

# **THE UNIVERSITY OF TORONTO MISSISSAUGA [UTM] CATHOLIC STUDENTS CLUB**

The purpose of this constitution is to act as a guide for the structure and operation of the UTM Catholic Students Club [CSC]. It is a legal document and should be used as a resource for the organization. As a multifaceted organization, CSC is committed first and foremost to serving the spiritual needs of undergraduate students of the University of Toronto Mississauga.

## **ARTICLE I**

### **NAME**

The official name of this organization is the "UTM Catholic Students Club." The abbreviation of this club is "CSC" or "UTM Catholics". CSC was founded by Collin Andrade, and was officially recognized as a club on the evening of Monday, April 28, 2003. An emergency board meeting was conducted that day and came to order at 9:05pm. The following people argued on the side of CSC's presence on campus: Rev. Fr. Mariush Runievich (then a seminarian), Erick McKinlay (former ECSU President) and Collin Andrade (Founder and President of CSC). CSC has been the only Catholic organization at the UTM campus since the school was built.

## **ARTICLE II**

### **PURPOSE**

#### **Mission Statement**

The Catholic Students Club is a student organization comprised of men and women who are pursuing their intellectual growth at the University of Toronto in Mississauga, while at the same time, responding to the needs of a student community that desperately searches for answers in a decadent world. This organization will also allow Catholic students to participate in the Holy Sacraments, thereby helping students to persevere in their faith. With guidance and inspiration from the Holy Scriptures and Sacred Tradition of the Catholic Church, CSC exists to serve the UTM community.

#### **Vision Statement**

The Catholic Student Club works to provide service to the Church and the University by reaching out to all Catholic students, faculty, and staff. However, our service will extend to other faith groups as well as individuals in an attempt to learn from others as well as to teach and promote a better learning environment. Our objective is to cultivate the minds of students, and better equip them to tackle the demands of an ever-changing world.

## **ARTICLE III**

### **MEMBERSHIP**

Membership is open to all students of UTM. Community members, faculty, staff, alumni, and other UofT students may also be members solely as associates. Although registration is required for membership, there is no membership fee.

## **ARTICLE IV**

### **EXECUTIVES LIST**

#### **Section 1. Organizational Leadership**

##### **Board of Executives**

The executive board positions are as follows: President, Vice-President Media and Communication, Vice-President Finance, Vice-President Spiritual Affairs, and First Year Associate. All members of the Board of Executives are elected by club members of CSC during the Spring elections at the end of every academic year except for the position open for a first-year student associate. To fill this position, any first-year student can apply in the Fall of the academic year and one will be appointed by the elected Board of Executives. It is key that all of the above leaders work together and share in the same vision for the club. Each position is demanding, so it is imperative that all board members help one another to achieve the best common good.

#### **Section 2. General Responsibilities**

##### **Expectations for all Board members**

1. Each CSC board member is expected to attend all Board Meetings.
2. Each CSC board member is expected to attend 75 % of all General Meetings and large club events.
3. Should a board member absent, they must inform the President in writing one week prior to the event.
4. Should a board member fail to fulfill their duties and responsibilities, they will meet with the CSC President and Campus Minister to discuss an appropriate course of action. If a valid reason for dismissal is brought forth, follow removal from office procedures (Article VII)
5. If the President is unable to attend meetings or events, the VP Spiritual Affairs will be the acting President for the meeting/event. Should the President fall ill or become incapacitated for an extended length of time, the VP Spiritual Affairs must become acquainted with this position. If the President resigns, the VP Spiritual Affairs will assume the responsibilities of the President for the remainder of the school year (until the next election period).
6. Each CSC board member expected to complete 2 hours of office hours weekly in the club office assigned by UTMSU.

#### **Section 3. Responsibilities of each CSC Executive Board Member:**

##### **The President**

1. Satisfies the expectations for all CSC board members from Section 2
2. Serves as a liaison between CSC members, the Board of Executives, and the UTM community (including UTMSU, SOP (formerly U-Life), UTM Centre for Student Engagement)
3. Presides at all CSC executive board meetings and creates an agenda for each of these meetings.

