

CONSTITUTION

ARTICLE I: NAME

Full Name: Caribbean Connections at UTM

Abbreviation: CC

ARTICLE II: PURPOSE

1. To accurately represent the richness in ethnic and cultural diversity that exists in the Caribbean in the form of political, cultural and social events.
2. To actively participate in the contribution to the welfare of the Caribbean community.
3. To work as a cohesive body to support other Caribbean bodies, not just within the University of Toronto community, but throughout the community as a whole.

ARTICLE III: EXECUTIVES

The club shall be governed by a committee, *referred to in this document as the “executive board”*, which will consist of the: Presidents (2) ; Vice President External; Vice President Marketing ; Vice President Events (2); Vice President Community Outreach and Engagement Coordinator (2); Vice President Finance; Vice President Admin; Senior Representative; Junior Representative.

SECTION A: DUTIES

1. Co-Presidents (2 required)
 - shall preside at all executive meetings and general club meetings
 - shall be responsible for the general coordination and supervision of all the club’s events
 - shall have signing authority
 - shall be the contact people for the organization
 - shall be responsible for re-applying for campus recognition status and shall file the annual activity report
2. VP External
 - shall keep the membership and general public informed of the activities and events of the club by mass advertising
 - shall keep the membership and general public updated on current events in the Caribbean community

- shall play an active role in interacting with other groups and organizations
- shall be responsible for social media maintenance
- shall be responsible for finding ways to promote and educate the wider university about Caribbean Culture

3. VP Marketing

- shall be responsible for generating equitable event posters
- shall be responsible for including presidents contact information on all posters for accommodations
- shall be responsible for social media maintenance
- shall be responsible for approving and posting posters on campus
- shall delegate event planning team for flyer distribution

4. VP Events (2 required)

- shall be responsible for the organization of social, cultural, athletic and political events
- shall also play an active role in promoting the activities of the club
- shall also play an active role in working with other groups and organizations
- shall organize educational/charitable events

5. VP Administrator

- shall keep a record of all members and executives
- shall keep a record of the minutes of meetings and executive's attendance
- shall keep a record of the club's constitution
- shall keep a record of all the club's activities and events
- shall be in charge of creating schedules for tabling and office hours

6. VP Finance

- shall have responsibility of the club's funds and keeping an accurate record of the financial transactions
- shall have the responsibility of sending the bi-annual audits to the University of Toronto, Mississauga Student Union (UTMSU)
- shall perform financial transactions with the approval of the executive - shall be responsible for semester and year end audits

7. VP Community Outreach and Engagement (2 required)

- shall focus on boosting campus/student engagement and outreach to students
- shall connect with external organizations for potential sponsorships and partnerships
- shall brainstorm and execute plans for fundraising and partner with the executive planning team for events and projects that will increase student turnout and club favourableness

8. Senior Representative

- shall be responsible for reaching out to 3rd year and above students for events,
- shall be responsible for offering support and guidance for club members and

facilitating the on boarding process by helping them integrate into the clubs' activities

- shall be responsible for developing strategies for engaging club members and creating a sense of community
- shall be responsible for keeping open communication channels amongst the student body
- shall be responsible for supervising tabling events
- shall be responsible for collecting feedback from members at the end of year to improve club performance

9. Junior Representative

- shall be responsible for reaching out to 1st and 2nd year students for events
- shall be responsible for offering support and guidance for club members and facilitating the on boarding process by helping them integrate into the clubs' activities
- shall be responsible for developing strategies for engaging club members and creating a sense of community
- shall be responsible for keeping open communication channels amongst the student body
- shall be responsible for supervising tabling events
- shall be responsible for collecting feedback from members at the end of year to improve club performance

While the duties of each position are outlined, it is imperative that the executives work together as a unit and assist one another as much as possible for the efficiency and success of the club.

SECTION B: MANAGEMENT

1. All members of the executive board hereinafter shall be elected in accordance with the constitution, specifically ARTICLE V.
2. Events and activities may be suggested by the membership and executive board. All suggestions are considered.
3. All events and activities executed throughout the year must meet two criteria:
 - I. They must be legal, non-discriminatory, and in accordance with all policies of the University of Toronto.
 - II. Each event must be passed via vote among the general membership and executive board members. The voting process is described in ARTICLE V.
4. The executive board is responsible for making decisions concerning the day-to-day

running of the organization. However, if a member wishes to challenge a decision made by the executive board he/she may do so via a vote of the general membership. The majority vote will prevail.

5. If any member or executive has substantial reason and/or evidence why an existing executive board member should be removed from his/her post, they have the right to call a vote of the general membership.

ARTICLE IV: MEETINGS

1. There shall be a minimum of three general meetings per year.
2. The President shall call general meetings and the Publications Coordinator shall advertise the meetings.
3. The President shall also call executive meetings whenever he/she deems necessary.

