

Constitution of “Lesbians, Gays, Bisexuals, and Trans People of the University of Toronto”

Revised on Friday, December 2nd, 2022

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Lesbians, Gays, Bisexuals, and Trans People of the University of Toronto”
- 1.2. The official acronym or abbreviation of the group is “LGBTOUT”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to advocate for increased awareness of issues impacting queer students on campus, host events and facilitate safe and inclusive spaces for all UofT students who identify as queer, questioning, or allied.
 - 1.3.1. The term “queer” is used as an umbrella term throughout this document to refer to anyone whose self-identified sexual orientation, gender identity, and/or gender expression do(es) not conform to cisheteronormativity, or anything related to such persons.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open only to registered students of the University of Toronto.
- 2.3. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.4. The membership fee will be \$0.50 per year and automatically be charged to a student's tuition as a part of UTSU's group levy
 - 2.4.1. Those who wish to not pay the membership fee will not be considered members and have the right to opt out

3. Article Three – Rights of Members

- 3.1. All voting members and non-voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
 - 3.2.1. Voting members must be present at the time of the general meetings in order to cast their vote — no proxy votes will be accepted.
- 3.3. All voting members and non-voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members with the exception of subsections 3.1 and 3.3 as outlined above.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of ten (10) voting and non-voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee, which may be any position except for Co-President, Finance Director, and First-Year Representative.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten percent (10%) of the positions on the Executive Committee, whichever is greatest.
 - 4.5.1. This article is in accordance with nominees who are interested in running for an executive position but are not registered with the University of Toronto
 - 4.5.1.1. Nominees who are alumni must have held a voting position on the Executive Committee within the last three (3) years.
 - 4.5.2. Should there be two (or more) non-voting members nominated for the Executive Committee, the non-voting member with the greatest number of votes will be elected. The other position(s) will be filled by the voting member(s) with the greatest number of votes.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 4.8. Any member of the Executive Committee can be removed from office prior to the end of their term under the following conditions:
 - 4.8.1. Any member of the Executive Committee can call for a vote to remove another Director from office during an executive meeting. The Executive Committee shall then call for a debate, allow time for discussion, and then vote on whether to remove the Executive Committee member in question. Each member of the Executive Committee must be present for the vote, and the vote must pass by at least a two-thirds (2/3) vote.
 - 4.8.2. At a general meeting, any LGBTOUT member can call for the impeachment of a member of the Executive Committee. Upon voting on this at the general meeting, if a simple majority is reached, then the Executive Committee member in question shall be suspended until the next general meeting where, after debate, they can be removed from office with a two-thirds (2/3) vote from the general membership.
 - 4.8.3. Removal from office should only be considered under extreme circumstances including (but not limited to) the following: embezzlement of LGBTOUT funds, abuse or inappropriate use of power, inability to perform the duties of office for any reason, inability to interact respectfully with other LGBTOUT members (including Executive Committee members), or acting contrary to the mission of LGBTOUT as stated in Article I.

- 4.9. No Executive Committee member may hold more than one (1) executive position at any given time unless there is a position on the Executive Committee that is not filled during elections or becomes vacant due to the resignation of one of the members of the Executive Committee. In either situation, the remaining members of the Executive Committee would collectively decide on how to manage the responsibilities of the vacant position (e.g., have one of the Executive Committee members take on the responsibilities of the vacant position, have the Executive Committee collectively attend to those responsibilities, or hold an election to fill the vacated position).

5. Article Five - Executive Committee Composition and Duties

5.1. The Co-President(s):

- 5.1.1. There shall be a maximum of two (2) Co-Presidents overseeing the operations of the Executive Committee
- 5.1.2. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.3. Oversee the operations, management, and success of the group, including scheduling meetings, organizing agendas, and verifying the CCR contributions of volunteers and Executive members
- 5.1.4. Serve as spokesperson for the group,
- 5.1.5. Hold signing and financial authority along with the Finance Director,
- 5.1.6. Preside over meetings of the Executive Committee and/or members,
- 5.1.7. Ensure a transition of office from one year to the next.

5.2. The Resources and Training Director:

- 5.2.1. There shall be a maximum of one (1) Resources and Training Director **1 Director and 1-2 Executives**
- 5.2.2. Be eligible to cast votes at meetings of the Executive Committee unless held by a non-voting number,
- 5.2.3. Update and organize the resources distributed by LGBTOUT, including pamphlets, brochures, referral lists, and safer sex supplies
- 5.2.4. Responsible for organizing at least one (1) mandatory training each academic term for Executive Committee members and LGBTOUT volunteers and providing additional, regularly occurring opportunities for education and development among the LGBTOUT members,
- 5.2.5. Work closely with the Drop-In Centre Director to see that the Drop-In Space is well stocked with supplies/resources,
- 5.2.6. Encouraged to collaborate with Sexual Education Centre (SEC), the Sexual & Gender Diversity Office (SGDO), and other community-based organizations to collect resources for the student body.