4. Regulates nominations, elections, and appointments.
5. Attends UTMSU meetings/training or delegates to an appropriate member of the executive board.
6. Responsible for completing the re-recognition package for UTMSU and renewing CSC's SOP (formerly U-Life) status.
7. Assists with the application and submission of proposals for funding to UTMSU Clubs Coordinator or the relevant UTM department.
8. Responds to questions that demand immediate action by regularly monitoring the CSC email address with the UTMSU domain.
9. With the VP Finance acts as a co-signer for the CSC bank account
10. Book rooms for campus gatherings/meetings on the electronic platform.
11. Works closely with other board members to plan events, coordinate activities, and promote programs hosted by CSC.
12. Oversees the work of the Vice-President Spiritual Affairs, Vice-President Media and Communication, Vice-President Finance, and First Year Associate

#### The Vice-President Spiritual Affairs

1. Assists the President with mandated duties and assumes those duties during the President's absence.
2. Reports directly to the CSC President.
3. Satisfies the expectations for all CSC board members from Section 2
4. Acts as the main liaison between the CSC and the Campus Minister to organize faith-based events such as: faith study small groups, communal prayer gatherings, and campus Mass.
5. Ensures room bookings are secured for these faith-based events through the President.
6. Coordinates student leaders involved in faith studies and volunteers for various CSC events.
7. Acts as lead organizer for all campus outreach events hosted by UTMSU or UTM Centre for Student Engagement
8. Coordinates CSC's recruitment efforts for Faith Studies by organizing outreach and student follow-ups and involved in the formation and training of Faith Study leaders.
9. Responsible for representing CSC and presenting the Catholic viewpoint at multi-faith initiatives hosted by the Centre for Student Engagement or Christian Unity Association gatherings with assistance from the Campus Minister.

#### The Vice President Media and Communication

1. Reports directly to the CSC President.
2. Satisfies the expectations for all CSC board members from Section 2
3. Maintains a record of events and Board members during said term for historical documentation and reference.
4. Keeps up to date records of all current members in the club.
5. Manages the club email account with the assistance of the CSC President.
6. Takes the minutes (with attendance) of each meeting and files it safely for the club records.
7. Creates advertising material (or as directed) for campus, ensures visible placement and secures necessary permissions for posting materials.
8. Publicizes general meetings and other major events sponsored by CSC through the email, website, and social media channels.
9. Acts as lead organizer for all club social events.

#### Vice-President Finance

1. Reports directly to the CSC President
2. Satisfies the expectations for all CSC board members from Section 2
3. Keeps account of all money in the club bank and is responsible for all bank deposits.
4. Responsible for payment of contracts for all club events.
5. Keeps all receipts and with the President, sign off on the appropriate reimbursements following club events.
6. Reports monthly to Board of Executives the status of the CSC's funds and provides a financial report to the Board at the beginning and end of each semester; also presents a financial report to the entire membership once a year.
7. Maintains a budget and applies for funding from UTMSU for Events and makes appropriate presentations to secure funding to the aforementioned campus organizations.
8. Completes and submits to the UTMSU the necessary documentation for the November Audit.
9. Assists the President in completing the finance portion of the re-recognition package annually.

#### First Year Associate

1. Reports directly to the President.
2. Satisfies the expectations for all CSC board members from Section 2.
3. Represents first year students and presents their perspective and experiences to be considered at the board meetings.
4. Enrolled in and preparing to lead in the CSC Faith Studies program.
5. With the help of the executive board, creates programs or events catered to reaching and integrating first year students.
6. Assists the executive board in club related duties.
7. Shadows board members to learn about student leadership and campus life.
8. Performs duties of hospitality at club events and gatherings (welcoming, greeting, ushering).

### **ARTICLE V**

#### **MEETINGS**

CSC has the following types of meetings: Board Meetings, General Meetings, Special/ Emergency Meetings.

