

**CONSTITUTION**  
**of the**  
**“University of Toronto Editors Guild”**

Drafted 30 June 2025  
2025-26 University of Toronto Editors Guild Executive Council

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## **Article 1: Name and Purpose**

- 1.1. The official name of this recognized campus group is “University of Toronto Editors Guild”.
- 1.2. The acronym for this group is “UTEG”.
- 1.3. This group is also known as “U of T Editors Guild” and “Editors Guild”.
- 1.4. The purpose of the organization is to act as a network for current, former, and aspiring editors in student groups across the University of Toronto to connect with each other and share insights about editorial roles and responsibilities, such as managing writing teams and creating editorial content. The organization will provide in-person and online spaces for members to learn more about being an editor, such as panels featuring established editors, editing workshops, and seminars with professional staff. The organization will also share educational resources, such as editing and networking guides, through an open access online repository and physical collection.

## **Article 2: Membership**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. This group will not have a membership fee. Certain events may have nominal registration fees to cover costs.

## **Article 3: Rights of Members**

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.

3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in article two.

## **Article 4: Executive Council**

4.1. The term for all positions on the Executive Council shall be from May 1st to April 30th.

4.2. The Executive Council shall be composed of five (5) voting members.

4.3. All voting members of the Executive Council must be currently registered students of the University of Toronto.

4.4. No member may hold more than one (1) position in the executive council at the same time.

4.5. 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 authorized student group at the University of Toronto.

## **Article 5: Executive Council Composition and Duties**

5.1. The Executive Council shall be composed of: a President; a Vice President; a Comptroller; a Commissioner of Events and Community Relations; and a Commissioner of Media and Design.

5.2. The President shall:

5.2.1. Be eligible to cast votes at meetings of the Executive Council,

5.2.2. Oversee the operations, management, and success of the group,

5.2.3. Serve as spokesperson for the group,

5.2.4. Hold signing and financial authority along with the Comptroller,

5.2.5. Preside over meetings of the Executive Council and/or members,

5.2.6. Ensure a transition of office from one year to the next.

5.3. The Vice President shall:

5.3.1. Be eligible to cast votes at meetings of the Executive Council,

5.3.2. Assume duties of the President in their absence,

5.3.3. Ensure activities of the club comply with policies of the University of Toronto,

5.3.4. Coordinate organizational recruitment efforts,

5.3.5. Make a list of all registered members and manage the member contact list,

5.3.6. Record notes and motions for meetings,

5.3.7. Notify all members of meetings

5.4. The Comptroller shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Council,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Prepare an annual budget for the group.

5.5. The Commissioner of Events and Community Relations shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Council,
- 5.5.2. Ideate and organize events and recruitment efforts for the club,
- 5.5.3. Liaise with internal and external organizations and guests. Maintain relations with the  
aforementioned contacts,
- 5.5.4. Gather information and feedback during events to identify areas for improvement,
- 5.5.5. Coordinate with and assist the Chief of Media and Design with initiatives

5.6. At their discretion, any executive member 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.

## **Article 6: Elections**

6.1. All voting positions on the Executive Council shall be filled through an annual election held in March.

6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

6.3. Non-voting group members shall not be eligible to cast a ballot for any elected position.

6.4. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

6.5. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

6.6. The elections must be held in an unbiased manner. No individual who is seeking elections may participate in planning or administering the election.

- 6.8. To initiate the election period, the Executive Council shall appoint the Elections Committee, including one (1) Senior Election Officer (SEO).
- 6.8.1. The SEO shall not be a sitting member of the Executive Council and they shall not run for an executive position in the upcoming election.
- 6.8.2. 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.
- 6.8.3. The SEO shall select three (3) election dates before 30 March for the voting period. These dates will be announced a minimum of two (2) weeks prior to election dates and must fall on weekdays.
- 6.8.4. After the election is over, the SEO shall submit a report of the results of the elections to the Executive Council and general members.
- 6.9. The Executive Council shall select a date for a Candidates Forum, to be held a minimum of one (1) weekday prior to the first election date.
- 6.10. The term of elected officers shall be from 1 May to 30 April.

## **Article 7: Finances**

- 7.1. The Comptroller shall keep an active record of income and expenses.
- 7.2. The Comptroller shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Council must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Council.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

## **Article 8: Meetings**

- 8.1. The Executive Council shall meet monthly. The quorum for Executive Council meetings shall be 50%+1 of the voting members of the Executive Council.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Council must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **Article 9: Termination of Executives or General Members**

- 9.1. The Executive Council 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Council.
- 9.3. A two-thirds majority of the Executive Council is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Council to the general membership.
- 9.5. 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.
- 9.6. 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.
- 9.7. Executive Council members are subject to the same termination of membership process as general members.

## **Article 10: Amendments**

- 10.1. Any voting group member may propose and vote on amendments to this constitution. The Executive Council will administer the process of having amendments discussed at general meetings.

- 10.2. All constitutional amendments shall require a 2/3 (two thirds) majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive Council shall formally adopt the new constitution and submit the revised constitution to respective University offices (i.e., Centre for Student Engagement, etc.) within two (2) weeks of its approval by the general student membership.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by respective University offices (i.e., Centre for Student Engagement, etc.).