

# Constitution of “UTM Poetry Club”

## **Article 1: Campus Group Name**

The club’s name is as follows: “UTM Poetry Club”. The club’s abbreviated name is “UTMPC”.

## **Article 2: Purpose**

The purpose of the UTMPC is to create a safe space for people of all identities to be united through poetry. UTMPC works to create a common learning ground for poets of all backgrounds, while actively celebrating the culture of poetry. We wish to celebrate the work of the poets that came before us, and the poets that actively exist within our space, while providing members of UTMPC with the resources to adapt and change as poets. Thus, UTMPC aims to enlighten and inspire the poets and artists of UTM, while embracing the culture of poetry and its diversity, and while commemorating notable pieces throughout literary and poetic history.

## **Article 3: Membership**

All members of the UTMSU are able to join the club. UTM alumni or community members may be offered associate membership. NOTE: Associate members are not allowed to participate in elections for executive roles and votes for constitution amendments.

There is NO MEMBERSHIP FEE that is required to become a member of UTMPC.

All general members of the club are able to participate in the club's election for any executive roles. Voting in elections is open to general members and interested parties of the UTMSU.

NOTE: At no time is voting open to associate members.

## **Article 4: Executives: Names and Roles**

The current executive committee consists of the club founders and hired executives via applications. For continued practice of the club, obtaining executive positions must be via elections during the Winter Semester. Any additional positions that may be needed for the club’s management after elections may be obtained through hiring by filling out applications for those specific roles. Hiring must occur without bias and must be assessed solely by the applicant’s qualifications and dedication.

- **Co-presidents:** Yara Deabes and Princess Sarah Owusu Ansah
- **Secretary:** Avreen Saron
- **VP Finance:** Hayley Fosbury
- **VP External:** TBA
- **Social Media Coordinator:** Lotanya Johnson
  - ★ It should be noted that the list for executive members is not complete, as hiring is still being conducted and finalized.

1. **President** – Responsible for overseeing the club’s activity. The president(s) is also the chief of decision making. Furthermore the president(s) is the primary contact for the club. The president, along with the VP Finance are responsible for managing the club’s bank account. The president(s) is also responsible for terminating members that violate the club’s ethical values, and engaging in actions that disrespect fellow club members (examples are listed in the “Termination section”.)
2. **Secretary** – Responsible for internal communications in the group. The secretary is responsible for taking attendance and meeting minutes and ensuring that meetings adhere to an organized schedule in regards to topics discussed and. The secretary is also expected to maintain records, specifically the membership record, meeting minutes, and event records (agendas, registration forms, feedback,etc). The secretary is to ensure that important archived documents are easily accessible and kept up-to-date.The secretary is responsible for managing event logistics. The secretary is to ensure that all documentation required for events is up to standard. In addition, the secretary should respond to emails and social media inquiries. The secretary should maintain all club documentation, including membership details and event documents, and records.
3. **VP Finance** – Responsible for handling financial resources and cash flow; keeping records of receipts, finances, and spending; designing budgets in collaboration with the President and other executives; submitting the bi-annual audit report to UTMSU.
4. **VP external** – Responsible for cultivating relations with other clubs and external parties to collaborate for club events. The VP external is also responsible for booking rooms for club meetings and club events. The VP is to work with the secretary when handling correspondence with other clubs. In addition, the VP external is responsible for acquiring CCR opportunities for the club.
5. **Social Media Coordinator** – Responsible for overseeing the club’s social media accounts; responding to messages on social media apps; planning/creating/uploading social media posts in a timely manner. The social media coordinator is also responsible for collaborating with the VP external to maintain the club’s PR on social media platforms.

## **Article 5: Meetings**

### General Member Meetings

- Will be held twice annually, once per semester (fall and winter only)
- The executive committee will announce these meetings two weeks in advance of holding said meeting
- The purpose of these meetings are to outline UTMPC semester activities, financial health and propose or vote on constitutional amendments, if any. Motions will require  $\frac{2}{3}$  of registered member attendance for a vote to be cast. The motion with the most votes will be implemented.

### Executive Meetings

- Will be held monthly (September to April)
- Times and dates of these meetings will be set by an executive member.
- Motions will require  $\frac{2}{3}$  of executive member attendance for a vote to be cast and require a majority vote to be passed.

