

## Constitution of “Student’s Tea Party”

### 1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Students’ Tea Party”
- 1.2. The official acronym or abbreviation of the group is “sTEAp”
- 1.3. The purpose, objectives, mission and/or mandate of the organisation is to promote tea culture, encourage diversity, forming a community and talk about anything over a cup of tea.

### 2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students at the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. 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.
- 2.5. Membership fees
  - 2.5.1. General Membership fee will be \$0
  - 2.5.2. Optional and additional membership programs will be offered for a fee

### 3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member unless they have already consumed the content offered by the membership program. E.g. If the membership program offers tea, the member consumes the tea, the member is then not eligible for refund.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referendums.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.

3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

3.8. Non-paying members can enrol in the paid-membership program at anytime

#### 4. Article Four - Executive Committee

4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30<sup>th</sup>. If an election cannot occur before April 30<sup>th</sup>, the terms of the current executive committee may be extended to August 31<sup>st</sup> of the current calendar year.

4.2. The Executive Committee shall be comprised of 5 executives and maximum 3 council members with voting power. Non-voting members may be appointed to the committee by an 85% majority vote.

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.

4.5. Resolution made by the executives must be in the best interest of the club and should not needlessly contradict another executive's decision.

4.6. Appoint non-voting executive committee members as see fit, for hiring additional talent or otherwise, must pass an 85% majority vote for the non-voting executive committee member to be appointed.

4.7. If a position of an executive committee member (except for The President) becomes vacant during the term, a council member will be appointed by unanimous vote from the remaining member to fill the vacancy. If that is not possible, another election will be held specific for the vacancy.

4.8. Motions within the bounds of the constitution require 60% of the vote to pass.

#### 5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

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

5.1.2. Oversee the operations, management, and success of the group,

5.1.3. Serve as spokesperson for the group,

5.1.4. Hold signing and financial authority along with the Treasurer,

- 5.1.5. Preside over meetings of the Executive Committee and/or members
- 5.1.6. Ensure a transition of office from one year to the next.
- 5.1.7. In the event of a tie (50% in favor, 50% against) on any non-election motion, the President shall cast the deciding vote, breaking the tie

5.2. The Vice President(s) shall:

- 5.2.1. **Be eligible to cast votes** at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organisational recruitment efforts.
- 5.2.5. Evaluate and challenge decisions of The President in the interest of the organisation
- 5.2.6. If the club requires more specific management needs, the Vice Presidents (VP) can be split into two roles
  - VP Internal: Ensure smooth internal operations and oversee/supervise duties of treasurer and secretary
  - VP External: Manage external communication and supervise marketing material to ensure published contents fit the club's goals, mission, and brand image

5.3. The Secretary shall:

- 5.3.1. **Be eligible to cast votes** at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,
- 5.3.3. Maintain the group website and member contact list,
- 5.3.4. Record notes and motions for meetings,
- 5.3.5. Notify all members of general meetings.

5.4. The Treasurer shall:

- 5.4.1. **Be eligible to cast votes** at meetings of the Executive Committee,
- 5.4.2. Manage the club bank account

- 5.4.3. Record all financial transactions of the group,
- 5.4.4. Hold signing and financial authority along with the President
- 5.4.5. Maintain a budget of income and expenses, 5.4.6.  
Advise members on financial position of the group,
- 5.4.7. Prepare an annual budget for the group.

5.5. The Event Director shall

- 5.5.1. **Be eligible to cast votes** at meetings of the Executive Committee,
- 5.5.2. Design, plan, and promote events to the best of their abilities
- 5.5.3. Creates activities with the club's best interests in mind
- 5.5.4. Use funds reasonably when allocating them to club operations

5.6. The Council Member(s) Shall

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.6.2. Assists in operations as needed, and is intended to fill technical roles
- 5.6.3. Consists of no more than 3 members

6. Article Six – Elections

6.1. Election must be certified by a Chief Returning Officer (CRO)

- 6.1.1. The CRO must remain unbiased and is not pursuing a role in the executive committee with voting powers
- 6.1.2. The CRO shall be appointed by the President until successful. The appointment can be overturned by a majority vote from remaining members.

6.2. All voting positions on the Executive Committee shall be filled through an annual election.

6.3. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

6.4. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

6.5. Non-voting group members shall not be eligible to cast a ballot for any elected position.

6.6. The nominee winning most votes cast in the election for each position shall be deemed the winner.

6.7. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

6.8. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

## 7. Article Seven – Finances

7.1. The Treasurer shall keep an active record of income and expenses.

7.2. The Treasurer 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 will not have as a major activity a function that makes it an on-campus chapter of a commercial organisation.

7.5. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7.6. The group will not pay salaries to any of its officers.

## 8. Article Eight – Meetings

8.1. The Executive Committee shall meet as needed. 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, 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 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.

9.1.1. Members who fails to pay membership fee will automatically have their paid-program privileges removed. However they may remain as a general member.

9.1.2. If executive members with voting power severely misuse their power, they can be removed from position through the following process: a 2/3 vote from the rest of the executive team and a 2/3 majority vote from remaining general members.

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 a 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 membership process as general members.

9.8. Executive Committee can deny nominated candidates with an unanimous vote

## 10. Article Ten – Amendments

10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting or a unanimous vote by the executive committee.

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.