

**University of Toronto  
Celtic Studies Course Union (CSCU)  
Constitution**

## **Article I: Organization Name**

The name of this organization shall be: 'The University of Toronto Celtic Studies Course Union'.

## **Article II: Purpose and Goals**

### **Section One**

The purpose of "The University of Toronto Celtic Studies Course Union" is to represent the students enrolled in the St Michael's University College Celtic Studies Program at the University of Toronto. The organization should seek to provide academic and social activities for such students, arranged through guest speaker events, pub night events, Irish hurling matches, as well as any other such appropriate function, in order to enrich their experience within the St Michael's University College Celtic Studies Program.

The University of Toronto Celtic Studies Course Union acts in affiliation with the Arts and Science Students' Union, receiving both funding and support from such organization.

### **Section Two**

"The University of Toronto Celtic Studies Course Union" abides by and supports established University of Toronto policies and Student Code of Conduct.

The Celtic Studies Course Union is open to all University of Toronto students regardless of abilities, culture, gender identity, race, religion, and sexual orientation. The Celtic Studies Course Union celebrates diversity and strives to create a comfortable and safe environment for all Students.

The Celtic Studies Course Union is committed to protecting our planet and recognizes our social and environmental responsibility to minimize community and environmental impact. This includes practicing sustainability by reducing our waste, energy, and carbon Footprint.

## **Article III: Membership**

Voting Membership and Membership on the Executive is set aside for only those students who are full/part-time University of Toronto students, who are either enrolled in the Celtic Studies program, or who are taking at least one Celtic Studies course.

As members, students are not required but are encouraged to attend General Organization meetings and events regularly, and actively support organization projects.

## **Article IV: Officers**

### **Election of Executive**

Election of the Executive Council will require a majority vote from the general membership who complete a digital ballot. The nominations and election must be administered by a Chief Returning Officer (CRO) who is not a current member of the executive team nor someone running for a position. The CRO does not need to be a member of the Course Union, but they should maintain impartiality. The nomination period shall run for two weeks during the Winter Term and all parties interested in running for an executive position must submit written documentation of their intention to run as a candidate up to no later than one (1) day before the set date for the election. The CSCU elections will not have a campaigning period; that said, the Executive Council may choose to release platform information submitted through the nomination forms to the membership or host candidate introductions at the Annual General Meeting. If a

candidate fails to receive a majority of votes, a runoff election will be held within the top two (2) candidates that received the most votes.

## **Term of Office**

The term of office will be one full year (May to May). The Executive Committee shall meet in addition to regular organization meetings at a minimum of one (1) time each month of the eight (8) month academic year (September to April).

NOTE: The Executive members of this organization must meet the following requirement:

(a) Be enrolled in at least one 0.5 SMC or CLT credit

### **1. President**

- Create the agenda for and preside over all meetings
- Represent organization on campus
- Ensure that the organization is operating within the standards set in the Constitution
- Ensure organization meets SMCSU funding requirement
- Maintain communication with organizational advisor
- Delegate SMCSU meetings
- Host an Annual General Meeting in the Winter Term

### **2. Vice-President**

- Preside over meetings in the absence of the President
- Must hold at least one pub night per semester
- Coordinate logistics of the event with St Michael's University College Academic Office
- Assist the Communications Director to coordinate promotion campaign
- Work with the Treasurer to formulate event-specific budget

### **3. Treasurer**

- Maintain accurate records of organizational transaction
- Develop organizational budget and present to membership for a three quarter (3/4) vote
- Co-sign organizational cheques along with the President
- Arrange fundraising opportunities for organization if needed
- Associate in conjunction with the President at all times
- Ensure appropriate funds are in place for the incoming Executives for the following year until funding is available
- Under no circumstance can the Union run a deficit
- Collaborate with the President / Vice-President to formulate event specific budget
- Coordinate with SMCSU and Principal's Office administrators for the maintenance of CSCU funds in SMC accounts (President and Treasurer)

### **4. Secretary**

- Maintain an accurate record of all organization meetings and post for members
- Correspond, when necessary, with University administration and other recognized organizations
- Purchase all necessary office materials

#### **5. Director of Communications**

- Collaborate with the President / Vice-President and lead promotional campaign
- Collaborate with other organizations if necessary
- Maintain a strong presence and update Celtic Studies social media pages
- If this position is not filled, the Secretary will assume responsibilities of this position

#### **6. Events Coordinator**

- Handles the details of CSCU social events
- This may include booking event space, advertising and promoting events, hiring catering, decorating, or whatever other needs may arise

#### **7. Garm Lu Editor-in-Chief**

- Hire team to edit/publish works for the journal (with approval from other CSCU executives)
- Find digital or print publishers for journal
- Maintain strict deadlines for submission collection and the journal's release
- Work with Treasurer to create journal budget and monitor funds for publication
- Work with Director of Communications to create calls for submissions and advertisements for the journal
- If this position is not filled, the Vice-President will assume responsibilities of this position
- If implemented in Spring 2024, this position will be elected in the Fall 2024 term and afterwards will be elected with other executives in the spring

#### **EXAMPLE OF AN EXECUTIVE REMOVAL**

Executive members may be removed from office by half (1/2) vote of the other Executive members and three quarters (3/4) of the general membership, if present at the meeting, if actions are deemed inappropriate by the membership. The Executive member in question is permitted to speak before the Executive Council and the general membership about the claims regarding his/her performance. The Executive member is not permitted to participate in the deliberation of the Executive Council regarding the claims made.

### **Article V: Finances**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at a recognized financial institution. All funds must be deposited within seven (7) days after collection. Both the President and the Treasurer must approve and sign each expenditure before payment.

All decisions regarding monetary transactions should be discussed in depth by the entire Executive council.

## **Article VI: Amendments and Ratification**

### **AMENDMENTS**

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of two thirds ( $2/3$ ) of the general membership is necessary.

### **RATIFICATION**

This constitution shall become effective upon approval by three quarters ( $3/4$ ) vote of the membership.