### **Article 6: Finances**

The VP Finance is responsible for keeping records of all the club's financial transactions. The VP Finance must present the club's financial status at the monthly executive club meetings. For expenses of over \$100.00 for single events, a vote of majority will be taken by the Executive Committee to assess the transactions.

### **Article 7: 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.

### Event of a Tie

In the event of a tie, the candidates are to submit a cover letter and resume that will be reviewed by the executive committee. Once their submission is reviewed, the executive members are to conduct a short interview, where the candidates can further elaborate on what their hopes for the role are and what they hope to achieve within the club. Once the interviews have been conducted, the executive committee is to hold a private re-vote to break the tie.

### **Article 8: Termination/Removal from office**

Removal from office can occur at any time with confirmation obtained from the UTMSU (for both general and executive members). Reasons for removal include harassment, discrimination, hate speech, neglect of roles and refusal of responsibilities.

### **General Member Removal**

Removal for general members will occur after two verbal warnings for not abiding by the club's ethical values (eg. inciting hate speech during club activities).

### Notice of removal

The member will be notified by email that they have been summoned by the executives to discuss the situation that led to their removal.

### Voting Process

The executive committee will vote on the impeachment of the member who committed the offense. Two-thirds of the executive committee must be in accordance with the vote.

### Appeal Process

The members will have a chance to appeal their case to the executive committee. Depending on the degree of their offense, and the content of their appeal, the club committee will decide on the next course of action.

### Final vote process

The executive committee will vote on the impeachment, after carefully reviewing the member's appeal. In the case that the appeal is granted, the executive committee will reinstate the club member and inform the member of the decision. In the case the appeal is not granted, the member will be removed from the club's membership. This decision will be finalized by the UTMSU.

### **Executive Removal**

#### Notice of removal

The executive member will be notified by email that they have been summoned by the executives to discuss the situation that led to their removal.

#### Voting process

The executive committee will vote on the impeachment of the member who committed the offense. Two-thirds of the executive committee must be in accordance with the vote.

#### Appeal process

The executive members will have a chance to appeal their case to the executive committee. Depending on the degree of their offense, and the content of their appeal, the club committee will decide on the next course of action accordingly.

#### Final Vote Process

The executive committee will vote on the impeachment, after carefully reviewing the executive's appeal. In the case that the appeal is granted, the executive committee will reinstate the offending club executive and inform the member of the decision. In the case the appeal is not granted, the member will be removed from the club's membership. This decision will be finalized by the UTMSU.

### **Appointment/by-election**

In the event that a club executive is removed, a by-election will be held to replace the removed executive. The election procedures and timeline will follow the processes stated in Article 7.

### **Article 9: Amendments to the Constitution**

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it.

All amendments must be approved by the group's membership via their General Meetings.

All amendments must be approved by UTMSU before they are formalized.

\*Only members of the UTMSU are allowed to make amendments to the constitution

#### Amendment 1: Membership Participation

1. All members are encouraged to actively participate in club activities, including meetings, events, and workshops.
2. Members can sign up for specific roles or responsibilities within the club, such as organizing events or leading workshops.
3. Participation in at least one club activity per month is required to maintain active membership status.

**Description:** This amendment outlines the expectations for member involvement and provides opportunities for members to take on various roles within the club.

#### Amendment 2: Contribution of Original Work

1. Members are encouraged to share their original poetry (in the form of written or verbal presentation) at club meetings and events.
2. A designated time during each meeting will be allocated for members to present their work.
3. Members may submit their work for consideration in club anthologies or publications.

**Description:** This amendment ensures that members have regular opportunities to share and showcase their poetry, fostering a supportive and creative environment.

#### Amendment 3: Voting on Club Decisions

1. All active UTMSU members who joined the club, have the right to vote on club decisions, including event planning and other major initiatives.
2. Votes will be conducted during regular meetings, and each member will have one vote per issue.
3. Decisions will be made by a simple majority vote of the members present.

**Description:** This amendment guarantees that all members have a voice in key club decisions, promoting democratic participation and inclusivity.

#### Amendment 4: Attendance and Engagement

1. Regular attendance at meetings is encouraged, with members expected to attend at least 50% of the scheduled meetings each semester.
2. Members who are unable to attend a meeting should inform the Secretary, 24 hours in advance, and provide a reason for their absence.
3. Members with excessive absences may be contacted by the club leadership to discuss their continued involvement.

**Description:** This protocol ensures that members remain engaged and accountable while providing a structure for addressing frequent absences.