

# **Constitution of Panda Link at the University of Toronto Mississauga**

## **1. Name**

### **1.1 Official Name**

The official name of this student organization is Panda Link at the University of Toronto Mississauga.

### **1.2 Abbreviation**

The abbreviation of the organization shall be UTMPL.

## **2. Purpose & Objectives**

### **2.1 Purpose**

Panda Link is a non-profit student organization at the University of Toronto Mississauga (UTM) dedicated to enriching campus life through creative, fun, and culturally engaging activities. Guided by the motto “Play. Connect. Belong—The Panda Link Way,” we strive to bring students together, promote cross-cultural understanding, ignite a spirit of play, and foster a sense of belonging.

What sets Panda Link apart is our commitment to inclusivity and experiential engagement. Rather than focusing solely on traditional cultural presentations or language-based programming, we design vibrant, hands-on events that blend cultural discovery with student life, wellness, and community spirit. Our activities—from interactive games and seasonal festivals to collaborative workshops and social mixers—are intentionally light-hearted, accessible, and welcoming to students of all backgrounds.

### **2.2 Objectives**

- Themed Events: Design and host at least four major themed events per academic year, including but not limited to: cultural night, game carnival, outdoor adventure, and cross-club activities.

- Collaborations: Partner with at least three other UTM-recognized student groups each year to co-produce cross-club activities.
- Community Building: Create regular casual meet-ups to welcome new and returning students.
- Leadership Development: Provide planning and execution opportunities for executive and volunteer members to cultivate teamwork, project management, and marketing skills.
- Inclusivity: Ensure events are accessible and welcoming to students of all backgrounds, with free or low-cost admission whenever possible.

### **3. Membership**

#### 3.1 Eligibility

- Membership to the group is open to all registered students of the University of Toronto (referred to here as “student members”). Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University (referred to here as “external members”).
- Student members are permitted to run, nominate, and vote in elections and constitutional amendments. External members do not hold the aforementioned rights.

#### 3.2 Registration

- Members register by submitting a complete form (including name, UTORid, and email address, as well as program and year) to a designated executive.
- The membership fee will be \$0 per year.

#### 3.3 Rights and Obligations

- Voting Members may vote in elections, propose constitutional amendments, and stand for office.
- Associate Members may participate in events and committees but neither vote nor stand for executive positions.

- All members must uphold Panda Link's code of conduct (respect, inclusion, no harassment).

#### **4. Executive Committee**

##### **4.1 Composition & Term**

The executive committee shall be comprised of seven(7) elected officers. These include:

- President
- Vice President
- Secretary
- Director of Events
- Director of Media &Marketing
- Director of Sponsorship
- Treasurer

##### **4.2 Eligibility**

Only Voting Members may hold Exec positions.

##### **4.3 Vacancies**

If an office becomes vacant mid-term, the Exec may appoint an interim officer; a by-election must be held within six weeks.

##### **4.4 Duties**

###### **The President shall**

- Oversee the operations, management, and overall success of the club
- Serve as the official spokesperson for the club
- Hold signing-officer authority, along with the Treasurer, for all financial purposes
- Preside over the Executive Committee and general meetings
- Ensure a smooth transition of office to future Executive members

###### **The Vice-President shall**

- Assume the duties of the President in their absence

- Oversee all standing and ad-hoc committees
- Ensure every club activity complies with University of Toronto regulations and policies
- Coordinate recruitment and retention efforts for new members and volunteers

#### **The Secretary shall**

- Maintain a current register of all members and volunteers
- Record minutes and motions at Executive and general meetings
- Issue meeting notices, agendas, and official correspondence
- Maintain the club's digital filing system (constitution, policies, archives)
- Act as the club's main liaison for room bookings and university paperwork

#### **The Director of Events shall**

- Plan, organize, and execute all club events (academic, cultural, and social)
- Develop event timelines, run-sheets, and task lists; delegate responsibilities to volunteers
- Book venues, arrange logistics (catering, A/V, permits), and manage on-site setup and teardown
- Work closely with the Treasurer to create event budgets and monitor expenses

#### **The Director of Media & Marketing shall**

- Develop and implement the club's marketing strategy and annual content calendar
- Manage all social-media channels, the club website, and email newsletters
- Design or coordinate promotional materials (posters, graphics, videos)
- Track engagement analytics and adjust campaigns to maximize reach and impact

#### **The Director of Sponsorship shall**

- Identify, approach, and secure sponsorships, donations, and partnerships
- Draft proposals and maintain ongoing relationships with corporate and community sponsors
- Ensure sponsor benefits (logo placement, mentions, booths) are delivered as promised

- Collaborate with the Treasurer to record incoming funds and valuations of in-kind support

### **The Treasurer shall**

- Record and reconcile all financial transactions of the club
- Hold signing-officer authority, along with the President, for all financial matters
- Maintain up-to-date budgets of income and expenses, retaining receipts and invoices
- Advise the Executive Committee on the club's financial position and risk exposure
- Prepare an annual budget and individual budgets for each major event

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

## **5. Meetings**

### **a) Annual General Meetings (AGMs):**

- The group shall hold general meetings at least twice per year, i.e. once per academic term.
- The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of student 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 monthly basis, where dates and times are to be set by an executive. The quorum of executive meetings shall be 50% + 1 of the executives

### **c) Special Meetings:**

- May be convened by the President or upon written request of at least 25% of Voting Members.

## **6. Elections**

- The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general student membership on the committee to conduct and hold elections in March.
- All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.
- The SEO Election Officer shall accept nominations only from student members of the group for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.
- The SEO shall select three (3) election dates before March 30<sup>th</sup> for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.
- The SEO shall provide each student member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.
- In preparation for a tie, the SEO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.
- After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.
- Student members may not vote by proxy. External members may not nominate or vote in elections.
- Only student members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.
- Term of executive positions shall be from May 1st to April 30th.

## **7. Finances**

- The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.
- The group's executive or members may not engage in activities that are essentially commercial. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

## **8. Amendments**

- Any Voting Member may submit an amendment in writing to the Director of Administration at least fourteen days before a general meeting.
- Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by student members in attendance.
- The revised Constitution must be published online within two weeks, and a copy filed with the UTM Student Engagement Centre.

## **9. Dissolution**

### **9.1. Dismissal Executive Member Policy**

- Dismissal of a UTMPL Executive Committee member requires the agreement of at least 50% of UTMPL Executive Committee members, or if the member has unexcused absences from 2/5 of UTMPL general meetings.

### **9.2 Dismissal Approval**

- The motion to dismiss a UTMPL Executive Committee member must be jointly approved by the President and the Vice President.

### 9.3 Dismissal Membership Policy

- Dismissing a UTMPL membership and revoking any related duties or privileges requires a two-thirds majority vote of Executive Committee members.

### 9.4 Defence Right

- The impeached individual has the right to defend their actions at the next executive or general meeting following the impeachment.