

Constitution of “Étudiants Francophones de UTM”

Article I. Campus Group Name

The official name of this recognized student group is “Étudiants Francophones de UTM”

The acronym or abbreviation of this group is: EFUTM

Article II. Purpose and Objectives

The goal of this club is to welcome, include and embrace francophone culture and diversity at UTM! The club welcomes French and aspiring French speakers of all levels from all years and encourages the use of French as the language of communication for all events and meetings, whether informal or formal. The club aims to create a space for French and aspiring French speakers and those who are passionate about French to meet others just like them, develop friendships and practice the language in a setting that is inclusive and free of judgement!

Article III. Membership

Executive members with voting privileges shall be currently registered students of the University of Toronto - Mississauga.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. 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.

Article IV: Executive List and Duties

The executive committee shall be comprised of at least three (3) elected officers. These include a

- President (Président.e)
- Vice President (Vice Président.e)
- Director of communications (Directeur.trice de la communication)
- Director of marketing (Directeur.trice de marketing)
- Event coordinator (Coordinateur.trice des évènements)
- VP Finance (Vice Président.e des Finances)

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
- Additional responsibilities may include:
 - Running French Conversation Circles

The Vice President shall:

- Oversees various committees
- Ensures all activities of the club meet the regulations and policies of UofT
- Assume duties of the President in his/her absence
- Coordinate organizational recruitment efforts

Director of marketing shall:

- Be in charge of managing all social media platforms, monitoring and replying to messages as they come in
- Creating posters and graphics

Director of communications shall:

- Manage incoming/outgoing information through the EFUTM email
- Contact members
- Inform members how they can get involved in the club space
- Contact other campus groups for collaborations

Event coordinator shall:

- Be in charge of planning, promotions and collaborations
- Coordinate date, time and location of events

The VP Finance 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 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.

Article V: Meetings

a) Annual General Meetings (AGMs):

The group shall hold general meetings open to all members 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.

Article VI: Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) to conduct and hold elections in the Winter semester, following the timeline set by the UTMSU.

The 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.

The CRO shall accept nominations only from group members that are registered UTM students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership..

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 representatives

- 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.

Article VII: Removal from Office:

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

Example of removal procedure:

- Removal after 1 written warning issued to the individual
- Removal after missed 2 consecutive meetings without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under “Elections Procedures”.

Article VIII: Amendments to the Constitution

Any registered U of T students 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. The Office of Student Life, The University of Toronto Students’ Union, etc) within two (2) weeks of its approval by general members.

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