

# Constitution of Club Italia UTM

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## 1. Name

The official name of this recognized campus group is “Club Italia.”

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## 2. Purpose and Objectives

### **Purpose:**

Club Italia aims to celebrate, promote, and enhance the appreciation of Italian culture, language, and heritage within the University of Toronto Mississauga community.

### **Objectives:**

- **Mission:** To provide a dynamic platform for students to engage with Italian culture and traditions, fostering a greater understanding and appreciation of Italy’s rich heritage.
- **Vision:** To be a central resource for Italian cultural activities and a supportive community for those interested in Italian language and culture.
- **Goals:**
  - Organize events such as Italian film screenings, cultural activities, and traditional celebrations.
  - Facilitate learning and cultural exchange through workshops and educational sessions.
  - Collaborate with other cultural organizations and student groups to broaden cultural awareness and engagement.

### **Methods of Achievement:**

- Hosting seminars, workshops, and cultural events.
  - Engaging in outreach programs and partnerships with other cultural and student organizations.
  - Advocating for the appreciation of Italian culture through various events and collaborations.
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## 3. Membership

### **Eligibility:**

Membership is open to all University of Toronto students, faculty, and staff. Non-U of T members may attend events but do not have voting rights or executive positions.

**Registration:**

Members must register with a designated executive by submitting their full name and a valid email address.

**Fees:**

Membership is free of charge. Certain events may have a nominal fee to cover costs.

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**4. Executive List and Duties**

The executive committee shall consist of four (4) elected officers:

- **President:**
  - Oversee the operations, management, and success of the group.
  - Serve as the spokesperson and represent the club at events.
  - Hold signing authority along with the Treasurer for financial matters.
  - Preside over board and general meetings.
  - Ensure a smooth transition of responsibilities to future executives.
  - Additional responsibilities may include leading strategic planning and external relations.
- **Vice President:**
  - Assume the President's duties in their absence.
  - Oversee various committees and ensure compliance with university regulations.
  - Coordinate recruitment and membership engagement.
  - Additional responsibilities may include managing special projects and assisting with event planning.
- **Secretary:**
  - Maintain a list of registered members and manage communications.
  - Record minutes and motions from meetings.
  - Notify members of meetings and handle official correspondence.
  - Additional responsibilities may include managing the club's online presence and maintaining records.
- **Treasurer:**
  - Record all financial transactions and maintain financial records.
  - Prepare and present budgets and financial reports.
  - Advise on the financial status and prepare budgets for specific events.
  - Additional responsibilities may include managing fundraising activities and financial planning.
- **Events Lead:**
  - Brainstorm event ideas that are in line with the club goals
  - Plan, organize, and execute club events and activities
  - Coordinate logistics for events including venue booking and equipment materials
  - Ensures events are well advertised and within the allocated budget
  - Recruits volunteers and delegate tasks during events

## **Termination of Executives or General Members:**

- Any member committing actions that harm the club's interests or breach conflicts of interest may face removal.
  - The member subject to removal has the right to defend their actions.
  - A two-thirds majority vote from the current members present is required for removal, with an appeal process before the general membership.
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## **5. Elections**

### **Election Committee:**

The executive committee will establish an Elections Committee, including one Senior Election Officer (SEO), to conduct elections annually in March.

### **Eligibility to Run and Vote:**

- Candidates must be U of T members and have been active in the group for at least one month prior to nominations.
- All U of T members in good standing for 30 days before elections are eligible to vote.

### **Election Process:**

- Nominations open two weeks before March.
- Voting will occur on three designated weekdays, announced at least two weeks in advance.
- Ballots will be collected in a secure box, with the SEO overseeing the counting and reporting of results.

### **Senior Election Officer (SEO):**

- Oversees the election process, ensuring fairness and handling disputes.
  - Manages voting logistics and counts ballots.
  - Reports election results to the Executive Committee and general members.
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## **6. Finances**

### **Fund Utilization:**

Funds may only be used for club activities, events, and operational expenses. Major expenditures over \$100 require a majority vote from the executive committee.

### **Treasurer's Responsibilities:**

- Maintain financial records and prepare budgets.
- Present financial reports at annual general meetings.
- Ensure transparency and proper management of funds.

### **Restrictions:**

- The group will not engage in commercial activities or pay salaries to officers.
  - Fundraising should align with the group's non-commercial objectives and cover expenses without profit motives.
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## **7. Meetings**

### **Annual General Meetings (AGMs):**

- Held at least twice per year, once per academic term.
- Topics include the annual activity plan, financial health, and any proposed constitutional amendments.
- Motions require a two-thirds majority of registered members present.

### **Executive Meetings:**

- Held monthly or as needed.
  - Quorum is defined as 50%+1 of the executive members.
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## **8. Amendments**

### **Amendment Process:**

- U of T members may propose and vote on amendments.
  - Proposed amendments are discussed and voted on during general meetings.
  - Amendments require a two-thirds majority vote at AGMs.
  - The revised constitution will be submitted to the relevant university offices within two weeks of approval.
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This constitution was adopted on September 15, 2024 and may be amended as needed following the outlined process.