UTM Film Club Constitution

Amended in June 2024

Article 1: Name

The club shall be known as the University of Toronto Mississauga Film Club (UTM Film Club or UTMFC), an Academic Club constituted by the UTMSU (University of Toronto Mississauga Student Union).

Article 2: Purpose

The UTM Film Club is a student-run undergraduate club at the University of Toronto's Mississauga Campus. Our aim is to provide a safe environment for students to destress and unwind throughout the year by watching some of their favourite films with other fellow students.

Our mandate is to provide various opportunities for those interested in cinema to come together and celebrate the art by building a community. We will work to ensure an atmosphere that is comfortable and inclusive by keeping the students in mind with every screening event we hold. This will not only provide another opportunity for students to socialize with one other, but will also allow the medium of film to be more accessible for the student body in general.

Article 3: Membership

3.1. Any undergraduate student, graduate student, staff, or faculty member is welcome at any event.

3.2. There are no membership fees for general events.

Article 4: Executive Council

4.1. The Executive Council shall consist of two co-Presidents, one Secretary, one Financial Director, one Creative Director, one Social Media Coordinator, one Marketing Coordinator, one Events Coordinator, one External Associate, and two Graphic Designers

4.2. The Executive Council must enroll full-time or part-time students who have paid their University of Toronto incidental fees for the year they serve on the committee.

4.3. All executives must attend eighty percent of meetings and fifty percent of events held by the UTMFC, and notify the President and/or the Vice President 24 hours beforehand if unable to attend.

4.4. The Co-Presidents shall:

4.4.1 Preside over all meetings of the club and champion projects and numerous decision making processes

4.4.2 Call all executive meetings and general meetings.

4.4.3 Handle the day-to-day operations of the club.

4.4.4 Ensure the club's adherence to UTMSU policies.

4.4.5 Act as a signing officer on all club documents.

4.4.6 Attend all UTMSU meetings and report information back to all executive members.

4.4.7 Check and respond to any emails within 48 hours.

4.5 The Financial Director shall:

4.5.1 Maintain all records using professional language.

4.5.2 Organize the purchase of UTMFC merchandise, food and drink available for purchase online and during events.

4.5.3 Organize and balance the funding requests and banking information.

4.5.4 Use finances strictly for the benefit of the club and its events.

4.5.5 Place all funds in a bank account (to be created after recognition) that only they and the Co-Presidents will have access to.

4.5.6 Keep a record of all deposits, withdrawals, budgets, receipts, etc.

4.5.7 Create a budget for all purchases by the club for each event.

4.5.8 Check the email every 48 hours

4.6.12 Be responsible for the biannual UTMSU Audit

4.7 The Events Coordinator shall:

4.7.1 Organize events for UTMFC with support from the UTMFC executive and general membership.

4.7.2 Coordinate with the Co-Presidents on how many volunteers are needed for specific events and what their responsibilities will be.

4.7.3 Plan when each event will take place and when advertisements for these events shall begin.

4.7.4 Organize all relevant personnel for each event

4.7.5 Be responsible for booking rooms and organizing food with the Secretary and External Associate.

4.7.6 Purchase all items for events and will then be reimbursed by UTMFC through the Financial Director. Will follow the budget made by the Financial Director.

4.7.7 Be responsible for hosting, set-up, and clean-up of all events.

4.7.8 Pose possible purchases to the Executive Council and with the majority vote of the council will then purchase the approved item.

4.7.9 Check and respond to any event related emails within 24 hours.

4.8 The Secretary shall:

4.8.1 Keep the minutes of all official meetings and provide the minutes to the executive council within 48 hours of a meeting.

4.8.2 Keep the attendance at all meetings. Notify UTMFC Co-Presidents if any executive member fails to attend two consecutive meetings or three meetings in a semester.

4.8.3 Ensure that the UTM community is informed about UTMFC events and services, working closely with the Co-Presidents and the Social Media Coordinator.

4.8.4 Facilitate communication between the UTMSU, student body and students through emails.

4.8.5 Be responsible for sending out the UTMFC monthly newsletters.

4.8.6 Maintain the email accounts, checking it two times daily, and answering all emails within 24 hours.

4.8.7 Summarize information received in emails and will then pose to the Executive Council.

4.9 The Social Media Coordinator shall:

4.9.1 Maintain the UTMFC Instagram account, Linktree, Linkedin and Letterboxd account.

4.9.2 Post any announcements or upcoming events on these forums in a timely manner.

4.9.3 Moderate posts and delete those with unsuitable content.

4.9.4 Receive post details from the Graphic Designers and post the respective content to the UTMFC Instagram.

4.9.5 Curate story polls for engagement

4.9.6. Will take photos or organize the photography at all events.

4.9.7 Check and respond to relevant direct messages and inquiries from students, clubs and organizations

4.10 The Marketing Coordinator shall:

4.10.1 Maintain the UTMFC Instagram account, Linktree, Linkedin and Letterboxd account alongside the Social Media Coordinator.