ARTICLE V: MEMBERSHIP

1. Membership is open to any University of Toronto student, staff, faculty and alumni regardless of race, sex, or religious background.
2. There is one category of members:

General members:

- I. Do not pay a membership fee
 - II. Are sent, via mass email, events and activities held.
 - III. May recommend event and activity ideas that will be considered.
3. Only UTMSU members:
 - I. Are eligible to vote on all issues
 - II. May recommend amendments to the constitution that will be considered.
 - III. Are eligible to run for any position on the executive board
 4. Membership is also open to non-members of the University of Toronto community; however these non-members are not eligible to vote or become an executive member.
 5. Membership shall be obtained anytime within the academic year except on the day of elections. Under no circumstances will membership be granted on the day of elections.

ARTICLE VI: ELECTIONS

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must open to all interested candidates who are UTMSU registered members of the group.

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups's membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

Election Policies

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.

Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

ARTICLE VII: AMENDMENTS

1. Each member of the organization (they should be a member of the UTMSU) has the right to call for an amendment to the constitution at any time during the year.
2. This constitution will be made accessible to all members throughout the year.
3. Any recommended amendments will be taken into consideration and voted on among the general membership. Improvements that pass this procedure will be accordingly added to the constitution as an amendment.
4. A voting weight of two-thirds or 51% needs to be obtained for the amendment to pass.

ARTICLE VIII: FINANCES

1. The Financial Coordinator shall be in charge of the handling of the club's funds.
2. The Financial Coordinator shall present the budget for the club for proposed activities for executive approval.
3. Absolutely no financial transactions shall be done without the knowledge and approval of the executive.
4. All funds raised and collected from the club's activities shall be directed to the Financial Coordinator.
5. Executive members or regular members as the case may be, may be reimbursed for

expenses incurred while validly executing the club's business subject to the approval of the executive.

6. The signing officers for the club's account shall be the President, Vice-President and the Treasurer.
7. The finances of the club shall consist of funds on its behalf by funds raised from membership fees, activities or by any legitimate means.
8. The Financial Coordinator must keep the executive updated on the financial status of the club.
9. The financial documents of the club will be made available to any member upon request.

Article IX: Removal from Office

1. **Grounds for Removal:** Removal from office within the Caribbean Connections Club at UTM may be initiated in cases of misconduct, including but not limited to harassment, sexual harassment, discrimination, or any behavior deemed detrimental to the mission and values of the club.
2. **Sanctions:**

For General Member:

Upon receipt of a formal complaint or notice of misconduct, the club's executive board will conduct a thorough investigation. Depending on the severity of the misconduct, sanctions may include:

- **First Warning:** A formal warning issued by the Presidents to the individual outlining the specific concerns and providing an opportunity for improvement.
- **Second Warning:** A subsequent warning issued if the behavior persists after the first warning, with clear expectations for rectification.
- **Removal:** If the behavior continues after two warnings or if the misconduct is severe, the executive team will vote on the removal of the individual from their position.

For Executive member:

Upon receipt of a formal complaint or notice of misconduct, the club's executive board will conduct a thorough investigation. Depending on the severity of the misconduct, sanctions may include:

- **First Warning:** A formal warning issued by the Presidents to the individual outlining the specific concerns and providing an opportunity for improvement.
 - **Second Warning:** A subsequent warning issued if the behavior persists after the first warning, with clear expectations for rectification.
 - **Removal:** If the behavior continues after two warnings or if the misconduct is severe, the executive team will vote on the removal of the individual from their position.
3. **Formal Complaint Process:** Any member wishing to file a formal complaint against an executive member must do so in writing and submit it to the club's Presidents or VP Admin.
 4. **Removal by Executive Committee Vote:** The executive team will convene to vote (where majority votes will rule) on the removal of an executive member if warranted.
 5. **By-Election Procedure:** If an executive member is removed from office, a by-election will be held to fill the vacant position, following the election rules and procedures outlined in the club's constitution.

Appointment of Executive member

Should there be vacancies in executive positions, the club leadership will notify the club members of the vacant position(s).

Club members interested in filling the vacant executive position(s) will submit a formal expression of interest to the club leadership. This may include a candidate statement of intent.

The club leadership establishes criteria for selecting the new executive member.

After reviewing submitted expressions of interest, the executive board deliberates and selects the candidate they believe best fits the role and meets the established criteria.

Once a decision is made, the club leadership announces the appointment of the new executive member to the club members. This is usually done through a formal communication channel such as email, a club meeting, or both.

Ideally, the outgoing and incoming executive members may engage in a transition period to ensure a smooth handover of responsibilities.

Appeal Process

- **Initiating Appeal:** The club member who wishes to appeal a decision is informed of their right to appeal and the deadline for submitting an appeal.
- **Submission of Appeal:** The member submits a formal written appeal to the Presidents. This appeal should clearly state the grounds for the appeal and provide any supporting documentation or evidence.
- **Board Review:** The executive board often is convened to assess the appeal.
- **Review of Documentation:** The board reviews all relevant documentation related to the case. May include the club's constitution and any other pertinent records.
- **Decision:** After considering all the information presented, the executive board reaches a decision. This decision is typically communicated in writing to the appellant and may include the reasons for the decision.

Last revised July 17, 2024