

Constitution of “The University of Toronto Visual Art Club”

1. Name

The official name of this recognized student group is “University of Toronto Visual Art Club”

The acronym or abbreviation of this group is: UTVAC or VAC

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here: The overall goal of UTVAC is to build an encouraging and diverse community of students who are interested in and passionate about art. We believe that anyone can be an artist, and we hope to inspire students who may be hesitant about art to discover their artistic potentials. We hope to provide a platform for artistic individuals to express their passion and showcase their work.

We aim to host the below events to achieve our goal:

- Regular drawing workshops for students to express their artistic personalities; we aim to invite local artists to talk about their art and instruct these workshops
- Exhibitions to showcase student artists’ and local artists’ works
- Collaborative art projects with other clubs or artists

3. Membership

Voting membership is open only to currently registered students of the University of Toronto, and all voting positions on the Executive Committee shall be filled through an annual election.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

4. Executive and Positions List and Duties

The executive committee shall be composed of at least three (3) elected officers. These include a President and 2 Co-Vice presidents.

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:

Maintain official club recognitions on an annual basis

The **Vice-Presidents** shall:

Assume duties of the President in his/her 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:

Be involved in outreach and collaboration efforts with the Treasurer

Non-Elected Positions

Non-elected positions shall be filled at the discretion of the elected executive team, and new non-elected positions can be created depending on the operational requirements of the club. Non-elected positions cannot participate in executive team voting as per university student group regulations, as only elected members may vote at meetings.

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 on financial position of the group

Prepare an annual budget for the group as well as budgets for specific events

Additional responsibilities may include:

Participate in discussions with group members and present financial advice

The **Secretary** shall:

Make a list of all registered members

Record notes and motions for meetings

Notify all members of meetings

Handle official correspondence of the organization

Additional responsibilities may include:

Record major club events throughout the year as book-keeping

The **Event Directors** shall:

Lead the organization of club events

Oversee the operations of club events

Assess the turnout of events and reflect on potential adjustments for future events

Initiate collaborative opportunities in relation to club events

The **Marketing Directors/Assistants** shall:

Create promotion content for club events

Maintain an active presence across all club social medias and website

Engage with general members across club social medias

Create event records for club website

The **Graphic Director and Assistants** shall:

Create graphics for club representations, club activities, and promotion posts

Lead the design and maintenance of the club website graphics

Distribute design work evenly across the graphic design team

The **Webmasters** shall:

Maintain and update the club website

Verify club membership applications

Monitor the discord server for inappropriate behaviour

The **Office Managers** shall:

Host office hours and events at the club office

Track and safeguard supplies borrowed by members from the office

Maintain cleanliness of the office

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, may be given notice of removal. The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives 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.

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

All voting members of the Executive Committee must be currently registered students of the University of Toronto. The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers 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 registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting 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 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.

The CRO and Scrutinizers shall provide each voting U of T registered student with a paper ballot on the voting dates and ask the student to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select a U of T registered student 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 CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections.

Only registered U of T students 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.

After a set of new elected officers are selected through election, it is their responsibility to appoint members to the remaining non-executive officer positions (secretary, events, graphics, marketing, etc.) in a fair and equitable manner that best suits the needs of the club. It is highly recommended to hold interviews with interested candidates to best assess their readiness and availability to support the functioning of the club and contribute to its success. Interviews should be organized so that candidates are paired up with executive team members in such a way that minimizes any conflict of interest. A majority vote from the executive team is required for appointing each non-elected position.

Terms of all 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 to the rest of the executive team. 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. 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.

7. Meetings

a) General Executive Meetings:

The whole executive 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 registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Branch Meetings:

Each executive branch will meet at least once a month where date and times are to be coordinated by the branch leader to check in on task progress.

8. Amendments

Any registered U of T students 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 U of T 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 two (2) weeks of its approval by general members.