives will count and verify the votes. The voting period must last at least three (3) days after the presentation date, and the SEO will be counting and verifying the votes and announcing the result afterward. The candidacy application period should be in mid-March and the campaign period should be in late March; each period must last exactly five (5) days. The SEO should notify the group members of each election date two (2) weeks in advance.

The SEO is responsible for ensuring all members are aware of all the election dates, the procedures to apply for candidacy, the procedures to participate in the election, and the procedures to vote. Each person will be required to write their identifiable information like their printed name and UTORID on the voting paper to verify their identity, and the voting names will be fully confidential to protect privacy. Each person can only vote once for each executive

position, and the election candidates will be able to vote for themselves. Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only U of T members who have been a member in good standing for 30 days before the presentation date are eligible for voting.

The executive committee will announce the election results after counting and verifying all votes. The term of executive positions shall be from May 1st to April 30th.

VII. 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.

VIII. Meetings

Annual General Meetings (AGMs):

- The group shall hold general meetings at least three times per year, and at least one per fall, winter, and summer.

- 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, and 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.

Executive Meetings:

- The executive committee shall meet on a monthly basis where dates and times are to be negotiated by all executives. More meetings can be held base on needs.
- The quorum of executive meetings shall be 50%+1 of executives.

IX. 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.