

Constitution of “UTMSU Salsa and Bachata”

Article I: Campus Group Name

The official name of this campus group is “UTMSU Salsa and Bachata”, also abbreviated as “UTMSUSALBAC” or “UTMSU SALBAC”. The “UTM” suffix is approved by the Centre for Student Engagement as displayed on their [website](#).

Article II: Purpose

The UTMSU Salsa and Bachata’s mission is to communicate through the beauty of Latin dance diversity and create an exciting, benignant, and inclusive community, which is connected by the power of creativity. The club aims to provide an opportunity for UTMSU members to grow by challenging their lifelong-learning potential as individuals, enhancing their mental and physical well-being, and learning the significance of human connection.

To achieve this mission, we will:

1. Host Immersive Events: we will organize dance socials, workshops, and collaborative events, which will enable the community to socially bond and exchange learned skills from different levels of experience.
2. Facilitate Skill Development: we will provide beginner friendly lessons that ease non-dancers' transition into becoming a part of the community, as well as interactive workshops that will challenge the skill level of dancers to allow them to continue discovering their potentials. Any level of experience is welcomed.
3. Showcase Cultural Heritage: we will explore many dance genres that will show the richness of Latin dance and music diversity.

Lastly, through our unwavering commitment to inclusivity, we desire to create an enticing atmosphere and a safe space for curious individuals desiring to explore new grounds to form a novel past-time, as well as for those desiring to delve deeper into their ardent love for dance.

Article III: Membership

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

UTMSU (undergraduate students) members are permitted to run, nominate, and vote in elections, and constitutional amendments. This affirms that all UTM undergraduate students can be voting members.

The group is open to non-UTMSU members, such as community members and alumni, however, these members are known as Associate members and do not hold the afore mentioned rights. Members must register with a designated executive by submitting their full name and a valid email address. 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).

The membership fee will be \$0 per year. Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days (about 4 and a half weeks) after the election period.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the group must maintain a minimum of 25 members, a total of 51% of membership must be UTMSU members. The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

Article IV: Executives

The executive committee shall comprise fourteen (14) elected officers when all positions are full, with at least four (4) elected officers at other times. The team may operate in a limited capacity when meeting the minimum requirements as long as they recruit additional members in a timely manner.

These include:

1. Co-President (2)
2. Vice President (1)
3. VP Finance (1)
4. Secretary (1)
5. VP of Social Media, Marketing & Events (2)
6. VP of Advocacy (2)
7. VP of Design & Photography (2)
8. VP of Community Engagement (2)
9. VP of External Communication (1)

The President/Co-Presidents shall:

- ⇒ Responsible for overseeing the group's practice and chief of decision-making; primary contact for the group
- ⇒ Be the spokesperson for the group and handle any grievances
- ⇒ Hold signing officer authority along with the Vice President for financial purposes
- ⇒ Record all financial transactions of the group
- ⇒ Preside overboard meetings as well as general meetings with the Executive Team
- ⇒ Ensure transition of office to the future Executives
- ⇒ Direct organizational recruitment efforts

The Vice President shall:

- ⇒ Assume duties of the President in his/her absence
- ⇒ Oversee the various committees
- ⇒ Hold signing officer authority along with the President and VP Finance for financial purposes
- ⇒ Ensure that all the activities of the club meet the regulations and policies of the University of Toronto
- ⇒ Coordinate organizational recruitment efforts
- ⇒ May be required to assume duties of the VP Finance, should the need arise

The VP Finance shall:

- ⇒ Complete all audits, budgeting, and other financial tasks
- ⇒ Design budgets in collaboration with the President and other executives
- ⇒ Handle official correspondence of the organization
- ⇒ Hold signing officer authority along with the President and Vice President for financial purposes
- ⇒ Record all financial transactions of the group (receipts, invoices) and monitor cash flow
- ⇒ Submit the bi-annual audit report to UTMSU

The Secretary shall:

- ⇒ Make a list of all registered members and their details
- ⇒ Monitor all emails and any other methods of online communications as needed
- ⇒ Complete all application forms for grant funding, recognition, and other documentation as needed
- ⇒ Record and distribute notes and motions for meetings
- ⇒ Work alongside the President to arrange meetings; notify all members of meetings

The VP of Social Media, Marketing & Events shall:

