

Constitution of .UTFC - Student Association of UTSG

Article I: .UTFC

- 1.1 The official name of the organization will be University of Toronto Student Fashion Collective (.UTFC)
- 1.2 The University of Toronto Student Fashion Collective may be referred to by the acronym UofT Fashion Collective but mainly .UTFC

Article II: Purpose

- 2.1 The purpose of University of Toronto Student Fashion Collective will be to
<< Provide a platform for UofT and non-UofT students who are still nervous about getting into the fashion world. We want to be able to share and support small and/or beginner creatives through our different events; which give different creatives a chance to shine. We want to ensure a safe and welcoming environment for everyone! We want to host events such as: art markets, sewing workshops, fashion film nights, fundraisers, and an annual end-of-the-year fashion show. >>
- 2.2 The University of Toronto Student Fashion Collective of UTSG will enhance the educational, recreational, social, or cultural environment of the University of Toronto St. George by << Creating and ensuring a welcoming environment where we will bond and share our interests, while also working together, creatively. We would also like to use the funds we earned from our events, and donate them to a fundraiser. >>
- 2.3 The University of Toronto Student Fashion Collective of UTSG fundamentally serves a non-profit function within the University of Toronto St. George, and will not engage in activities that are essentially commercial in nature.
- 2.4 The University of Toronto Student Fashion Collective of UTSG operates as an independent entity working within the University of Toronto St. George community subject to the values and policies of the University.

Article III: Membership

- 3.1 Membership in University of Toronto Student Fashion Collective of UTSG is open to all students, staff, faculty and alumni of the University of Toronto St. George, as well as individuals who do not attend University of Toronto.
- 3.2 The term of membership for the University of Toronto Student Fashion Collective will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in University of Toronto Student Fashion Collective:
 - 3.3.1 May have the right to participate and vote in group elections and meetings;
 - 3.3.2 The right to organize/engage in activities/events that are reasonable and lawful;
 - 3.3.3 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
 - 3.3.4 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions *unless* and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
 - 3.3.5 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
 - 3.3.6 ONLY members who are affiliated with UofT have the right to communicate and to discuss and explore all ideas.
- 3.4 Each member shall possess the following responsibilities relative to participation in University of Toronto Student Fashion Collective of UTSG
 - 3.4.1 Support the purpose of the organization;
 - 3.4.2 Uphold the values of the organization;

- 3.4.3 Contribute constructively to the programs and activities offered by the organization;
 - 3.4.4 Abide by the constitution and subsequent official organizational documents;
 - 3.4.5 Respect the rights of peers and fellow members;
 - 3.4.6 Abide by University of Toronto policies, procedures, and guidelines;
 - 3.4.7 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 The University of Toronto Student Fashion Collective values and respects the personal information of its members. The University of Toronto Student Fashion Collective secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 3.6 The University of Toronto Student Fashion Collective will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.
- 3.7 The process for becoming is member of University of Toronto Student Fashion Collective is as follows:
- By filling out a Google Form provided in our .CARRD, which can be found on our Instagram account, in our bio.

Article IV: Executives

- 4.1 The executives of the organization shall include
- President
 - Vice-President
 - Secretary
 - Social Media Manager
 - Events Coordinator
 - Fashion Show Events Coordinator
 - Treasurer

- Graphics Designer
- Photographer
- Model Head
- Designer Head
- Set Design Head
- Hair and Makeup Head

4.2 The broad responsibilities of each executive position are as follows:

- As the **President** of University of Toronto Student Fashion Collective , holds full responsibility and leadership over the entire club, ensuring each aspect and leader upholds the club's name, their activity throughout the year and relations with other organizations. With that, the individual must be engaging with the team and the community, staying true to the foundation of the club's goals.
- The **Vice President** of the University of Toronto Student Fashion Collective is responsible for helping lead the club and ensuring each aspect and leader uphold's the club's name, their activity throughout the year and relations with other organizations. The vice president will be engaging with the team and the community.
- As the **Secretary** of University of Toronto Student Fashion Collective, they oversee the internal and external relations within University of Toronto Student Fashion Collective. They will be in charge of taking notes of events, meetings, helping the president and vice president with club paperwork, emails, and communicating to University of Toronto Student Fashion Collective. They will be the head organizational member for the team.
- The **Social Media Manager** is the leader of online and offline marketing. They will be in charge of overseeing University of Toronto Student Fashion Collective's social media and other requirements for University of Toronto Student Fashion Collective that may be needed from marketing. Sees to it that all posts, Reels/Tik Toks, fliers, photos, videos, and announcements are made on time while also creating

recurring activity on the Instagram story to have interaction with the community continuously. Their goal must be to stay updated on all social media for University of Toronto Student Fashion Collective to thrive.

- The **Events Coordinator** is the leader of events. They are in charge of making sure events are planned in an orderly fashion and ahead of time without creating issues for the club. This position will have the responsibility of creating fully detailed itineraries, booking on-campus rooms/event-halls, and setting a working time and date for events as well.
- The **Fashion Show Events Coordinators** are fully responsible for leading the fashion show team (Model head, designer head, set design head, and hair and makeup head) as well as creating an organized timeline. They ensure that all information in regards to the fashion show is noted and shall fully inform the entire executive team. The Fashion show Events Coordinators are in charge of finding and booking a venue for the annual fashion show, as well as booking locations for modelling workshops, photoshoot locations, and fashion show adjacent meetings.
- The **Treasurer** will take full responsibility of .UTFC's incoming and outgoing funds. They will be keeping track of spendings and earnings for the whole year, and for fashion show and non-fashion show related funds. The treasurer will ensure that they keep a steady communication with the other executives in regards to the funds, and will keep and organize all proofs of payments (physical and non-physical).
- As the **Graphics Designer** of University of Toronto Student Fashion Collective, they will be responsible for the creation of logos, posters, social media posts, and graphics that will be used at events. The Graphics Designers will ensure that they keep consistent communication with the executive team while staying on task and on top of deadlines.

