

Constitution of “University of Toronto Student Anime and Manga Association”

Last Revised: 16 July 2024



Table of Contents

Article One – Name and Purpose..... 3
Article Two – Membership and Membership Fee..... 3
Article Three – Rights of Members..... 4
Article Four – Executive Committee..... 4
Article Five – Executive Committee Composition and Duties..... 5
Article Six – Elections..... 7
Article Seven – Finances..... 8
Article Eight – Meetings..... 8
Article Nine – Termination of Membership..... 9
Article Ten – Amendments..... 9
Article Eleven – Impeachment..... 10

Article One – Name and Purpose

- 1.1. The official name of the recognized student group (“the group” or “the organization”) is “University of Toronto Student Anime and Manga Association”.
- 1.2. The official acronym or abbreviation of the group is “UT-SAMA”.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to raise awareness and increase appreciation for Japanese media, including, but not limited to: Japanese animation (“anime”) and visual art, Japanese comics (“manga”), and Japanese music. The organization aims to create a venue where members of the University of Toronto community can share their thoughts and interests through regular events and spontaneous discussions regarding the various aspects of anime, manga, and Japanese culture as a whole.

Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members (the “membership list”).
 - 2.1.1. Every individual wishing to become a group member must submit to a member of the Executive Committee the individual’s full legal name, a valid email address, and any additional details required for the functioning of and UTSU recognition of the organization.
 - 2.1.2. The membership list shall be kept confidential and used only for the organization’s internal business. If a reasonable need arises to share the membership list with an external entity (e.g. to qualify for a student group discount at Anime North), the executive committee shall mass notify group members about the sharing of said list.
- 2.2. Voting membership is open to all registered students of the University of Toronto (“the university”).
- 2.3. Voting membership is open only to registered students of the university.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. Both voting and non-voting membership are only open to individuals who are at least eighteen (18) years of age OR who are high school graduates entering a post-secondary institution or the equivalent. This restriction ensures that the organization’s activities do not interfere with regular high school activities and that the organization’s activities are age-appropriate.
- 2.6. The membership fee is \$8 per semester. A full year of membership can be purchased at one time for \$12.
 - 2.6.1. In the event that the majority of courses in a semester are offered exclusively online due to public health circumstances or decree by the university, the membership fee will be \$0 for the affected semester.
 - 2.6.2. All persons shall pay the same fee to become a group member, whether they are from the University of Toronto community or not.
 - 2.6.3. It is not possible to purchase membership for past semesters.

- 2.7. Membership is non-transferrable.
 - 2.7.1. Membership cards, if issued, shall only be held by the intended recipient. Group members who share their membership card(s) will have their membership revoked and card(s) seized. Individuals who fail to return a seized card will have their personal information recorded and be debited the cost of the membership associated with the seized card(s).
- 2.8. The organization will maintain a membership body of at least 30 individuals, at least 50% of whom shall be UTSU members. This quota ensures that UT-SAMA remains a UTSU-recognized student organization.
 - 2.8.1. UTSU and ULife recognition requirements may be subject to change, in which case the current executive body will be responsible for checking annually and making sure the qualifications are met.

Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) week of becoming a member. After the refund is processed, the individual's membership will be revoked with their assumed consent in accordance with Article Nine.
- 3.2. All voting members have a right to attend all general meetings of members unless otherwise stated in this document.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referendums.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. All voting members have a right to be informed of an election or referendum at least four (4) weeks prior to the date of the vote.
- 3.8. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.
- 3.9. All members have a right to request and be presented with a digital copy of this document without unreasonable delay or burden.

Article Four – Executive Committee

- 4.1. The maximum term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be composed of a minimum of three (3) members and a maximum of twenty (20) members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.

- 4.5. The maximum number of non-voting positions on the Executive Committee shall be one (1) position or fifty percent (50%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 4.8. The Executive Committee may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee. Appointment of said Directors or Coordinators will be done by nomination and a simple majority (50% + 1) vote in favour of appointment at a meeting of the Executive Committee.
- 4.9. A member of the Executive Committee may resign from their position at any given time.
 - 4.9.1. If the resigning member held a voting position on the Executive Committee, a by-election will be announced within two (2) weeks of their resignation to elect a replacement.
 - 4.9.2. If the resigning member held a non-voting position on the Executive Committee, a decision shall be made at the next meeting of the Executive Committee whether to appoint a replacement.
 - 4.9.3. Remaining members of the Executive Committee shall fill the duties of the resigning member until either the by-election concludes or a decision is made about reappointment, per 4.9.1 and 4.9.2 respectively.