Facilitate active programming (collaborate with Events Director to promote supplies and resources at events)

5.3. The Drop-In Centre Director:

- 5.3.1. There shall be a maximum of one (1) Drop-In Centre Director
- 5.3.2. Be eligible to cast votes at meetings of the Executive Committee unless held by a non-voting number
- 5.3.3. Overseeing the maintenance of the drop-in and office spaces of LGBTOUT and

recruiting, interviewing, and scheduling volunteers,

5.3.4. Responsible for working closely with the other members of the Executive Committee to facilitate greater interaction between Executive Committee members and LGBTOUT volunteers,

5.3.5. Encouraged to work with the Training and Resources Director to ensure that the Drop-In Space is well stocked with resources and supplies for the student bod

5.4. The Finance Director:

5.4.1. There shall be a maximum of one (1) Finance Director

5.4.2. Be eligible to cast votes at meetings of the Executive Committee,

5.4.3. Assume duties of the Co-President(s) in their absence,

5.4.4. Record all financial transactions of the group,

5.4.5. Hold signing and financial authority along with the Co-President(s),

5.4.6. Maintain a budget for income and expenses,

5.4.7. Advise members on the financial position of the group,

5.4.8. Prepare an annual budget for the group. **annual/semester report of finances**

5.5. The Events Director(s):

5.5.1. There shall be a maximum of two (2) Events Directors **and three (3) Events Executives**

High energy vs low energy events; directors vs executives?

5.5.2. Be eligible to cast votes at meetings of the Executive Committee unless held by a non-voting number

5.5.3. Responsible for planning at least five (5) events per term **(fall and winter)** to help build community among the members of LGBTOUT

5.5.4. Work collaboratively with each other to plan and facilitate events for LGBTOUT,

5.5.5. Coordinate with the Finance Director to ensure that event budgets are within the yearly LGBTOUT budget,

5.5.6. Communicate with fellow LGBTOUT Executive Team Members, UofT student groups, and/or groups outside of UofT to brainstorm further event ideas

5.5.7. Communicate with the general volunteers of LGBTOUT to request assistance with events promotion, events facilitation, and clean-up should it be required

5.6. The Communications Director:

5.6.1. There shall be a maximum of one (1) Communications Director **and two (2) Communication Executives**

5.6.2. Be eligible to cast votes at meetings of the Executive Committee unless held by a non-voting number

5.6.3. Responsible for LGBTOUT's public relations strategies and actions,

5.6.4. Create promotional material, promote LGBTOUT and its activities on media sites, respond to media inquiries, and update/moderate the media sites used by LGBTOUT to reach its members

5.6.4.1. These sites include but are not limited to: LGBTOUT's website, Facebook page, Twitter account, LISTSERV, Instagram, and Disord

5.6.5. Encouraged to work closely with the Events Directors to ensure that promotional material for events is created and disseminated on social media platforms at least 2 weeks prior to the event

5.7. The First-Year Representative:

5.7.1. There shall be a maximum of one (1) First-Year Representative.

- 5.7.2. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.3. Responsible for bringing forth the ideas, questions, and concerns of incoming students at UofT to the Executive Committee,
- 5.7.4. Responsible for identifying problems within and beyond LGBTQOUT, voicing concerns of the general membership, and generally providing support to the Directors however needed
- 5.7.5. Support fellow executive members in their respective endeavors and projects including, but not limited to:
 - 5.7.5.1. Events planning and facilitation, volunteer recruitment, and events clean-up;
 - 5.7.5.2. Promoting the LGBTQOUT space and events to peers;
 - 5.7.5.3. Drop-in Space clean up;
 - 5.7.5.4. Organizing and restocking resources for the Drop-in Space and Student Body
 - 5.7.5.5. Brainstorming further training opportunities for the general volunteers
- 5.7.6. Encouraged to collaborate with the Executive-at-Large to coordinate support, bring forth ideas, and engage with the student body

First year specific event or something more solid to add to position - mandatory volunteering hours/drop in space volunteering?

5.8. The Executive at Large shall:

- 5.8.1. There shall be a maximum of one (1) Executive at Large
- 5.8.2. Be eligible to cast votes at meetings of the Executive Committee unless held by a non-voting number
- 5.8.3. Responsible for collecting and distributing meeting minutes, identifying problems within and beyond LGBTQOUT, voicing concerns of the general membership, and generally providing support to the Directors however needed
- 5.8.4. Encouraged to support the Directors in their respective endeavors and projects such as, but not limited to:
 - 5.8.4.1. Events planning and facilitation, volunteer recruitment, and events clean-up;
 - 5.8.4.2. Promoting the LGBTQOUT space and events to peers;
 - 5.8.4.3. Drop-in Space clean up;
 - 5.8.4.4. Organizing and restocking resources for the Drop-in Space and Student Body;
 - 5.8.4.5. Brainstorming further training opportunities for the general volunteers.

Article Six – Elections

- 6.1. All positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

- 6.6. In the situation where there is more than one (1) nominee for an Executive Committee position, the votes shall be cast such that voting members will rank their nomination choices from first choice to *n*th choice.
- 6.7. In the event that two or more nominees are tied for an Executive Committee position, the second choice vote and further will be used to break the tie.
- 6.8. The elections must be held in a nonbiased manner. No individual who is seeking an election may participate in planning or administering the election.
- 6.9. The Executive Committee shall appoint one (1) Chief Returning Officer (CRO) who must be a past Executive and must not be running for a position in the election being held.
 - 6.9.1. The CRO is to conduct and hold the election for all positions except First-Year Representative in late April.
 - 6.9.1.1. In the event that an election cannot be held in late April due to extenuating circumstances at the Executive Committee's discretion, the CRO is to conduct and hold the election at the earliest available date.
 - 6.9.2. The CRO is to conduct and hold an election for First-Year Representative in late September.

7. Article Seven – Finances

- 7.1. The Finance Director shall keep an active record of income and expenses.
- 7.2. The Finance Director shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, and financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

9. Article Nine - Termination of General Membership

- 9.1. The Executive Committee may revoke the membership of 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.

9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

9.6. Following termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

9.7. Executive Committee members are subject to the same termination of the membership process as general members.

10. Article Ten – Amendments

10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

10.2. All voting members may propose and vote on amendments to the constitution. 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.

10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.