

Constitution of “UTM Naacho”

1. Name

The official name of this recognized campus group is “UTM Naacho.”

The acronym or abbreviation of this group is: UTMN.

2. Purpose and Objectives

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

At UTMNaacho, we aim to host a range of events centered around dance and showcasing talent through vibrant parties and get-togethers. Our dances will primarily feature Bollywood styles, bringing the energy and flair of Indian cinema to the forefront while incorporating dance and music from around the world, celebrating diverse cultures and genres of dance and music. Whether you’re a seasoned dancer or simply looking to have fun, our events will provide an inclusive space for everyone to express themselves and enjoy an unforgettable experience. To share our passion and message, we’ll be showcasing our talent on social media, especially through engaging dance reels. These posts will help us reach a wider audience, while our live performances will provide opportunities for both club members and the broader community to perform at various events. By collaborating with other community members, we aim to create a lasting impact that goes beyond just dance—bringing people closer together through shared cultural celebrations.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni). The Executive teams must be only comprised of University of Toronto members and must fill out an application form and go through an interview process by the Presidential team of the club.

The general membership is open to everyone who would want to join the club though they would still have to fill out a google form and provide basic information such as full name, student number and email address of their choosing.

Members of the community and University of Toronto who would want to perform with the club at events and in the social media posts and reels must apply through forms and go through an auditioning process governed by the presidential teams of the club.

The group is open to non-U of T members. Non-U of T Members must register with a designated member of the Presidential team of the club by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

4. Executive List and Duties

The executive committee shall be comprised of 12. These include the following:

- **President/ Founder**
 - Outreach
 - Initial Editing
 - Initial social media management
 - Approval of Posts
 - Choreography
 - Exec Overlooking
 - Auditions/ recruitment
 - Hiring Process- Google forms
 - Email management
 - Event Planning/ Overlooking

- **Co-President**
 - Initial Outreach
 - Social Media Overlooking/ Approval of Posts
 - Administrative responsibilities (CSE, UTMSU)
 - Making sure club events abide by rules.
 - Auditions/ recruitment
 - Email Overlooking
 - Approval of Google forms
 - Event Planning/ Overlooking
 - Exec Overlooking

- **Vice President**
 - Overseeing all positions
 - Purchasing items for events (with provided funding) with assistance.
 - Managing events when they are taking place (assigning tasks with Presidents)
 - Ensuring all rules abide by the UTM community.
 - Presenting and attending ALL meetings (some circumstances can be considered)
 - Organizing meetings and practices (reaching out to execs, attendance, strikes, warnings)
 - Sending out PROFESSIONAL warnings with approval of Presidents (IF needed)
 - Ensuring that club executives follow club rules (With Presidents)
 - Performing is an asset (but not required)

- **Director of Social Media and Outreach (Media)**
 - Designing posts according to theme with Co-Director
 - Coming up with creative bios for the posts
 - Reel ideas + Approval
 - Reaching out for collaborations, sponsorships and vendors for events
 - Reaching out to presidents for approval
 - Posting POSTS before deadline

- Backup up for Director of Social Media and Editing for emergencies (Co-Director)
- Posting
- Performing is an asset (but not required)

- **Director of Social Media and Editing (Media)**
 - Designing posts according to theme with Co-Director
 - Choreographer/ Dancer Credits (in reel captions)
 - Reel ideas + Approval+ Editing Reels
 - Posting REELS before the deadline
 - Backup up for Director of Social Media and Outreach (for emergencies)
 - Reposting
 - Overseeing Comments (liking/ replying/ deleting derogatory comments)
 - Performing is an asset (but not required)

- **Director of Videography (Media)**
 - Recording clips from events/ meetings/ rehearsals (for social media)
 - Sending files to Social Media Directors for editing and posting
 - Recording Reels (dance and other)
 - Experience with using a Camera is an asset (you will be provided with one for the shootings)
 - Finding suitable venues for events and reels
 - Performing is an asset (but not required)

- **Events Director**
 - Responsible for Reaching out for collaborations and sponsorships (Outreach)
 - Reposting
 - Coordination with Presidents and Finance Director
 - Brainstorming Event ideas
 - Purchasing things for the events (using funding provided)
 - Finding suitable venues for events
 - Performing is an asset (but not required)
 - Backup up for Director of Social Media and Editing for emergencies (Co-Director)
 - Posting
 - Performing is an asset (but not required)

- **Finance Director (Treasurer)**
 - Budgeting/ managing funding and making a note of where all the funding is spent (Using Excel Sheets)
 - Reimbursing executives if they buy things for the club (IF needed)
 - Responsible for Reaching out for sponsorships and vendors for events.
 - Finding suitable venues for events
 - Performing is an asset (but not required)

- **First Year Representative**
 - Outreach for first year UTM students
 - Reposting on social media

- Tabling
 - Putting up posters
 - Telling friends about events
 - Event planning with Events Director
 - Setting up for events (ex: decorating)
 - Assisting VP and Events Director with purchases for events (funding will be provided)
 - Finding suitable venues for events and reels
 - Performing is an asset (but not required)

- **Second Year Representative**
 - Outreach for second year UTM students
 - Reposting on social media
 - Tabling
 - Putting up posters
 - Telling friends about events
 - Event planning with the Events Director
 - Setting up for events (ex: decorating)
 - Assisting VP and Events Director with purchases for events (funding will be provided)
 - Finding suitable venues for events and reels
 - Performing is an asset (but not required)

- **Performance Directors (up to 2)**
 - Experience with performing.
 - Creative control
 - Open to being inclusive of everyone's ideas for the dance.
 - Attend ALL meetings (exceptions can be made- reach out to Vice president)
 - Take note of who participates in the choreographing (so they can be credited in Instagram captions)
 - Teaching steps to performers
 - Ensure everyone (who would like) has a fair chance to be in the spotlight/ center of performances.
 - Perform in reels (Not required but an asset)

- **Performers**
 - Attend rehearsals for the dances you are performing.
 - Perform in reels (Not required but an asset)
 - Suggest ideas to the choreographer (an asset but not required)
 - Will be given the opportunity to be in the spotlight for some dances (if wanted)

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 any and 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 have to 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 30th 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 in order 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.

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. This is decided by the Presidential team of the club.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current executive members present in favor of removal is required. The member must have the right to an appeal the executive team and the vote of the executive team shall settle 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 a vote of the other members of the executive team, may lose their executive position along with their membership to the group.

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 executives 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 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

Any registered U of T executive members may propose 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 Executive Meetings by registered U of T executive 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 members.