Article Five – Executive Committee Composition and Duties

- 5.1. The President shall:
 - 5.1.1. Be eligible to cast votes at meetings of the Executive Committee;
 - 5.1.2. Oversee the operations, management, success, and legitimacy of the group;
 - 5.1.3. Serve as the primary spokesperson and point of contact for the group;
 - 5.1.4. Hold signing and financial authority along with the Vice President Internal;
 - 5.1.5. Preside over and prepare agendas for meetings of the Executive Committee;
 - 5.1.6. Ensure a transition of office from one year to the next, including, but not limited to, hosting a one-on-one session with the newly elected president;
 - 5.1.7. Ensure that members of the Executive Committee fulfill their responsibilities;
 - 5.1.8. Act as a mediator during conflicts between members of the Executive Committee.
- 5.2. The Vice-President Internal shall:
 - 5.2.1. Be eligible to cast votes at meetings of the Executive Committee;
 - 5.2.2. Assume duties of the President in their absence along with the Vice-President External;
 - 5.2.3. Ensure activities of the club comply with policies of the university;
 - 5.2.4. Coordinate organizational recruitment efforts, particularly within the university;
 - 5.2.5. Hold signing and financial authority along with the President;

- 5.2.6. Maintain the clubroom, if present, in a good state;
- 5.2.7. Handle space bookings for all events on the premises of the university;
- 5.2.8. Assist the President with communication and liaisons with internal organizations, including, but not limited to representatives of the university, UTSU staff, and ULife staff;
- 5.2.9. Regularly seek feedback from group members to improve events, the clubroom, and other aspects of members' experience;
- 5.2.10. Track attendance at group events along with the Events Coordinator.
- 5.3. The Vice-President External shall:
 - 5.3.1. Be eligible to cast votes at meetings of the Executive Committee;
 - 5.3.2. Assume duties of the President in their absence along with the Vice-President Internal;
 - 5.3.3. Ensure activities of the club comply with policies of the university;
 - 5.3.4. Coordinate organizational recruitment efforts, particularly outside the university;
 - 5.3.5. Assist the President with communication and liaisons with external organizations, including, but not limited to sponsors, other university anime organizations, and companies in anime-related industries;
 - 5.3.6. Create marketing and promotional materials along with the Communications Coordinator and Events Coordinator;
 - 5.3.7. Handle space bookings for all events outside the premises of the university, alongside the Events Coordinator.
- 5.4. The Secretary shall:
 - 5.4.1. Be eligible to cast votes at meetings of the Executive Committee;
 - 5.4.2. Maintain a list of group members;
 - 5.4.3. Maintain the group website and member contact list;
 - 5.4.4. Maintain a catalog of manga, video games, and board games in the clubroom, if present;
 - 5.4.5. Record notes and motions for meetings;
 - 5.4.6. Assist the President with the transition of office by documenting the group's progress and learnings during the year.
- 5.5. The Treasurer shall:
 - 5.5.1. Be eligible to cast votes at meetings of the Executive Committee;
 - 5.5.2. Record all financial transactions of the group;
 - 5.5.3. Maintain a budget of income and expenses;
 - 5.5.4. Advise the Executive Committee on financial position of the group every month;
 - 5.5.5. Prepare an annual budget for the group;
 - 5.5.6. Prepare an end-of-year report on the financial status of the group, to be used in the Secretary's documentation for the transition of office;
 - 5.5.7. Reimburse group members for approved expenses related to the functioning of the organization;
 - 5.5.8. Collect and deposit all of the group's revenue into the group's bank account;
 - 5.5.9. Evaluate the group's eligibility for various funding sources, and if eligible and beneficial to the group, submit an application for funding. Good examples of funding include UTSU Clubs Funding, and the Student Initiative Fund.

- 5.6. The Events Coordinator shall:
 - 5.6.1. Prepare and present an event plan to the Executive Committee for every group event with more than twenty (20) expected attendees;
 - 5.6.2. Plan or help lead the planning for one group event every month outside of general meetings;
 - 5.6.3. Handle space bookings for all events outside the premises of the university, alongside the Vice President External;
 - 5.6.4. Procure the necessary personnel, equipment, and supplies for events, with the assistance of other members of the Executive Council;
 - 5.6.5. Notify group members of upcoming events at the beginning of every month during the Fall-Winter semester, in coordination with the Communications Coordinator;
 - 5.6.6. Create marketing and promotional materials along with the Vice President External and Communications Coordinator;
 - 5.6.7. Track attendance at group events along with the Vice President Internal.
- 5.7. The Communications Coordinator shall:
 - 5.7.1. Notify group members of upcoming events at the beginning of every month during the Fall-Winter semester, in coordination with the Events Coordinator;
 - 5.7.2. Manage official group announcements on platforms including, but not limited to Discord, Instagram, and email;
 - 5.7.3. Ensure publicly available information about the group and its activities are up-to-date and accurate;
 - 5.7.4. Create marketing and promotional materials along with the Vice President External and Events Coordinator.
- 5.8. The two (2) Lower Year Representatives shall:
 - 5.8.1. Assist the Vice President Internal and other members of the Executive Committee in their duties;
 - 5.8.2. Suggest ideas to increase the organization's engagement with first and second year students at the university, and identify issues limiting engagement with said demographic.

Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting and non-voting position, unless otherwise stated in this document.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until

all positions are filled.

