

# Constitution of the “Urbanism Club”

## 1. Name

The official name of this recognized campus group is “Urbanism Club”

The acronym or abbreviation of this group is: UC

## 2. Purpose and Objectives

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

Educate our members and the community on the benefits of walkable towns and good urban design, such as improved health, social connection, and economic sustainability. Advocate for policies and infrastructure that prioritize walking, biking, and public transit as viable transportation options. Foster community engagement by organizing events and projects that promote urbanism and walkability. Champion equitable access to safe, accessible, and well-designed public spaces for people of all ages, abilities, and backgrounds.

## 3. Membership

Membership to the group is open to all the University of Toronto (UofT) members (students, staff, faculty and alumni).

Members of the University of Toronto Mississauga Students’ Union (UTMSU) are permitted to run, nominate, and vote in elections and constitutional amendments. The Urbanism Club must retain a minimum count of 25 UTMSU members to remain active.

Group membership is also open to non-UTMSU members. However, these members do not hold the rights of UTMSU members.

All members must register with a designated executive by submitting their full name, and a valid UofT email.

The membership fee will be \$0 per year.

## 4. Executive List and Duties

The executive committee shall be comprised of **five (5) elected officers**. These include a President, Vice President, Treasurer, Events Director, and Advocacy Director. Each of these positions can only be filled by **one (1) individual**.

*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 Executive Committee meetings as well as general meetings
- Ensure transition of office to the future Executives
- Direct a team of presidential associates, if applicable

*The Vice President shall:*

- Handle communication between the Urbanism Club and other clubs or campus groups
- Assist the president and other executives in their operations
- Assume the responsibilities of the president for a temporary amount of time if the president is temporarily unable to do so for reasons that may include health issues, long-distance travels, or other extenuating circumstances that may temporarily impede the president's ability to carry out their duties
- Direct a team of outreach associates, if applicable

*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
- Submit the bi-annual report to the UTMSU

*The Events Director shall:*

- Coordinate engaging events for club members
- Consider and manage collaborative events with other campus groups
- Direct a team of events associates, if applicable

*The Advocacy Director shall:*

- Act as the overseer of all advocacy initiatives to improve urbanism on campus and in Mississauga
- Have a set of reasonable advocacy priorities for their given term
- Seek out and maintain connections with any external parties that may benefit advocacy priorities
- Create initiatives to ensure that advocacy priorities are achieved, such as transit surveys or petitions, political deputations, etc.
- Direct a team of advocacy associates, if applicable

Elected executive officers are required to attend at least **half** of all executive committee meetings within their term and have voting authority during them.

The group may **appoint Coordinators, Advisors, and/or Team Leads for various committees** such as social committee, publicity committee, and so on. They may direct a team of associates but not hold executive officer decision-making or voting authority and are recommended but not required to attend any executive committee meetings.

**Termination of Executives or General Members:**

Any general 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.

Any executive of the club may face termination from either their executive position or their club membership for the same reasons as a general member. An executive whose club membership is terminated shall also be terminated from their executive position. Upon termination, their executive position shall be appointed by the Executive Committee.

The **termination process** for general members and executives consists of four phases and is as follows:

1. **Initiation** - Any executive can put forward a motion during an Executive Committee meeting to begin the termination process of another executive or general member. If the motion includes the termination of another executive, it must specify whether it concerns termination of their position or their membership. A two-thirds majority of the current executive members present must vote anonymously in favor to proceed with the rest of the termination process.
2. **Preparation** – If the vote to proceed with the rest of the termination process passes, the member in question must be notified as soon as possible in written form about the termination process and when the final vote to confirm their termination will occur. The member facing termination shall have the right to defend their actions in either written or verbal form. The Executive Committee may reconvene to confirm termination at minimum seven (7) days after notice is given to the member facing termination. This time period shall also act as a preparation period for the member facing termination.
3. **Ratification** – Once the preparation period expires for the member facing termination, the Executive Committee may reconvene to consider any contestations issued by the member. The member facing termination may choose to attend this meeting and further state their case. Afterwards, a two-thirds majority of the current executive members present must vote anonymously in favor of completing the member's termination.
4. **Notification** – If the vote to complete the member's termination passes, an update shall be given to the terminated member and UTMSU within fourteen (14) days after the ratification vote passes. Club membership records must be updated within the same period.

All members who have their club memberships terminated may choose to **appeal their membership termination**. The appeal process is as follows:

- The member in question must notify the executive team about their intention to appeal their termination within thirty (30) days after the vote to confirm their termination occurred.
- Upon being notified, the executive team must initiate a referendum available to all club members within fourteen (14) days.
- A simple majority of the general membership during the referendum is required to reinstate the club member's membership status. Executive members cannot participate in the referendum. The results of the referendum must be considered as the final say in the matter. **Any** referendum results must be posted publicly as soon as possible.
- If the member's membership status is reinstated, the UTMSU must be notified within fourteen (14) days after the referendum occurred. Club membership records must be updated within the same period.

Any members terminated from the club's membership lose any privileges associated with being a member of the club.

## 5. 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 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' 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.

## **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 of 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 at minimum once a month 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 UTMSU members who are members of the Urbanism Club may propose and vote on amendments to this constitution. The amendments must be voted and agreed on by a majority of the executive team.

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, The University of Toronto Mississauga Students' Union, etc.) within two (2) weeks of its approval.