

Constitution of “UTM BOOK DISCOVERY”

1. Name

The official name of this recognized campus group is “UTM Book Discovery”

The acronym or abbreviation of this group is: “UTMBD”

2. Purpose and Objectives

Our mission is to foster an appreciation of literature through engaging with a variety of genres and authors that touch on an assortment of topics about the human experience to enhance our perspectives and worldview. By creating a safe and welcoming community around a solitary activity, students will be allowed to connect with fellow readers to have profound conversations and partake in bookish de-stressor activities.

3. Membership

Membership to the group is open to all the University of Toronto Mississauga Student Union members (UTMSU).

UTMSU members are permitted to run, nominate, and vote in elections. Members must register with a designated executive by submitting their full name and a valid utoronto email address.

The membership fee will be \$0 per year.

For recognition by the University of Toronto Students’ Union (UTMSU), the group must maintain a minimum of 25 members, a total of 51% of membership are UTMSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be composed of nine (9) elected officers. These include a President, Vice President, Secretary, Treasurer, Social Media Directors (2), and Events Directors (2), Fundraising Director.

The President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

Additional responsibilities may include:

- Vote for the book of the month, along with the executive board

The Vice-President shall:

- Assume duties of the President in their absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

Additional responsibilities may include:

- Vote for the book of the month, along with the executive board

The Secretary shall:

- Make a list of all registered members
- Maintain the Google Drive and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

Additional responsibilities may include:

- Vote for the book of the month, along with the executive board
- Oversee our social media presence, namely on Instagram by posting about each meeting and doing a feature on the books we have read each month
- Help facilitate the collaborations we have planned with other clubs

The Treasurer shall:

- Submit bi-annual audit to UTMSU
- 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 on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

Additional responsibilities may include:

- Vote for the book of the month, along with the executive board

The Social Media Directors shall:

- Take charge of all club social media accounts (such as Instagram, Facebook, LinkedIn, etc.)
- Respond to social media inquiries about the club
- Advertise the club on all social platforms
- Create graphics to be used for the promotion of the club
- Reach out via social media to other clubs for club collaborations

Additional responsibilities may include:

- Vote for the book of the month, along with the executive board

The Fundraiser Directors shall:

- Designate charities to which the club should donate to throughout the year
- Come up with ideas for fundraisers to be done to raise money for various charities

Additional responsibilities may include:

- Vote for the book of the month, along with the executive board

The Event Directors Shall:

- Plan special events, book club meetings and charity meetings
- Create the budget for events

Additional responsibilities may include:

- Vote for the book of the month, along with the executive board

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.

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, will be given a written warning. If the executive team believes that the issue has not been resolved a notice of removal will be sent to the member. The member up for removal shall have the right to defend their actions by filing an appeal that explains why they believe the removal to be unwarranted.

A two-thirds majority vote of the current members 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 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.

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections".

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) from the general members of the committee to conduct and hold elections in March. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are also registered UTMSU members 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. Candidates for the President and Vice-President positions must have at least one (1) year of experience as an executive member of the club.

The CRO shall select three (3) election dates before March 30th 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.

After the election is over, the CRO shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the results of the elections to the Executive Committee and general members.

Registered UTMSU members may not vote by proxy. Non-UTMSU members may not nominate or vote in elections.

Terms of executive positions shall be from May 1st to April 30th.

6. 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 in nature. 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.

7. Meetings

A) General Meetings (AGMs):

The group shall hold general meetings once per month from September to April towards the end of the month to discuss the book that was read in the current month. The Executive Committee will announce these dates two (2) weeks prior to holding the meetings.

b) Executive Meetings:

The executive committee shall meet on a discretionary basis where date and times are to be set by an executive.

8. Amendments

Any registered UTMSU members 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 2/3 majority to be passed at Annual General Meetings by registered UTMSU members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within three (3) weeks of its approval by general members.