- 6.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
 - 6.7.1. The Executive Committee shall strike a temporary committee on elections ("Elections Committee") and appoint one (1) Chief Returning Officer ("CRO") to conduct and hold elections. All members of the Elections Committee must disclose all conflicts of interest in the election.
 - 6.7.2. The CRO shall announce the dates of the election to group members: including, but not limited to, the start and end of the nomination period; and the start and end of the voting period.
 - 6.7.3. The CRO shall ensure the validity of ballots cast and count the votes for the candidates in each position.
 - 6.7.4. Upon request, members of the Elections Committee may audit the election process and results.
 - 6.7.5. Vote counts and the ballots of individuals shall not be made visible to individuals outside the Elections Committee. However, the proportion of ballots cast for each nominee in each position shall be announced to the general membership along with the names of the winning nominees.
- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the position(s) through an election.
- 6.9. If there is only one nominee for a position, a yes-no question will be posed on the ballot for said position. A simple majority (50% + 1) of "yes" votes will be required for said nominee to be deemed the winner.
- 6.10. Nominees must not have served four (4) or more terms on the Executive Committee, as defined in Section 4.1. If it is unclear whether a nominee has exceeded the aforementioned term limit (e.g. because they were elected in a by-election after May 1st), the current Executive Committee will vote on the eligibility of said nominee, requiring a two-thirds majority, excluding executive members who are contesting the same position, in favour of granting eligibility.
- 6.11. An individual may seek nomination for a maximum of two (2) different positions in the same election. In the event that a nominee receives a plurality of votes for more than one position, they will be elected to the position for which they won the larger proportion of votes.
- 6.12. Should a tie occur between two or more nominees running for the same position, a run-off vote will be held involving only the candidates involved in the tie.
- 6.13. The maximum length of nominees' speeches shall be announced when the election is initially announced to members.
- 6.14. Voting in a group election is only open to individuals who became group members before the announcement of the election.
- 6.15. Nominees for the position of Lower Year Representative must be entering their first or second year of studies at the university.

Article Seven – Finances

- 7.1. The group may not engage in activities that are essentially commercial in nature.
- 7.2. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.3. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.4. The group will not pay salaries to any of its officers.
- 7.5. The group shall have exactly two (2) signing authorities on the group's bank account(s). Any one of the two authorities may sign on relevant financial decisions.
- 7.6. Financial records of the group shall be made available with one week's notice from a compelling authority, as described in this document.

Article Eight – Meetings

- 8.1. The Executive Committee shall meet monthly, from September through April. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice 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.
- 8.3. 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.
- 8.4. All members of the Executive Committee have the authority to call an emergency meeting of the Executive Committee provided a minimum of 50% of the voting members of the Executive Committee are able to attend.
- 8.5. Group members shall be permitted to attend the majority of in-person group events at no additional cost. An entry fee may be charged if revenue from the fee is reasonably required to cover expenses associated with an event's organization.
- 8.6. Individuals who are not group members will be permitted to attend events, but may be required to pay an entry fee at in-person events.
- 8.7. The Executive Committee will set entry fees on a per-event basis, and the amount shall be adjusted to cover expenses associated with event organization.

Article Nine – Termination of Membership

- 9.1. The Executive Committee may revoke the membership of any group member who commits an act negatively affecting the interests of the organization and its members, including, but not limited to:
 - 9.1.1. Non-disclosure of a significant or continuing conflict of interest;
 - 9.1.2. Failure to adhere to the *Criminal Code of Canada*, 1985 (as amended);
 - 9.1.3. Any forms of abuse, including, but not limited to verbal, physical, emotional, and sexual abuse;
 - 9.1.4. Infringement of the rights of other group members detailed in Article Three.

- 9.2. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership without the revokee's consent.
- 9.3. Any member facing removal shall have the right to appeal the decision of the Executive Committee to an independent adjudicator.
- 9.4. Following a termination of membership, the member will be removed from the group's membership and will lose any privileges associated with being a member of the group. The member shall return any borrowed group materials and membership card(s) within one week of termination, or provide satisfactory monetary compensation for said materials.
- 9.5. Executive Committee members are subject to the same termination of membership process as general members.

Article Ten – Amendments

- 10.1. All constitutional amendments shall require a simple majority vote (50% + 1) from a quorum of voting members to be passed, where said quorum must include at least half of all voting members at the time the amendment is proposed.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. 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 of an amendment.
- 10.4. 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 Eleven – Impeachment

- 11.1. The impeachment process applies only to sitting members of the Executive Council, regardless of their voting status and regardless of whether they were appointed or elected.
- 11.2. A member of the Executive Council may be impeached if their conduct falls under one or more of the following premises:
 - 11.2.1. Failure to fulfill the duties of their position detailed in this document;
 - 11.2.2. Exploitation of their position of power to threaten the security or integrity of the group or its members;
 - 11.2.3. Exploitation of group resources and privileges for personal gain without the knowledge of the Executive Council;
 - 11.2.4. Misrepresentation of the group in such a way that deliberately and severely damages the reputation of the group.
- 11.3. Impeachment shall require a majority vote from the Executive Council, excluding the member whose impeachment is being proposed.
- 11.4. If a member is successfully impeached by the Executive Council, the member may appeal to the general membership. A majority vote of all voting members shall revoke the impeachment.