#### Board Meetings

Board Meetings occur on a bi-monthly basis and are held in the CSC office. These meetings are used as a tool to plan events and discuss further events. Board meetings are also used to tackle timely issues and, in some cases, emergency issues.

#### General Meetings

General meetings are open to all CSC members and those who wish to sit in at a CSC meeting. At these meetings, ideas from Board meetings will be discussed, but the focus will be to announce events and have a get together. These meetings will be held after the weekly campus Mass during the time of fellowship on the First Tuesday of the Month.

### Special/Emergency Meetings

These meetings will be held only when unresolved issues need to be dealt with. As such, meetings of this nature are regarded as mandatory, where in some cases, not much notice can be given. Only board members will be invited to this meeting. In some cases, if the reason for the meeting concerns a member of the club, the President will use their discretion in sending out an invitation to them.

## ARTICLE VI ELECTIONS

1. The chief returning officer (CRO), present as an impartial third party, oversees the election process. The person in the role of the CRO must meet the requirements indicated by UTMSU. Typically, the CSC's faith leader has satisfied and can continue to satisfy this role.
2. The election process consists of the following stages: 1) advertising elections, 2) student nomination period, 3) campaigning period, and 4) voting period.
3. The CSC board members will hold their positions from May 1 - April 30 through the academic school year.
4. Board members must reapply and run for office each year should they wish to hold additional terms.
5. Elections for Board of Executive positions are open to all interested candidates that are registered UTM students and registered members of the club.
6. Elections shall be held during the month of March to comply with UTMSU club deadlines. Candidates who are running for office must submit a short statement that is to be read by all the members of CSC, indicating why they want to run for office and what they will accomplish while in office. Elections shall be cast by an electronic vote. The successful candidate would have received the majority of the vote.
7. Registered members who are UTM students are eligible to vote.
8. The candidate who receives the majority vote is elected into the executive board position.

## ARTICLE VII REMOVAL FROM OFFICE

### Section 1. Termination by resignation/choice:

A member of CSC at any time may resign from their membership by giving 7 days' notice, by informing one of the executive board members in person and by sending an email. An executive board member may resign from their position by giving two weeks (14 days) notice. They must inform the President(s) and the Campus Minister in person, as well as send a brief letter of resignation, stating the reason for their resignation. This letter will be included in the clubs' records. During this time, a board meeting will be held to determine a member from the CSC club to fill in that position for the remainder of the fiscal period.

### Section 2. Termination on the grounds of undesirable behaviour:

If the conduct of a CSC member is deemed to be prejudicial to the interests of the CSC Club, and its members, the executive board members may request that member to submit a written explanation of his/her conduct. In the event that the explanation is found unsatisfactory to the executive board members, the member may be asked to apologize, or resign from the club. In the event that the member apologizes and makes amends with the appropriate parties, the apology will be accepted. In the event that the member refuses to apologize or resign, then the member can submit an explanation of defense. If after a thorough enquiry the executive board find the member guilty, the member can be expelled from the CSC Club.

### Section 3. Removal from office by member of the UTMSU Committee

Removal from office can occur after a member of the University of Toronto Mississauga Students' Union Clubs Committee (example, VP Campus Life) has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the Board of Executives can proceed to hold a vote within the executive board to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Club's Committee. The results of the vote should be two-thirds of the Board of Executives in favour of removal. In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter.

The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office. Alternatively, a board member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied: A request is submitted to the VP Campus Life which should: Be signed by at least 30% of the Club membership or two-thirds (2/3) of the Board of Executives specify the alleged incidents of neglect of duty. Upon receipt of the request, the council shall be required to hold a referendum within twenty (20) days. In case of a council 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

Any eligible voting member of CSC may propose a constitutional amendment to a member of the Board. The Board member in mention presents the amendment to the President who will then present it to the entire Board at a Board Meeting. To amend the constitution, the Board must approve the measure by a two-thirds vote.

The Board of Executives shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, UTMSU, etc) within two (2) weeks of its approval by general members.