4.10.2 Create event recap videos.

4.10.3 Moderate posts and delete those with unsuitable content.

4.11 The Graphic Designers shall:

4.11.1 Create posters and advertisements for all events and posts.

4.11.2 Be responsible for designing the UTMFC newsletters.

4.11.3 Send these posters and advertisements to the Executive Team for unanimous approval by all members of the team.

4.11.4 Send the high-resolution files to the Social Media Coordinator to post to the UTMFC Instagram page

4.12 The Creative Director shall:

4.12.1 Oversee and plan designs for purposes of posting to the UTMFC Instagram, working closely with the Graphic Designers and with the Co-Presidents

4.13 The External Associate shall:

4.13.1 Work alongside the Events Coordinator to plan all club events.

4.13.2 Be responsible for contacting groups outside of UTM for events, sponsorships, and anything relating to UTM Film Club.

4.13.3 Purchase event decor as needed.

4.13.4 Check and respond to all event related emails within 24 hours.

Article 5: Meetings

5.1 General meetings

5.1.1 General meetings shall be open to all club members (voting and non-voting).

5.1.2 General meetings shall be called by the President and/or the Vice President twice per academic term.

5.1.3 Upon the receipt of fifteen (15) signatures by the voting members requesting a general meeting, a meeting shall be called by the Co-Presidents at the earliest possible date.

5.1.4 Voting procedure for regular business at a meeting shall be by simple majority (non-voting members shall be asked to refrain from a vote).

5.1.5 Notice of a general meeting must be given at least one week prior to that meeting.

5.2 Executive meetings

5.2.1 Executive meetings will take place either weekly or bi-weekly, at the discretion of the Presidents.

5.2.2 Voting procedure for regular business at an executive meeting shall be by simple majority.

5.2.3 Failure to attend any two consecutive executive meetings per academic term without having provided a legitimate excuse to one of the Presidents and/or the Vice President within 48 hours before a missed meeting will result in a warning (see Article 7).

5.2.4 Notice of an executive meeting must be given at least one week prior to that meeting.

Article 6: Elections

6.1 Election for the following year must be conducted by the winter semester of the previous year.

6.2 All elections must have a Chief Returning Officer (CRO) who will set up the elections online at www.voting.utoronto.ca or in-person. The CRO must be unbiased and approved by the Campus Groups Coordinator.

6.3 Voting members are undergraduate students who have attended a minimum of two (2) UTMFC events from the year. Alumni are not voting members.

6.4 Advertising for elections is mandatory and must take place over a period of two weeks. CRO must approve advertisements before being posted.

6.5 If there are vacant positions after the Winter Semester elections it will be at the Co-Presidents discretion to appoint for the months of May to September, the Co-Presidents and/or the Vice President will fulfill the responsibilities of the vacant positions.

6.6 Election winners will be announced by e-mail within 48 hours of the close of elections.

Article 7: Recall from Office

7.1 Failure of an executive member to fulfill their responsibilities, be it attendance or specific duties of the position as outlined in the constitution, will result in one warning (verbal or written), then a written petition to UTMSU to remove the executive from office.

7.2 For a warning to occur, the majority of the executive team must be in agreement of giving a warning.

7.3 The warning will consist of an outline of the alleged offenses/instances of neglect, and a discussion of how to prevent it from happening again through the construction of an action plan.

7.4 These warnings will be administered by the acting UTMFC President and if needed will be mediated by the UTMSU .

7.5 If after a verbal warning is issued, and the executive still fails to perform their duties, a referendum will be held by the remaining executives on the expulsion of the individual from office. If there is a consensus on their removal from office, a petition will be sent to UTMSU where the individual's removal will be verified in writing by the Vice President of University Affairs/Campus Groups Coordinator.

Article 8: Amendments

8.1 Passage of amendments shall be subject to a majority approval by the executive team.

8.2 Each amendment shall be referred to the UTMSU for review before it is formalized.

8.3 Any amendments must be made public and presented to the executive team and to the general membership (voting member).

8.4 The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.

Description of Club:

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Description of Membership

Any undergraduate student, graduate student, staff, or faculty member is welcome at any event. Any undergraduate student enrolled at the University of Toronto - Mississauga campus is eligible to participate in voting for the executive council for the following year, provided that they have attended a minimum of two (2) screening events from the year. For more information

about the UTMFC, please reach out to us via **email**: filmclub@utmsu.ca or **Instagram**: @utmfilmclub