- ⇒ Brainstorm, pitch, and execute event ideas in detail to the team
- ⇒ Create organized timelines for event planning and execution
- ⇒ Work collaboratively with members to support creative social media launches (i.e., posters, videos) that will promote member engagement
- ⇒ Encourage and guide members in the event planning and execution of work
- ⇒ Work with the different team committees of VPs to schedule social media content and pitch marketing strategies
- ⇒ Create and post social media content (Instagram, TikTok, LinkedIn) as well as ensure digital accessibility (e.g. captions, description)
- ⇒ Present new marketing strategies to the team

The VP of Advocacy shall:

- ⇒ Conduct research on current events, highlight important areas of information to convey to the organization's audience(s), and provide the required sources; provide relevant information to Executives as needed
- ⇒ Write blog posts for the organization's website, podcast, and/or social media platforms
- ⇒ Connect with VP of Social Media, Marketing & Events to strategize and run ideas
- ⇒ Arrange regular meetings pertaining to issues of social justice concern with the other executives

The VP of Design & Photography shall:

- ⇒ Create engaging digital content, consisting of graphics and videos to promote our club and future events in a timely manner
- ⇒ Design team merchandise and other potential items
- ⇒ Ensure the designs align with the club's mission, vision, and overall aesthetic (colour palette, style)
- ⇒ Work alongside the VP of Social Media, Marketing & Events to meet team goals
- ⇒ Capture and edit photos and videos of the team's endeavors, including the podcast, team photos, events
- ⇒ Present new creative projects where possible
- ⇒ Work alongside the VP of Social Media, Marketing & Events to evaluate the team's needs

The VP of Community Engagement shall:

- ⇒ Oversee the general membership program; run projects, hold meetings, and all other logistical tasks
- ⇒ Lead the logistics and execution of monthly engagement initiatives (e.g. tabling) and build club rapport at events
- ⇒ Present the team with updates and new ideas regarding general membership engagement

The VP of External Communication shall:

- Attend all meetings related to their assigned initiative
- Act as an intermediary between external parties and the team members; contact the appropriate personnel to build community relationships and honour the team members' needs
- Support the President, Vice President, and Secretary in email and other communication

The group may appoint Associates to assist members of various committees (Events, Administrative, Media, etc.); however, such positions do not hold executive decision-making

authority. Associates may attend executive meetings, hold voting rights (if voting member requirements are met), etc. These members should not be mistaken as “Associate Members”.

Article V: Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, once per academic term to share the mission, goals, financial state, and accomplishments of the group. These meetings may be held more frequently should there be demand from members.

The Executive Committee will announce these dates minimum one (1) week prior to holding the meetings. These meetings are intended to go over the group’s annual activity plan, opportunities to get involved in the team, 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 weekly basis where date and times are to be set by the President. The quorum of executive meetings shall be 50%+1 of executives. Absence from the meetings requires 24–48-hour prior notice to the President, Vice President, or Secretary. Lateness is subjected to the same policy as absences. Absences and lateness prolonging one week require 3-day notice. Absences not following this practice may be deemed unexcused and constitute a strike (see **Article VII: Removal from office**) at the discretion of the President and Vice President.

In between meetings, Executive members must remain active on Slack and respond in a timely manner for tasks to progress. This is especially crucial when absent from meetings for one week or more.

Article VI: Elections

UTMSU Salsa and Bachata will abide by the set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Additional positions will be open on a rolling basis after the election period with an option to hire in September particularly for first-year students. 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 be open to all interested UTMSU registered members of the group.

Election Timeline:

- Advertising Period: Advertising for elections is required and must take place for at least one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members interested in running for an executive position can 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 election's 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 can campaign themselves to the Campus Groups' membership.
- Voting Period: Registered UTMSU members can vote for their incoming executives. 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 (about 3 days) 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

Removal from office can occur at any time from the campus group's Executive Committee if an Executive member fails to perform their duties as defined by the constitution. Details are presented below and made accessible to Executive members.

A three-warning procedure will be enforced where upon acting inappropriately and/or incompleting of tasks or conduct will constitute a strike. The first strike will be a warning, the second strike will be a warning, and the third strike will call forth a meeting with the President and Vice President to discuss the individual's commitment and fit for the Executive Team.

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, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions. The member has the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

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

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

In case of a member being removed from office, a by-election may be held if necessary, according to the election rules as previously described under "**Article VI: Elections**".

Article VIII: Amendments to the Constitution

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it.

All amendments must be approved by UTMSU Salsa and Bachata via General Meetings and require a 2/3 majority vote.

All amendments must be submitted to the UTMSU within two weeks of the General Meeting vote and require approval by UTMSU before they are to take full effect.