

UTM Art Club Constitution

Article I: Name

The name of the club is UTM Art Club, with affiliation to the University of Toronto Mississauga. The acronym or abbreviation of this club is UTMAC.

Article II: Purpose

The purpose of the club is to create a welcoming and engaging space for artists and creatives of all skill levels. Members will be able to engage with art based activities and express their creativity with other artists.

Article III: Membership

Membership is open to all UTMSU members. Other U of T members including students, staff, faculty, and alumni may also be members as solely associates. Only UTMSU members are permitted to run, nominate, and vote in elections and constitutional amendments. The club is open to non-U of T members, however these members do not hold the aforementioned rights.

Article IV: Executives

A. President

- Oversees all operations, management and the success of the group
- Is the spokesperson and main body representing the group
- Holds signing officer authority along with Vice President, Secretary and Treasurer for financial purposes
- Ensures all activities meet regulations and policies of the University of Toronto
- Oversees executives in fulfilling prescribed duties
- Responsible for Fall and Winter Audits
- Maintain communication between members
- Develop strategies to grow membership and with the help of the Vice President, Social Media Coordinator and Secretary

B. Vice President

- Assist the President regarding club activities
- Assume duties of President in their absence
- Maintain communication between members
- Develop strategies to grow membership and with the help of the President, Social Media Coordinator and Secretary
- Responsible for Fall and Winter Audits

- Holds signing officer authority along with President, Secretary and Treasurer for financial purposes

C. Secretary

- Makes and maintains list of registered members
- Handles recruitment and registration of new members
- Handles the club email, including sending contacts on club events, and correspondence with other group
- Holds signing officer authority along with President, Vice President and Treasurer for financial purposes
- Responsible for submitting the bi-annual UTMSU audit along with Treasurer

D. Treasurer

- Responsible for recording and processing all club financial transactions
- Holds signing officer authority along with President, Vice President and Secretary for financial purposes
- Maintains club budget of income and expenses
- Advises members of budget and financial position of the group
- Responsible for submitting the bi-annual UTMSU audit along with Secretary

E. Social Media Coordinator

- Promotes the club through social media accounts and online UofT based communities
- Assists in creation of promotional material
- Promotes member engagement through various channels

F. Events Coordinator

- Oversees events and ensures events run smoothly
- Manages the planning of club events, along with the rest of the executives, which includes:
 - working with the President, Vice President and Secretary to book rooms, and obtain materials and resources for events
- Consults with the Secretary and Social Media Coordinator to advertise events and recruit volunteers as needed
- Promotes the club through social media accounts and online UofT based communities

Article V: Meetings

Executive meetings will occur once every beginning of term, and once every month thereafter. These meetings are intended to go over the club's term plan, events, financial health

and constitutional amendments, if any. General meetings will be held at least twice per year (once per academic term) and may be in the form of events or socials. There, the mission, goals, and accomplishments of the club are shared with all club members in addition to a detailed report on the financial condition of the club if particularly requested by any member.

Article VI: Elections

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in March. 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.

The SEO Election Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) 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.

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

In preparation for a tie, the SEO shall select an 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 SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.

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

Only U of T members 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.

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

Article VII - Removal of Executive or General Members

Removal of Executives

Executive members who fail to fulfill their responsibilities without a valid reason (ex. Health concerns) will be removed from office.

Executive members are allowed to resign at any time. Their resignation will trigger a re-election for that position. If there are no nominations or fewer than 5 votes for any new nominations, it is up to the remaining executives to either host another election or re-distribute the duties of that position to the rest of the team.

Removal from office can occur if a member of the University of Toronto Mississauga Students' Union Clubs Committee (ex. VP Campus Life) has issued two (2) verbal warnings and one (1) written warning (warnings do not need to be issued by the UTMSU and can be issued directly by the executive team). The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The results of the vote should be two-thirds of the executives in favour of removal. In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter.

The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office. Alternatively, an executive member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied:

- A request is submitted to the VP Campus Life which should:
 - Be signed by at least 30% of the Club membership or two thirds (2/3) of the club executive membership Specify the alleged incidents of neglect of duty

Upon receipt of the request, the council shall be required to hold a referendum within twenty (20) days. In case of a council member (a council member being the President, Vice President, Secretary, or Treasurer). being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

Removal of 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.

A two-thirds majority vote of the executive team present in favor of removal is required. The member must have the right to an appeal before the executive team, and the majority vote of the general membership will have the final say on the matter.

If the member is removed from the club they will lose club membership and any privileges associated with being a member of the club.

After a removal has been finalized it must be conveyed to the UTMSU.

Article VIII - Amendments to the Constitution

This constitution can be amended by a two-thirds vote of the entire membership at a regular meeting of UTM Arts Club. Notification of such a motion must be made to members at least one meeting in advance of the one in which the actual vote is taken.