

Constitution of "UTM Crochet Club"

Article I: Campus Group Name

The official name of this recognized campus group is "UTM Crochet Club"

The acronym or abbreviation of this group is UTMCC.

Article II: Purpose

The purpose of the UTM Crochet Club is to provide a space for students at the University of Toronto Mississauga who crochet to meet with others and work on projects together. The club's goal is to foster a community of individuals who would like to connect with others who share their hobbies and support/inspire each other with their creations. Students who do other needlework crafts would also be welcome to come and work on their crafts during casual meetings.

The above goals will be met by hosting regular casual meetings, as well as monthly workshops where crochet skills are taught by experienced executive members. Walk-throughs of selected patterns will allow beginners to ask questions in real time, which will alleviate many of the challenges/frustrations that come with self-teaching online. The regular casual meetings will bring students together to work on their own projects, socialize, and seek advice from each other.

Article III: Membership

Membership to the group is open to all University of Toronto Mississauga Students' Union (UTMSU) members.

UTM Crochet Club members are permitted to run, nominate, and vote in elections and constitutional amendments. Members must register by submitting their full name, student number, and a valid email address.

The membership fee will be \$0 per year.

Article IV: Executives

The executive committee shall be comprised of seven (7) elected officers. These include a

1. Co-President (2)
2. Secretary
3. Treasurer
4. Events director (2)
5. Social media director

The Co-President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

Additional responsibilities may include:

- Leading crochet workshop sessions and searching for patterns
- Holding signing officer authority for financial purposes.

The Secretary shall:

- Make/maintain a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the club and draft emails to remind members of upcoming events

Additional responsibilities may include:

- Leading crochet workshop sessions and searching for patterns

The Treasurer shall:

- Record all financial transactions of the group
- Hold signing officer authority along with a Co-President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Prepare and submit biannual audits to the UTMSU

Additional responsibilities may include:

- Leading crochet workshop sessions and searching for patterns

The Events Director shall:

- Be the primary planner/facilitator of events
- Plan out materials required for meetings and events
- Lead events and/or ensure that there are at least two executives available to lead each workshop.

Additional responsibilities may include:

- Leading crochet workshop sessions and searching for patterns

The Social Media Director shall:

- Prepare graphics to post on Instagram
- Write captions for Instagram posts
- Respond to direct messages
- Post resources/reminders of upcoming events on Instagram stories
- Do public outreach

Additional responsibilities may include:

- Leading crochet workshop sessions and searching for patterns

Article V: Meetings

a) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

Article VI: Elections

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 Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must be open to all interested candidates that 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: Removal from office

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,

may be given notice of removal. Notice of removal will be sent via email to the member in question.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favour of removal is required.

The member must have the right to a written appeal, submitted via email, before the general membership. The majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group. If an executive member is removed, a new one will be appointed by the remaining executive members.

An update must be sent to UTMSU on the removal of members and/or executives.

Article VIII: Amendments to the Constitution

Any registered club members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

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.