

Constitution of “UTMCE”

1. Name The official name of this recognized campus group is “University of Toronto Mississauga Chinese Event”

The acronym or abbreviation of this group is: UTMCE

2. Purpose and Objectives The purpose, objectives, mission and/or mandate of organization is outlined here:

The University of Toronto Mississauga Chinese Event aims to enhance socialization among students, provide a platform for sharing ideas and learning about media, and develop leadership skills within teams. The event not only focuses on enhancing social skills and leadership development but also aims to improve students' networking capabilities and increase their educational and job opportunities. We want to have more equal opportunity for all the students to find jobs and make events they love.

*Note: The purpose for your club must include the overall mission, vision, goals, and the direction of your group. In addition to this, please elaborate further on how you are going to achieve the above. Will it be through seminars, workshops, outreach, advocacy, etc. It's important to talk about the how, the medium, and the “product” of your group. (Delete this paragraph when submitting the final copy).

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

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

For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the group must maintain a minimum of 30 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 composed of twelve (12) elected officers. These include

President:

- Oversees the operations, management, and overall success of the group.

- Acts as the official spokesperson for the group, representing its interests in all communications.
- Holds signing officer authority along with the Treasurer, responsible for overseeing financial transactions and accountability.
- Presides over both board and general meetings, ensuring they are conducted efficiently and effectively.
- Ensures a smooth transition of office to future Executives, providing necessary training and documentation to incoming leaders.
- Monitors the progress of the group's initiatives, adjusting strategies as necessary to meet objectives.
- Engages in conflict resolution within the organization, ensuring a harmonious working environment.
- Maintains regular communication with members, stakeholders, and external partners to foster strong relationships.

include:

Internal Vice President:

- Assumes the responsibilities of the President in his/her absence.
- Manages the oversight of various committees within the organization.
- Ensures that all club activities are in compliance with the regulations and policies set forth by the University of Toronto.
- Coordinates efforts to recruit new members and volunteers for the organization.

External Vice President:

- Acts as the primary representative of the organization in all external engagements.
- Builds and maintains relationships with other organizations and stakeholders.
- Oversees external communications, ensuring that the organization's messaging aligns with its goals and values.
- Coordinates public relations efforts and manages outreach initiatives.

Internal Director:

- Manages internal operations and ensures smooth functioning within the organization.
- Coordinates between different departments and resolves internal issues.
- Implements policies and procedures that enhance internal communication and workflow.

External Director:

- Leads and coordinates the organization's external strategies to ensure alignment with long-term goals.

- Manages relationships with sponsorship partners, and other key external stakeholders.
- Works in conjunction with the External Vice President and the Minister of Public Relations to ensure that all external communications reflect the organization's objectives and values.

Social Media Director:

- Oversees the organization's social media strategy and online presence.
- Creates engaging content across platforms to enhance visibility and engagement.
- Analyzes social media trends and adapts strategies accordingly.

Minister of Activities:

- Plans, coordinates, and oversees all organizational events and activities.
- Ensures activities align with the organization's goals and are executed within budget.
- Engages with participants to gather feedback and make improvements.

Minister of Public Relations:

- Manages the organization's image and relationships with the public, including media.
- Crafts press releases and manages crisis communication.
- Builds relationships with media and other key external groups.

Minister of Finance:

- Oversees the financial operations of the organization, including budgeting and financial planning.
- Ensures transparency and accountability in all financial transactions.
- Prepares financial reports and conducts audits.

Minister of Propaganda:

- Develops and disseminates promotional materials to boost the organization's image and goals.
- Ensures messaging aligns with organizational objectives and brand identity.
- Engages with media and other platforms to promote the organization's agenda.

Minister of Sponsorship:

- Identifies and secures sponsorship opportunities and partnerships.
- Manages relationships with sponsors and ensures contractual obligations are met.

5. Elections

Formation and Duties of the Election Committee: The president is responsible for forming an Senior Election Officer , which consists of the presidium and is responsible for organizing and overseeing the election of the UTMCE's Executive Committee, which takes place in April of each year. All members of the SEO must remain neutral during the election process and disclose any potential conflicts of interest.

Nomination and Eligibility: Any registered member of the University of Toronto (including students, faculty, staff, and alumni) may be nominated to run for an executive position in the club. The prerequisite for club elections is registration as a UTMCE member.

Election Dates and Procedures: Elections will begin on April 1st and continue through April 30th of each year. The election will be conducted through a secure online platform to ensure that each voter's vote is secret and secure.

Voting and Counting: All ballots will be collected and automatically counted through the online system. In the event of a tie vote, the SEO will select one of its members to cast the deciding vote. After the election, the SEO will organize and supervise the counting of the ballots and report the results to the Executive Committee and to all members.

Voting Eligibility: All registered members of the University of Toronto are eligible to vote. Voting by proxy will not be allowed and non-members of the University will not be allowed to nominate or vote.

Term of executive positions : The term of positions for members of the Executive Committee shall begin on May 1 to April 30 of the following year.

6. Finance

The Minister of Finance will develop a detailed annual budget and monitor its implementation on a regular basis. The budget should include income (e.g., membership fees, sponsorships, event income, etc.) and expenses (e.g., event costs, rent, office supplies, etc.).

The Minister of Finance maintains accurate and timely financial records. All incomes and expenditures should be clearly documented with corresponding receipts or invoices for ease of audit and transparency.

Regular financial audits are conducted to ensure that there is no embezzlement or misuse of funds. Audit results should be disclosed to all members to enhance transparency and trust.

Compliance with Laws and Policies: Ensure that all financial operations comply with local laws and policies

Provide regular financial reports to association members, including income and expenditure and fund balance, so that members have a clear understanding of the association's financial situation.

7. A) Annual General Meetings (AGMs):

The group is required to hold general meetings at least twice each year, once each academic term. The Executive Committee will announce these meetings two (2) weeks in advance. The purpose of these meetings is to review the group's annual activities, assess financial health, and propose or vote on constitutional amendments, if necessary. For motions to be considered, they must receive a 2/3 majority vote from the registered members present.

The Executive Committee is scheduled to convene on a monthly basis. The specific dates and times for these meetings will be determined by an executive member. In order to ensure that decisions are made with sufficient leadership presence, a quorum for these meetings is set at 50% plus one of the total number of executives.

8. Amendments

Any registered "UTMCE" members are welcome to propose and vote on amendments to this constitution. The Executive Committee will oversee 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.

Once the new constitution has been formally adopted by the Executive Committee, it will be submitted to the respective University offices (e.g., the Centre for Student Engagement, the University of Toronto Mississauga Students' Union, etc.) within two weeks of its approval by general members.