

## **CONSTITUTION OF FEMINIST EQUAL RIGHTS ALLIANCE (FERA)**

### **Article 1 - Name**

The club's official name is "Feminist Equal Rights Alliance", of which its official acronym is "FERA". No other name will be used in the advertisement in representation of the club.

The club's mandate will be as follows:

- (1) Mission: To critically identify, analyze, and dismantle barriers to equity of all gender and sexual minorities, and to facilitate engaged intersectional feminist dialogue on the University of Toronto campus to further this equity.
- (2) Vision: To ensure University of Toronto is an inclusive and equitable institution for all regardless of gender, sexual orientation, gender expression and identity, race, religion, (dis)ability, nationality, etc.

### **Article 2 - Membership**

- (1) The group shall maintain a list of group members.
- (2) Voting membership is open to all registered students at the University of Toronto.
- (3) Voting membership is open only to registered students of the University of Toronto.
- (4) The FERA general membership is permitted to run and vote in elections and constitutional amendments.
- (5) There is no membership fee for FERA.

### **Article 3 - Rights of Members**

- (1) All voting members have a right to attend all general meetings of members.
- (2) All voting members have a right to cast votes at all general meetings of members.
- (3) All voting members have a right to stand for election unless otherwise stated in this document.
- (4) All voting members have a right to cast votes in all group elections and referenda.
- (5) All voting members have a right to propose and vote on amendments to this constitution.
- (6) The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

### **Article 4 - Executive Committee**

- (1) The term for all positions on the Executive Committee shall be from September 8th to April 30th.
- (2) The Executive Committee shall be comprised of 15 voting members.
- (3) All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- (4) Non-voting members may hold only non-voting positions on the Executive Committee.
- (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.
- (6) Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

- (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.

#### **Article 5 - Executive Committee Composition and Duties**

- (1) The Executive committee of FERA shall be comprised of the following fifteen (15) elected executive officers:
- Executive Director (2)
  - Executive Assistant (1)
  - Research and Academic Director (2)
  - Publications Director (2)
  - Editor-in-Chief of Bloom (1)
  - Gala Director (2)
  - Communications Director (3)
  - Fundraising and Events Director (2)
- (2) Any University of Toronto student eligible to be an Executive Director shall not be permitted to hold more than one office in FERA at any one time.
- (3) *The Executive Directors shall:*
- (a) Dedicate more than five hours per week to the club
  - (b) Oversee the operations, management and success of the group
  - (c) Oversee each committee, provide support, and approve activities
  - (d) Be the spokesperson for the group
  - (e) Hold signing officer authority along with the co-Executive Director for financial purposes
  - (f) Preside over board meetings as well as general meetings
  - (g) Ensure transition of office to the future Executives
  - (h) Serve as the Senior Copy Editor of FERA's journal: Bloom
  - (i) Ensure that all the activities of the club meet regulations and policies of the University of Toronto
  - (j) Coordinate organizational recruitment efforts
  - (k) Provide support to the various committees
  - (l) Oversee budget, approve spending, and allocate funds
- (4) *The Executive Assistants shall:*
- (a) Dedicate more than four hours per week for the club
  - (b) Check emails once a day and answer emails within 24-48 hours
  - (c) Be in charge of "FERA Newsletter" which will be sent out to members biweekly.
  - (d) Aid all other committees in completing administrative tasks, including but not limited to contacting U of T, ULife, and UTSU when necessary
  - (e) Be responsible for CCR recognition and documents
  - (f) Aid general members in developing their own initiatives, if necessary
  - (g) Act, during meetings, as secretary and distribute meeting minutes

- (h) One executive director minimum shall be present at every FERA meeting including executive and general member meetings.
- (i) Manage and resolve internal grievances amongst members.

(5) *The Fundraising and Events Co-Directors shall:*

- (a) Dedicate more than four hours per week for the club
- (b) Check emails once a day and answer emails within 24-48 hours
- (c) Hold committee meetings (working meetings also acceptable), online or in-person, at least biweekly
- (d) Lead at least four fundraising events per academic year either online or in-person
- (e) Plan, update and revise the budget at least once a month
- (f) Apply for grants and funding throughout the school year
- (g) Make sure the grant letters are professional
- (h) Be in charge of the club's merchandise
- (i) Shall conduct a written and verbal orientation for incoming members.

(6) *The Research and Academics Director shall:*

- (a) Dedicate more than four hours per week for the club
- (b) Check emails once a day and answer emails within 24-48 hours
- (c) Hold committee meetings (working meetings also acceptable), online or in-person, at least biweekly
- (d) Oversee the research committee members and act as an "advisor"
- (e) Hold a research event at least once per academic year
- (f) Coordinate and publish at least one long-term academic research project per year to be approved by the general membership
- (g) Primary or Secondary research can be conducted depending on the participation and availability
- (h) Shall conduct a written and verbal orientation for incoming members.

(7) *The Publications Director and Editor-in-Chief of Bloom shall:*

- (a) Dedicate more than four hours per week for the club
- (b) Check emails once a day and answer emails within 24-48 hours
- (c) Hold committee meetings (working meetings also acceptable), online or in-person, at least biweekly
- (d) Oversee the publications committee members and act as an "advisor"
- (e) Act as the editor-in-chief for the annual Journal where each member will contribute with at least one academic piece
- (f) In a coordinated effort with the Communications director, ensure that the blog maintains adequate academically stimulating content, and contribute to it if necessary to maintain regular content publishing
- (g) Update the Blog Post Tracking form
- (h) Assign editors for each blog submission
- (i) Shall conduct a written and verbal orientation for incoming members.

