

# **Constitution of “UTM Numismatic Society”**

## **1. Name**

The official name of this recognized campus group is the “UTM Numismatic Society.”

There is no applicable acronym or abbreviation for this group.

## **2. Purpose and Objectives**

The purpose, objectives, mission and/or mandate of the organization is outlined here:

The UTM Numismatic Society aims to provide a space for experienced and aspiring collectors of numismatic items (including coins, banknotes, or other similar instruments) within the University setting. The club values a common appreciation for the art of collecting and maintaining such items, the common advancement of awareness and informed contributions to the heritage and knowledge of numismatic items. To maintain these core values, meetings, workshops, and the development and outreach of events that further numismatic knowledge and students’ ability to collect diverse instruments are some of the core principles of the group.

## **3. Membership**

Membership to the group is open to all registered students of the University of Toronto (therefore referred to as “Student Members”). Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University (therefore referred to 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. All members must register with the designated Executive by completing the appropriate General Member form with their full name, affiliation (Student/Faculty/Alumni/Other) and a valid email address.

There is no associated membership fee.

## **4. Executive List and Duties**

The Executive Committee shall be composed of six (6) elected officers. These include a President, Vice-President, Secretary, Treasurer, Director, Public Relations, and Director, Events.

*The President Shall:*

- Oversee the operations, management, and success of the group.
- Be the official spokesperson and liaison for the group.
- Hold signing officer authority along with the Treasurer for financial purposes.

- Preside over board and general meetings.
- Ensure the transition of office to future Executives.

*The Vice-President Shall:*

- Assist the President and assume the duties of the President in their absence.
- Oversee the operations of committees delegated by the President.
- Ensure that club activities meet the regulations and policies of the University of Toronto.
- Coordinate organizational recruitment efforts.

*The Secretary Shall:*

- Maintain the list and administrative recording of all registered members.
- Maintain member contact lists and any relevant or affiliated websites.
- Record notes and motions for meetings.
- Inform members of upcoming scheduled meetings.
- Handle official correspondence of the organization between clubs.

*The Treasurer Shall:*

- Record all financial transactions of the group.
- Hold signing officer authority along with the President for financial purposes.
- Maintain a budget of income and expenses along with receipts.
- Advise members and executives of the financial position of the group.
- Prepare an annual budget, alongside event-specific budgets, and bi-annual financial reports for the group.

*The Director, Public Relations Shall:*

- Be responsible for monitoring the Society's digital presence on social media, newsletters, or other promotional forms.
- Design and distribute promotional materials.
- Act as a public-facing Executive during outreach campaigns.

*The Director, Events Shall:*

- Oversees the planning, logistics, and execution of events and workshops.
- Collaborates with other Executives to delegate programming tasks and ensuring alignment with club objectives.
- Responsible for securing venues, catering, guest speakers, and supplies as needed.

The group may appoint additional, non-executive Directors, Coordinators, or Associates throughout the year based on operational need. For the purpose of staffing social committees, workshop committees, or other programs. These positions do not hold executive decision-making authority.

**Termination of Executives or General Members:**

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.

A two-thirds majority vote of the Executive Committee present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general student 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.

## **5. 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 registered their membership with the Secretary and have been in attendance of **one general meeting** throughout the preceding school year are eligible for voting.

The term of Executive positions shall be from May 1st to April 30th. Any Executive positions that are not filled by elections will be opened to Student Members on the basis of application.

These applications are to be reviewed by the Executive Committee, and a decision shall be made within 30 days of the new Executive's starting date.

## **6. Finances**

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the bi-annual General Meetings. The Executive Committee will vote on expenditures of over \$250.00 by majority vote at an executive meeting.

The group's Executive or Members may not engage in activities that are essentially commercial in nature. This is not intended to exclude the collection of membership fees to cover group expenses, or to charge for specific activities or engage with external vendors/services to provide items to group members. Legitimate fundraising and activities that involve the promotion and advancement of collector knowledge are acceptable, though the group will not function primarily in methods where services or goods are sold at a profit when that profit is used for purposes other than benefiting the organization.

## **7. Meetings**

### **A) Bi-Annual General Meetings (AGMs):**

The group shall hold General Meetings at least **twice per year, once per academic term.**

The Executive Committee will announce these dates two (2) weeks prior to the meetings. These meetings are meant to summarize the Group's ongoing activity plan, financial health, and to vote on any pressing constitutional amendments. Motions will require a  $\frac{2}{3}$  majority of Student Members in attendance for a vote to be cast. The motion with the most votes will pass.

### **B) Executive Meetings:**

The Executive Committee shall meet on a monthly basis where date and times are established at the beginning of each term. Additional meetings may be set up as needed.

## **8. Amendments**

Any Student or Executive Member may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a  $\frac{2}{3}$  majority to be passed at Annual General Meetings by Student Members in attendance.

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

First Version Complete: June 15th, 2025 by Darrion Singh