- As the **Lead Photographer** of University of Toronto Student Fashion Collective, they will be in charge of taking photos of club events and pictorials. The Lead Photographers will be responsible for guiding photographers for the annual fashion show, while keeping consistent communication with the executive team and staying on top of deadlines.
- The **Model Head** for University of Toronto Student Fashion Collective will be responsible for model workshops and the models' progress. They will be in charge of making sure that the models and the venue will be prepared for the annual fashion show so that the show runs as best as possible. The Model Head will be keeping consistent communication with the executive team while staying on top of deadlines.
- The **Designer Head** will overlook fashion designers' progress and will openly communicate with them. They will keep consistent communication with them in order to stay on task. The Designer Head will need to work closely with the fashion show-focused executives as well as the general team to ensure tasks are completed on time.
- The **Set Design Head** is responsible for the brainstorming, creation, and the construction of the annual fashion show's set design. They will be meeting with the fashion show team to discuss concerns such as: budget, construction, ideas, timelines, materials, etc. The Set Designer Heads will ensure they continuously keep track of payments and receipts. They will also be in charge of guiding the set design team that will be working under them for the annual fashion show.
- As the **Hair and Makeup Head** of the University of Toronto Student Fashion Collective, they will be responsible for creating hair and makeup looks for the annual fashion show. They will be helping and guiding hair and makeup students that will be working under them, while keeping consistent communication with the executive team. In addition, the Hair and Makeup Head is responsible for the disinfection and cleanliness of their work station and the products used on the models.

- 4.2 Only student members of the organization may hold executive positions.
- 4.3 The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 4.4 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
- 4.5 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
- 4.6 The term of each executive will last from May 1 following their election to April 30 of the following year.
- 4.7 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.
- 4.8 If a club executive resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.9 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.10 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the

executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article V: Removal of Members and Executives

- 5.1 The Executive Committee may revoke the membership of 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.
- 5.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 5.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 5.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 5.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 5.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 5.7. Executive Committee members are subject to the same termination of membership process as general members.
- 5.8 The removal of members and executives will be facilitated by a *three tier* procedure which operates as follows:
 - 5.8.1 First Tier:
 - The executive or member will be warned both verbally and in writing that their behaviour constitutes grounds for removal from the organization and that it should cease effective immediately.
 - 5.8.2 Second Tier:

- Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
- The Vice President Human Resources will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- The Vice President Human Resources must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
- The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President Human Resources' written response to demonstrate progress or correction of behaviour.

5.8.3 Third tier:

- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behaviour.
- The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
- The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

Article VI: Finances

6.1 The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.

6.2 The Treasurer shall keep an active record of income and expenses

6.3 Other members of the Executive Committee shall keep an active record of expenses and communicate it to the Treasurer.

6.4 The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

6.5 The group will not pay salaries to any of its officers.

6.6 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

6.7 The President, the Vice President, and only in special circumstances the Human Resources Director shall be the sole signing authorities of banking instruments for the organization.

6.8 University of Toronto Student Fashion Collective will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

6.9 University of Toronto Student Fashion Collective will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VII: General Meetings

7.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.

- 7.2 The Executive Committee shall meet bi-weekly. Members of the Executive Committee must be present at 70% of the meetings held throughout the school year.
- 7.2 The group shall hold general meetings at least twice a year per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 7.3 The Executive Committee must announce the date of an Executive meeting to the Executive group at least one (1) prior to the date of the meeting.
- 7.4 The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.
- 7.5 General meetings are open to registered members of the organization. UTFC club members may join even though they are UofT and/or Non-UofT students.
- 7.6 Minutes of all general meetings must be recorded and maintained for reference purposes by the President, the Vice President, and/or the Secretary.

Article VIII: Executive Meetings

- 8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 8.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
- 8.2.1 Formulating and distributing an agenda for each meeting;
 - 8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 8.2.3 Moderating the discussion at meetings according to the agenda;

- 8.3 There shall be a minimum of one (1) executive meeting held bi-weekly during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.
- 8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 8.5 Executive meetings may be called to order by the President.
- 8.6 Executive meetings are restricted to the Executive Committee only.
- 8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 8.8 Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.
- 8.9 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article IX: Elections

- 10.1 All voting members have a right to stand for election unless otherwise stated in this document.
- 10.2 Executive elections will be held prior to March 31 each year.
- 10.3 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.
- 10.4 All application periods must commence a minimum of fourteen (14) calendar days prior to the general meeting at which the election will be held.
- 10.5 Elections shall be conducted by democratic electoral vote in order to appoint an executive to a role.

- 10.6 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.

Article XI: Amendments

- 11.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 11.2 Amendments to the constitution require the approval of two-thirds ($\frac{2}{3}$) of the members present at a valid general meeting.
- 11.3 All voting members may propose and vote on amendments to the constitution.
- 11.4 The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 11.5 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.

Article XII: Transition

- 12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- 12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.