

Constitution of “Association for Growth and Peer Experiences”

1. Name

The official name of this recognized campus group is “Association for Growth and Peer Experiences”

The acronym or abbreviation of this group is: AGAPE

2. Purpose and Objectives

The club recognizes peers who face barriers in finding friends on campus. There are peers who struggle to find friends because of their schedule, their long commutes, and their social battery, etc. The club aims to help our peers break those barriers and create connections on campus.

This club also aims to meet people where they are in terms of socialization, to try and lift some of the responsibility off of the individual for making friends. The core of our club is based around a statement that struck a chord with a few of the execs, heard at a student mental health committee — “If I could give every first year just one thing to help them make it through their undergraduate alive and well, it would be a friend.” Our club hopes to help provide those friends.

The purpose, objectives, mission and/or mandate of the organization is outlined here:

Mission: Create a network for students to find friends, share hobbies, and create meaningful connections through our club events. To create recurring events rather than annual events, such as weekly craft days, weekly gaming days, and other activities that may interest the membership.

Vision: We believe people should have a “third space”, where they are separate from the two environments most students spend all of their time in; home and school. Members will be able to meet with other members and execs just to be away from their regular environments, if they so wish, without any particular aim or purpose.

Goals: This club aims to be a “jack-of-all-trades” kind of club, where we try to dabble in as many experiences as possible, so members will be able to experience the full spectrum of what involvement on campus and with their peers could look like.

Direction of your group: The club will help students to create meaningful connections and socialize with each other through activities such as game days, craft days, book clubs, and workshops. Activities will be decided by both executive and general membership. Students will be connected to peers based on common interests, and will be able to share their favourite hobbies with other people who share similar enthusiasms.

By having the previously mentioned events, we invite students to do activities and meet people that may have things in common with them.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

UTMSU members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be **\$0 per year**.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the group must maintain a minimum of 25 members, a total of 51% of membership are UTMSU members. The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be composed of **EIGHT (8)** elected officers. These include: **President, Internal Vice-President, External Vice-President, Secretary, Treasurer, Events Coordinator, Membership Coordinator, Communications Coordinator**

The President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

The Internal Vice-President shall:

- Assume duties of the President in his/her absence
- Assume duties of the External Vice-President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Additional responsibilities may include:
 - Working with the Membership coordinator

The External Vice-President shall:

- Assume duties of the Internal Vice-President in his/her absence
- Assume duties of the President in the absence of a replacement
- Conducting outreach and recruitment
- Coordinate organizational recruitment efforts
- Additional responsibilities may include:
 - Working with the Events coordinator for outreach and recruitment

- Working with the Communications coordinator to

The Secretary shall:

- Assume duties of the President in the absence of a replacement
- Make and organize a list of all registered members
- Notify all members of meetings
- Record notes and motions for meetings
- Shall be responsible for the day-to-day implementation of activities, events, tasks, and decisions of the club

The Treasurer shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the 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
- Submit biannual audits to the UTMSU.
- Additional responsibilities may include:
 - Keeping track of money from fundraisers or other events

The Events Coordinator shall:

- Responsible for generating, planning, scheduling, booking, and execution of events.
- The Events Coordinator will collaborate with fellow executives, and will reach out to other clubs in the event of potential collaboration.
- They will also be responsible for booking external events, planning catering for relevant events, and ensuring a positive experience for our membership.

The Membership Coordinator shall:

- Handle introducing new members into the club
- Recruiting new members into the club
- Retaining membership within the club
- Responsible for ensuring that new members are well adjusted in the club by;
 - Introducing members to other members of the same interest by learning about their interests according to their sign up information
- Coordinate with members on club events, club collaborations, and other activities that the membership may be interested in
- Bring up general membership concerns to the executive membership

The Communications Officer shall:

- Handle official correspondence of the organization
- The Communications Officer will be another steward of the email account.
- The Communications Officer will control the social media accounts for the club, including but not limited to the club's Discord server, Instagram, etc.
- The Communications Officer will be responsible for publishing appropriate announcements to these accounts regarding club affairs such as General Meetings, events, and other relevant affairs.

Termination of Executives or General Members:

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.

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 favor of removal is required. The member must have the right to an appeal before the general membership, and 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.

5. Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

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 the 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 who 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.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. 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.

8. Amendments

Only UTMSU members may propose and vote on amendments to the constitution. The amended constitution is only finalized after it has been reviewed/approved by the UTMSU.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered UTMSU 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.