

Bookends Constitution

Article I - Name and Purpose

Section 1 - Name

- This University of Toronto student organization shall be known as Bookends.

Section 2 - Purpose

- Bookends seeks to actively engage all members in discussion of written works from a range of literary genres to promote love of the written word.
- Bookends strives to foster a sense of community and friendship by organizing club socials that enable members to build meaningful relationships.

Section 3 - Non-Discrimination Policy

- Bookends shall not discriminate on the basis of race, national origin, religion, age, gender identity, sexual identity, mental or physical disability, marital status, economic status, political belief nor education.

Section 4 – Accessibility Policy

- Bookends is committed to making all meetings and events accessible for all members. This includes:
 - holding meetings and events in buildings that are physically accessible;
 - gender-neutral/all-gender washrooms;
 - providing refreshments;
 - discounted or completely free events;
 - flexible dates/times for meetings to accommodate members with busy schedules.

Article II - Membership and Qualifications

Section 1 - Membership Qualifications

- Bookends accepts general members with voting status who are University of Toronto registered students.
- Bookends accepts associate members with non-voting status from the wider University of Toronto community including students, staff, faculty, and alumni, and from outside of the university contingent on qualification as a student, staff member, faculty member, or graduate of a post-secondary institution.

Section 2 - Membership

- Bookends requires no membership fee.
- Members may withdraw from Bookends by notifying a member of the Board of Directors of their intention to leave.

ARTICLE III – Executive List and Duties

Section 1 – Board of Directors

- The Board of Directors is limited to two (2) members. The responsibilities of the Board are:
 - to set up online polls for members to vote on book nominations, meeting dates/times, and social events;
 - to update the Bookends website to reflect most current club events;
 - to notify Bookends members of information about meetings/social events by email;
 - to communicate with the Social Committee on social events and funding requirements, should they be necessary;
 - to record all financial transactions of the group;
 - to attend and facilitate discussion at all Bookends meetings, and attend all administrative meetings

(if necessary).

- The Board of Directors have signing responsibilities on behalf of the group.
- If there is only one member on the Board of Directors, they will be designated Director and have signing responsibilities.
- To be a Director, it is preferred that individuals will have been Bookends members for at least one year, and have consistently attended meetings and participated in online polls.

Section 2 – Social Committee

- The Social Committee is limited to two (2) members. The responsibilities of the Social Committee are:
 - to organize social events based on member requests;
 - to communicate with the Board of Directors about funding requirements, should they be necessary;
 - to attend all administrative meetings (if necessary).
- To be a Social Committee member, it is preferred that individuals will have been Bookends members for at least one year, and have consistently attended meetings and participated in online polls.

Article IV - Finances

Section 1 - Funding

- Bookends seeks funding through application to recognized institutions and organizations at the University of Toronto.
- When funding from University of Toronto organizations is not available, Bookends will seek funding from outside the University, and will notify club members of their intention to do so.

Section 2 - Annual Budget

- Pending approved funding from a recognized institution, the Board of Directors, with the aid of the Social Committee, will be responsible for the annual budget.
- Bookends' annual budget will be made available to general members. General members will have input into the annual budget, but final decisions will be made by the Board of Directors and Social Committee.

Section 3 - Banking and Chequing Policies

- Pending approved funding from a recognized institution, the Board of Directors will hold sole privilege and access to all club accounts with financial institutions.

Article V - Meetings: Required Meetings, Frequency, Notification of, and Attendance

Section 1 - Required Meetings

- All general members and members of the Board of Directors and the Social Committee are required to attend the annual general meeting, which is held in September of the new school year. General elections will be held for executive positions at this meeting.
- All book club discussions are optional for general members to attend; however, at least one member of the Board of Directors must attend each meeting, in order to facilitate and lead the discussion.

Section 2 - Frequency

- Bookends holds book club discussions, which are open to general members and associate members, in the following months: October, November, January, February, and March. This excludes all required meetings.
- Bookends holds administrative meetings for members of the Board of Directors and the Social Committee as required.

Section 3 - Notification of Meetings

- General members are notified of upcoming book club discussions via an electronic mailing list maintained by the Board of Directors.

- Members of the Board of Directors and the Social Committee are notified of upcoming general and administrative meetings via an electronic mailing list maintained by the Board of Directors. The Social Committee may call an administrative meeting, but is required to notify the Board of Directors in advance.

