

Constitution of “UofT Commuter Student Network”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Commuter Student Network”
- 1.2. The official acronym or abbreviation of the group is “UTCSN”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to provide opportunities for UofT commuter students to get involved with campus life more easily and grow their leadership skills.

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 of 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. The membership fee will be \$0 per year.

3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of ten (10) voting members.
- 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. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 4.8. The Executive, going by title “Director,” may appoint Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

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 Vice President,
- 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.

5.2. The Vice-President 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. Hold signing and financial authority along with the President,
- 5.2.4. Act as a point of reference for the President before operational and administrative decisions are confirmed,
- 5.2.5. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.6. Coordinate organizational recruitment efforts.

5.3. The Director of Internal Affairs 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. Assist with setting up page for resources hub alongside Director of Resources
- 5.3.5. Record notes and motions for meetings,
- 5.3.6. Plan Executive Committee bonding activities,
- 5.3.7. Notify all members of general meetings,
- 5.3.8. Maintain organization and agenda of Executive Committee and general meetings.

5.4. The Director of External Affairs shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Create and send out collaboration proposals under supervision of the President,

- 5.4.3. Assist in drafting sponsorship documents and grant proposals with Director of Finance,
- 5.4.4. Reach out and respond to UofT organizations, clubs, and institutions for partnerships,
- 5.4.5. Attend meetings with potential or confirmed collaborators alongside President and Vice-President
- 5.4.6. Share updated list of confirmed and planned partnerships at Executive Committee and if collaborating parties require any needs on behalf of the UofT Commuter Student Network.
- 5.5. **The Director of Finance shall:**
 - 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.5.2. Record all financial transactions of the group and report to the President and Vice-President,
 - 5.5.3. Maintain a budget of income and expenses,
 - 5.5.4. Advise members on financial position of the group,
 - 5.5.5. Prepare an annual budget for the group and review with President and Vice-President,
 - 5.5.6. Determine funding sources and plans for initiatives,
 - 5.5.7. Create sponsorship documents and grant applicants with assistance from the Director of External Affairs,
 - 5.5.8. Share updates on current financial situation at Executive Committee meetings.
- 5.6. **The Director of Resources shall:**
 - 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.6.2. Gather and locate commuter-catered resources from UofT institutions, organizations, and clubs,
 - 5.6.3. Gather and locate leadership, professional growth, and skill-building resources from UofT institutions, organizations, and clubs based on the needs of the UofT Commuter Student Network community,
 - 5.6.4. Organize collected resources into an accessible online website known as the “Resources hub” with assistance from Director of Internal Affairs,
 - 5.6.5. Maintain validity of commuter-catered resources and that they are up to date,
 - 5.6.6. Present all collected commuter-catered resources at Executive Committee and general meetings.
- 5.7. **The Director of Marketing shall:**
 - 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.7.2. Create and uphold identity branding for marketing materials,
 - 5.7.3. Decide ways to increase engagement on social media and around campus alongside Director(s) of Communications,
 - 5.7.4. Create timelines and schedules planning release of social media posts, posters, and other promotion materials for initiatives and events,
 - 5.7.5. Work with Director(s) of Events to determine materials and criteria needed for event promotions,

- 5.7.6. Lead and assist a committee of graphic designers who will create graphic design materials,
- 5.7.7. Ensure graphic design committee uphold identity branding of the group,
- 5.7.8. Share marketing plans and updates at Executive Committee meetings.
- 5.8. **The Director(s) of Communications shall:**
 - 5.8.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.8.2. Create posts on social media in accordance with the Director of Marketing,
 - 5.8.3. Respond to general queries over social media and email,
 - 5.8.4. Moderate social media servers and uphold safety and accessibility on sites in accordance with the University of Toronto's policies,
 - 5.8.5. Create and release email newsletters, announcements, on the group's initiatives and updates,
 - 5.8.6. Reach out to UofT clubs, insinuations, and organizations on social media at the discretion of the Director of External Affairs,
 - 5.8.7. Update President and Vice-President on status of social media monthly and during Executive Committee meetings.
- 5.9. **The Director of Events shall:**
 - 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.9.2. Plan and create outlines of community events for the year,
 - 5.9.3. Work with Director of Finance to determine budget for investing in event(s),
 - 5.9.4. Determine needed marketing materials with Director of Marketing,
 - 5.9.5. Collaborate with Director of External Affairs to determine and reach out for sponsorships, speakers, venues, room bookings, and other needed external items and personnel under the discretion of the President,
 - 5.9.6. Present event plans and scheduling at Executive Committee meetings at least a month in advance of event date(s),
 - 5.9.7. Share preview of events at general meetings and manage member volunteers.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee, if any such position is listed for the term.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

7. Article Seven – Finances

- 7.1. The Director of Finance shall keep an active record of income and expenses.
- 7.2. The Director of Finance 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 may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet monthly. 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.
- 8.4. Should any urgent events, initiatives, issues arise that require the gathering of the Executive Committee, meetings may be held more than once a month.

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.

- 9.2. 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.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 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.