

UTMSU Campus Group Constitution Template

Article I: Campus Group Name

UTM Dance Team

Article II: Purpose

The UTM Dance Team is a competitive dance team aiming to encourage both the health and creative freedom of UTM students with a background in dance. This team allows for those who have pursued artistic passions in the dance industry to continue their pursuit throughout their time in university. The goal for the UTM Dance Team is to create an expressive space for dancers and movement artists to showcase, perform, and expand on their talents.

In order to achieve these goals, the UTM Dance Team elects and designs an executive team that is 100% committed to abiding by the team's regulations, customs, and expectations. These rules allow for executive team members to split the leadership workload, further allowing for an increased focus on the detail of their positions. This serves as a crucial role in fulfilling the team's goals as it allows members to have access to a safe, organized, and regulated environment, with executive team members fulfilling their roles without mass burden.

Membership regulations and rules are also monitored in order to maintain a safe space and fair environment. By holding meetings, keeping the executive team in contact 100% of the time, showcasing the team's hard work by performing routines at events, and holding workshops for both outside and inside members to attend, the UTM Dance Team will fulfill the goals of allowing students to pursue and perform their artistic passions within a safe and welcoming space.

Article III: Membership

Membership is open to all UTMSU members (aka UTM undergraduate students). Community members and alumni may be offered associate membership (this is something that can be offered to those who are not current fee paying members for the campus group and are not UTM undergraduate students. Associate membership consists in the ability to participate in all matters of the group EXCEPT FOR voting in elections and general meetings, and/or becoming an executive. Thus, associate members do not have voting rights and candidacy rights).

There is no membership fee (\$0.00) involved with the UTM Dance Team.

Voting in elections is only accessible to members of the group, meaning that they must have passed the UTM Dance Team's auditions and have been a part of that corresponding season's team.

Article IV: Executives

Head Captain (1) – This position requires the individual to oversee all activities including choreography, rehearsal time/space booking, financial management, costuming, event planning, communications, decision making, social media activity, marketing, and other general duties. This person is responsible for bookings, event planning, accepting performance invitations,

landing final decisions, communicating between various parties, monitoring cash flow, supervising the team's rehearsals and activities.

Assistant Captains (2) – This position requires the individual(s) to assist the duties of the Head Captain and oversee the general activities of the group. In the case that the Head Captain is absent or unavailable, the Assistant Captain must step up to fulfill the role of the Head Captain.

Social Media Manager (1) – This position requires the individual to have the skills and artistry to create, post, and update the team's social media activities. This individual must create posts and update the team's status, events, and other informational activities on the group's social media platform, after having confirmed the accuracy of the information with the Head Captain.

Social Media Assistants (2) – This position requires the individual(s) to assist the duties of the Social Media Manager and oversee the general updates of the groups. In the case that the Social Media Manager is absent or unavailable, the Social Media Assistant(s) must step up to fulfill the role of the Social Media Manager.

Fundraising Team Managers (2) – This position requires the individual(s) to oversee the cash flow of the group's income, expenses, and costs. By analyzing the team's net income, this individual must plan and organize events that market the team's assets and allow for the net income to grow. This individual must also manage and report the money earned and the money used whenever the bank account is accessed - keeping records of receipts, finances, and spending; design budgets in collaboration with the Captains and other executives; submit the bi-annual audit report to UTMSU.

CCR Manager (1) – This position requires the individual to oversee the CCR earned by the activities of members within the year. This individual must be in contact with the CCR Director at UTM and share the details, forms, and information with the team. This position requires the individual to take responsibility for the earning of CCR for the team.

Article V: Meetings

Executive meetings are held on a weekly basis, outlining the expectations for each week and event/case, including the report of what went well that week. Group chats and other forms of group communication (ie. calls, zoom) are actively used. General Meetings are held once a month and debrief/info sessions are held.

Article VI: 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. In the case of a tie, a re-election between the tied candidates only, will take place, in which members of the UTM Dance Team will vote between those candidates. 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'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.

UTM Dance Team Removal Procedure:

- Removal after 3 written warnings issued to the individual
- Removal after 3+ missed meetings/rehearsals without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

General Member Removal

- Warning of removal issued by email
- Agreement of the necessity of removal agreed/voted upon by the captains (Head & assistants)
- Appeal process granted to removal candidate
- Final vote/agreement completed by the Captains

Executive Removal

- Warning of removal issued by email
- Agreement of the necessity of removal agreed/voted upon by the Executive Team
- Appeal process granted to removal candidate
- Final vote/agreement completed by the Executive Team

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". Final removals will be notified to the UTMSU body.

Article VIII: Amendments to the Constitution

The UTM Dance Team constitution will be subject to an amendment procedure that prevents arbitrary alterations to it.

All amendments must be approved by the UTM Dance Team's membership via the General Meetings.

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

Only UTMSU members can propose and vote on amendments to the constitution.