(8) *The Gala Co-Directors shall:*

- (a) Dedicate more than four hours per week for the club

- (b) Check emails once a day and answer emails within 24-48 hours
- (c) Hold committee meetings (working meetings also acceptable), online or in-person, at least biweekly
- (d) Advise and oversee the organization and execution of the annual gala event
- (e) Set the agenda for the event
- (f) In coordination with the fundraising committee, obtain necessary funds to execute the event, including grant writing
- (g) In coordination with the Communications committee promote the event and recruit attendees
- (h) Shall conduct a written and verbal orientation for incoming members.

(9) *Communications Co-Directors shall:*

- (a) Dedicate more than four hours per week for the club
- (b) Check emails once a day and answer emails within 24-48 hours
- (c) Hold committee meetings (working meetings also acceptable), online or in-person, at least biweekly
- (d) Actively check the “Promotion Request Form”, ensure that every promotion request is complete within 2-3 weeks
- (e) Manage all social channels and publish regular content that is consistent with the internal organization of FERA
- (f) Engage with followers and respond to inquiries via Facebook and Instagram
- (g) Responsible for publishing works to FERA’s blog.
- (h) Shall conduct a written and verbal orientation for incoming members.

**Article 6 - General Committee Composition and Missions**

(1) The club is made up of FIVE (5) committees. They are:

- (a) Fundraising and Events Committee
- (b) Research Committee
- (c) Gala Committee
- (d) Communications Committee
- (e) Publications Committee

(2) The committees’ missions are as follows:

(a) *Fundraising and Events Committee:*

- (i) Creating a budget and ensuring that the club has enough funds to operate
- (ii) Organizing four fundraising events per semester
- (iii) Finding and contacting sponsors
- (iv) Applying for grants and funding

(b) *Research and Academics Committee:*

- (i) Conducting a large research project
- (ii) Writing a professional policy brief/report after the research project
- (iii) Creating educational content for Instagram infographics

(c) *Gala Committee:*

- (i) Organizing the entire Gala which includes deciding on the venue, date, time, keynote speakers, panelists, theme, etc.
- (ii) Reaching out to potential speakers via email

(d) *Communications Committee:*

- (i) Ensuring the Website is up to date and functioning
- (ii) Promoting FERA's events on its social media account which includes Instagram and Facebook
- (iii) Posting at least one "story" a day and making at least one post a week.
- (iv) Creating "events" on Facebook for each in-person or online event
- (v) Creating graphic posters and handouts

(e) *Publications Committee:*

- (i) Ensuring FERA's gender equality and feminism blog is active with at least 3 posts a month
- (ii) Publishing FERA's annual magazine: Bloom

(3) The mission of each committee may be subjected to change depending on need and circumstantial differences.

## **Article 7 - Elections**

1) All voting positions on the Executive Committee shall be filled through an annual election.

2) *Executive Director Positions*

- a) Any student may run for executive director. It is recommended that they have served as an executive member for at least one semester.
- b) All UofT students are allowed to vote for the executive director
- c) Incumbents will run for reelection after one (1) school year as Executive Director

3) *Director Positions*

- a) Any member of the U of T community is permitted to run for a director position
- b) All UofT students is permitted to vote for a director either online or in-person
- c) Incumbents will run for reelection after one (1) school years as director
- d) The executive team should at least include two second year students whom will carry the torch for the next academic year
- e) If a director can no longer be a part of the club, their deputy shall become the interim Director until their position is confirmed by the Executive Members

4) *Committee Member Positions*

- a) Incumbents shall keep their position for unlimited school years if they wish
- b) Executive Directors shall be in charge of accepting new members to the club via online forms
- c) Committee member status may be revoked if aforementioned criteria is not upheld.

## **Article 8 - Finances**

- (1) Must have at least \$200 in the bank account at all times
- (2) Bank account holders shall be the executive directors whom will hold the debit card
- (3) Cash money from fundraising events must be deposited in the bank within 24 hours
- (4) Must do fundraising events
- (5) The Fundraising committee shall keep an active record of income and expenses.
- (6) The Fundraising Director shall present the group's updates on the group's financial position at meetings.
- (7) The group may not engage in activities that are essentially commercial in nature.
- (8) The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- (9) The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- (10) The group will not pay salaries to any of its officers.

## **Article 9 - Meetings and Attendance**

- (1) Every member of the club must sign a contract at the beginning of the school year, indicating that they have read the constitution and understand their responsibilities
- (2) In order to be have CCR credits, both executive and committee members shall not miss more than two (2) meetings without a notice
- (3) If a committee member or an executive member fails to deliver their responsibilities they shall receive a one-time notice, the second time their title shall be revoked.

## **Article 10 - Termination of Membership**

- (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.
- (2) A vote to revoke membership must be held at a meeting of the Executive Committee.
- (3) A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- (4) Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- (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.
- (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.
- (7) Executive Committee members are subject to the same termination of membership process as general members.

## **Article 11 – Amendments**

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

- (2) All voting members may propose and vote on amendments to the constitution.
- (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.
- (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.