Section 4 - Attendance

- General members are highly encouraged to attend the annual general meeting and election meetings. If they are unable to do so, they are encouraged to cast their vote for upcoming elections through online polls (should they be required).
- General members are not required to attend book club discussions, but they are encouraged to attend frequently.

Article VI - Elections

Section 1 - Organization of Leadership

- Bookends are led by a Board of Directors, comprising one to two Directors. The Board of Directors is aided by one Committee: the Social Committee, which has one or two members.

Section 2 - Duties of Leaders

- The Board of Directors is responsible for general administration of the affairs of Bookends, including finances and all events held by Bookends. The Board of Directors has the final veto on all club-related proceedings.
- The Social Committee is responsible for organizing and planning all aspects of the projects given to them by the Board of Directors. The Committee is responsible for making recommendations to the Board of Directors in order to assist the Board of Directors in planning the annual budget.

Section 3 - Terms of Office

- Members of the Board of Directors have a one-year term of office; members of the Board of Directors have the option to stay on longer than the mandated one-year term of office if no other general members come forward during elections.
- Members of the Social Committee have a one-year term of office; members of the Social Committee have the option to stay on longer than the mandated one-year term of office if no other general members come forward during elections.

Section 4 - Type of Selection and Election Procedures

- General members or members of the Social Committee may nominate themselves for the Board of Directors, contingent on them having been an active and responsible participant in Bookends at least within the last 30 days prior to the election. General members may nominate themselves for the Social Committee, contingent on them having been an active and responsible participant in Bookends at least within the last 30 days prior to the election. Exceptions may be made if there are interested general members who have not participated in Bookends actively, but who have demonstrated relevant experience for the role to which they are applying. Decisions are to be made at the discretion of the Board of Directors.
- Associate members are not eligible to run for a position on the Social Committee or on the Board of Directors.
- Only currently registered students are eligible to run for a position on the Social Committee or on the Board of Directors.
- Individuals choosing to run for the Board of Directors or the Social Committee may not be directly involved in the selection process for the position.
- General members have the right to choose who will sit on the Board of Directors and the Social Committee. General members will exercise this right through a balloted vote. If only one candidate is nominated for each category, they will be elected by default.
- The winning candidate of the election is chosen by a majority vote, held at a general election meeting in

March of the Winter semester of the school year.

- Election procedures take place over one required election meeting. At this meeting, all general members who choose to run for a position must declare their intention to run, and are given three minutes to speak to the general assembly. General members vote for their candidate of choice at the end of the first election meeting. The winners of the election will be announced via the Bookends mailing list and the Bookends social channels.
- Election procedures for the Board of Directors and the Social Committee will take place in March of each school year.

Section 5 - Impeachment

- All members of Bookends, including general members, the Board of Directors, and the Social Committee, may nominate a member of the Board of Directors or the Social Committee for impeachment through a written proposal backed by at least two other members of Bookends. This proposal must be submitted to the Board of Directors, which will present the proposed impeachment at the next general meeting or book club discussion.
- Impeachment of a member of the Board of Directors or the Social Committee shall be decided upon by a majority vote of the general members, and members of the Board of Directors and the Social Committee.

Article VII - Grievances

Section 1 - Proposal and Resolution

- All grievances must be directed to the Board of Directors and submitted in writing. They will be dealt with accordingly in a timely and just manner. The aggrieved party will be notified of the resolution of the Board of Directors, and may choose to pursue the grievance further if it is not satisfactorily resolved.

Article VIII - Amendments

Section 1 - Proposal

- All proposed amendments to the Constitution must be made in writing and brought forth to the Board of Directors and the Social Committee. All general members have the right to propose an amendment to the Constitution.
- Proposed amendments will be addressed at the next general meeting/book club discussion at which the Board of Directors and the Social Committee are present. The vote for a proposed amendment will take place at this meeting.

Section 2 – Proposals Based on Principles of Inclusion and Equity

- Proposed amendments that address an equity issue or issue of member inclusion will be treated with special consideration. In accordance with Bookends' Accessibility Policy (Article 1, Section 4), Bookends is committed to making this club accessible to as many members possible.
- Such amendments may be fast-tracked, meaning Bookends would hold an online poll to allow members to vote without attending the next general meeting or book club discussion.

Section 3 - Voting Requirement

- At least 75% of the vote must be in favour of the proposed amendment before it is approved.