

Constitution of “Cover to Covergirls”

1. Article One: Name and Purpose

- 1.1. The official name of the recognized student group is “Cover to Covergirls”
- 1.2. The official acronym or abbreviation of the group is “CTCgirls”
- 1.3. The purpose of the organization is to create a warm and welcoming environment centered around small group discussion of literary and non-fiction texts, additionally, there will be a strong community service focus on literacy and arts education for communities in need through the organization of donation and volunteer efforts.

2. Article Two: Membership and Membership

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 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. The membership fee will be \$10.00 CAD per year.

3. Article Three: Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 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 referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of five (5) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.

5. Article Five - Executive Committee Composition and Duties

- 5.1. **The Co-Presidents shall:**
 - 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.1.2. Serve as spokespeople for the group,
 - 5.1.3. Preside over meetings of the Executive Committee and general meetings,
 - 5.1.4. Maintain a list of group members,
 - 5.1.5. Notify all members of general meetings,
 - 5.1.6. Ensure a transition of office from one year to the next,
 - 5.1.7. Hold signing and financial authority, along with the Director of Finance,

- 5.1.8. Plan and carry out special events at least twice annually, along with the Director of CSE,
- 5.1.9. Plan and carry out a major, community service focused event at least once annually, along with the Director of Community Service .
- 5.2. **The Director of Finance shall:**
 - 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.2.2. Record all financial transactions of the group,
 - 5.2.3. Hold signing and financial authority, along with the Co-Presidents,
 - 5.2.4. Maintain a budget of income and expenses,
 - 5.2.5. Advise members on financial position of the group,
 - 5.2.6. Prepare an annual budget for the group.
- 5.3. **The Director of Communications, Social Media and Events (CSE) shall:**
 - 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.3.2. Be responsible for all regular communications with general members,
 - 5.3.3. Maintain the group social media page(s) and/or website(s) and member contact list,
 - 5.3.4. Plan and carry out special events at least twice annually, along with the Co-Presidents.
- 5.4. **The Director of Community Service shall:**
 - 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.4.2. Plan and carry out a major, community service focused event at least once annually, along with the Co-Presidents,
 - 5.4.3. Facilitate additional volunteer training for group members, if necessary.
- 6. **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 position.
 - 6.3. Non-voting group members shall not be eligible to cast a ballot for any elected position.
 - 6.4. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
 - 6.5. 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.
 - 6.6. 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. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1).
- 7. **Article Seven - Finances**
 - 7.1. The Director of Finance shall keep an active record of income and expenses.
 - 7.2. The Director of Finance shall present the group's updates on the group's financial position at annual general meetings.

- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

8. Article Eight: Meetings

- 8.1. The Executive Committee shall meet monthly. 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 twice monthly 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 will announce the dates of all general meetings to the general membership at the beginning of the Fall/Winter term.

9. Article Nine: Termination of Membership

- 9.1. 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. 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.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten: Amendments

- 10.1. All constitutional amendments shall require a two-thirds majority vote to be passed at a general meeting.
- 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.
- 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.