

UTMSU Campus Group Constitution

Article I: Campus Group Name : Creators Club

This campus group will take upon the name Creators Club (CC for abbreviation). If approval is gained, it will be known as UTM Creators Club.

Article II: Purpose

Creators Club is dedicated to fostering a vibrant community of content creators and marketing enthusiasts at the University of Toronto Mississauga. This group aims to facilitate collaboration, knowledge-sharing, and creative exploration among its members, empowering them to produce impactful content and engage diverse audiences. By establishing meaningful connections with brands and partnerships, the society seeks to enhance growth opportunities for all members.

This initiative is rooted in principles of equity and inclusivity, ensuring that all voices are heard and valued, regardless of background or experience level. Through workshops, networking events, and collaborative projects, Creators Club aspires to cultivate a supportive environment where creativity thrives, enabling members to succeed and make a positive impact in the marketing landscape.

Article III: Membership

Membership is open to all students at the University of Toronto Mississauga who are fee-paying members of the University of Toronto Mississauga Students' Union (UTMSU). There will be **no membership fee**, and all members must sign up for the Creators Club mailing list to receive updates and participate in the group's activities.

A **Voting Member** is defined as any UTMSU member who has registered with the Creators Club by signing up for the mailing list. Voting members are eligible to participate in elections and general meetings, where they can vote on key decisions and run for executive positions. All UTMSU members, regardless of program or year of study, are encouraged to participate.

By maintaining an inclusive and equitable membership structure, Creators Club ensures that everyone has the opportunity to engage and contribute to the community's growth.

Article IV: Executives

The Creators Club is governed by an executive council consisting of five positions. Each executive plays a crucial role in the organization's operations, ensuring the group runs efficiently and meets its goals. Below are the executive titles and their respective duties:

President

The President is responsible for overseeing all group activities and decision-making processes.

As the primary contact for the group, the President represents Creators Club in external matters and ensures alignment with the organization's purpose and vision. They collaborate with all executives, lead strategic planning, and ensure the group is fulfilling its mission.

Co-President

The Co-President works alongside the President to support group operations and decision-making. In the absence of the President, the Co-President assumes all presidential duties, ensuring continuity in leadership. This role also focuses on assisting with external outreach and group initiatives.

General Secretary

The General Secretary manages internal communications, taking meeting minutes, and ensuring smooth communication among executive members. They are responsible for organizing emails. Additionally, they serve as the chief of human resources, ensuring member engagement and team morale.

Finance Director

The Finance Director manages all financial matters of the Creators Club. They are tasked with handling financial resources, maintaining accurate records of receipts, and tracking spending. The Finance Director also collaborates with the President and Co-President to design budgets and submit the bi-annual audit report to UTMSU, ensuring transparency in the group's financial affairs.

Marketing Director

The Marketing Director is responsible for developing and executing marketing strategies that promote Creators Club activities. This includes managing promotional campaigns, social media content, and event marketing. They also work closely with the other executives to ensure the group's branding aligns with its goals, helping increase visibility and engagement with target audiences.

Article V: Meetings

1. Executive Meetings

The Creators Club executive council will hold executive meetings *monthly* throughout the academic year. These meetings are designed to ensure the smooth operation of the group, assess progress on ongoing initiatives, and address any emerging concerns or opportunities. Additional executive meetings may be scheduled as needed to accommodate urgent matters.

2. General Meetings

The Creators Club will hold *one General Meeting per Fall semester* and *one General Meeting per Winter semester* for all registered members. During these meetings, the executive team will present the group's mission, goals, and achievements, offering members an opportunity to engage with the club's direction. A detailed report on the financial condition of the group will be provided upon request by any member, ensuring transparency and accountability.

Article VI: Elections

Creators Club will follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote set by UTMSU. CC 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 Group'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

Amendments to the Creators Club Constitution must follow a structured process to ensure transparency and prevent arbitrary changes. The procedure is as follows:

1. Proposal of Amendments

Any proposed amendments to the Constitution must be submitted in writing to the executive council. The proposal will be discussed at the next executive meeting, where it may be refined before being brought to the general membership.

2. General Meeting Approval

All proposed amendments must be presented to the Creators Club membership at a General Meeting. A minimum of two weeks' notice must be provided to all members before the meeting, detailing the proposed amendments. During the meeting, members will have the opportunity to discuss and vote on the proposed changes.

3. **Voting Procedure**

Amendments require approval by a two-thirds (2/3) majority vote from the voting members present at the General Meeting.

4. **UTMSU Approval**

Once approved by the membership, all amendments must be submitted to the University of Toronto Mississauga Students' Union (UTMSU) for final approval. Amendments will only be formalized after receiving UTMSU's confirmation.