

# Constitution of “ UTMedia Studio”

## 1. Name

The official name of this recognized campus group is “UTMedia Studio”

The acronym or abbreviation of this group is: UTMS

## 2. Purpose and Objectives

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

UTMedia Studio’s purpose is to provide a supportive environment where creative students can explore and produce art and media. We aim to engage the broader student community by fostering interest in visual storytelling through film, animation, photography, and illustration. Our objectives include offering workshops to nurture emerging creators, organizing photo walks, hosting animation and film screenings, and producing collaborative film and animation projects.

## 3. Membership

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

U of T members are eligible to run, nominate, and vote in elections and constitutional amendments. The group also welcomes non-U of T members; however, they do not have the previously mentioned rights. Members must register by submitting their full name and a reachable email address to a designated executive or a sign-up form.

There is no membership fee.

## 4. Executive List and Duties

The executive committee shall be comprised of six (6) elected officers. These include a *president, vice president, secretary, treasurer, social media/marketing coordinator and events/workshop coordinator.*

*The President/Co-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
- Manage board meetings as well as general meetings
- Ensure transition of office to the future Executives

*The Secretary shall:*

- Make a list of all registered members
- Maintain member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization
- Hold signing officer power along with Presidents and Treasurer

*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

The Marketing Coordinator shall:

- Develop and implement marketing strategies to promote club events and activities through various mediums.
- Manage the club's social media accounts, ensuring regular updates and engagement with the audience.
- Create and design promotional materials, such as posters, graphics, and videos, to reach wider audiences.
- Collaborate with other executives to ensure consistent messaging and branding across all communications.
- Reach out to other clubs for possible collaborative opportunities

Marketing Assistant(s) shall:

- Assist with tasks delegated by the Marketing Coordinator.
- Assist in executing marketing strategies by managing specific tasks like drafting content, scheduling posts, and organizing events.
- Support the creation of promotional materials by providing input on design, content, and audience targeting, as well as coordinating logistics for campaigns.
- Monitor social media engagement by tracking metrics such as likes, shares, and comments, and reporting key trends to the Marketing Coordinator.
- Collaborate with club members and other departments to gather content, ensure timely updates, and promote cross-functional initiatives effectively.

The Events Coordinator shall:

- Plan, organize, and oversee all club events, including workshops, social gatherings, and special occasions.
- Coordinate event logistics such as venue booking, equipment rental, and catering services.
- Collaborate with other executives to ensure events align with the club's goals and interests.
- Manage event budgets and work with the Treasurer to ensure events adhere to club budgets.
- Recruit and supervise team members to assist with event execution.
- Reach out to other clubs for possible collaborative opportunities

The Events Assistant shall:

- Support the Events Coordinator in planning and organizing club events, ensuring all necessary details are accounted for.
- Assist with managing event logistics, such as setting up venues, handling equipment, and coordinating with vendors.
- Help monitor event timelines to ensure tasks are completed on schedule and events run smoothly.
- Assist in tracking event expenses, providing budget updates to the Events Coordinator and Treasurer.
- Gather feedback from attendees after events, helping improve future planning and execution.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

#### **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

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose all conflicts of interest in the election.

The SEO Election Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the **beginning of March**. Candidates must be members in good standing and be part of the group for at least one month prior to the nomination period.

The SEO shall select **three (3) election dates before March 30<sup>th</sup> for the voting period**. These dates will be announced in a **minimum of two (2) weeks prior to elections dates** and must fall on weekdays.

The SEO shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the SEO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot to break the tie.

After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

## 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 its officers.

## **7. Meetings**

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

The group shall hold general meetings at least twice (2) per month.

The Executive Committee will announce these dates one (1) week prior to holding the meetings. These meetings are intended to go over the group's monthly 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 monthly where date and times are to be set by an executive. The minimum of executive meetings shall be 25%+1 of executives.

## **8. Amendments**

Any registered U of T 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, etc) within two (2) weeks of its approval by general members.