

UTM-SAN 2024-25 CONSTITUTION

Article I: Club Name

The University of Toronto Mississauga Student Anime Network or UTM-SAN, is a student-run club at UTM.

Article II: Purpose

The University of Toronto Mississauga Student Anime Network strives to create a community of people with like minded interests by providing a medium where students at the University of Toronto Mississauga can share their thoughts and interests regarding Japanese animation and literature.

Article III: Membership

All Executive members must be currently registered undergraduate full-time students of the University of Toronto Mississauga.

Voting membership is open to all persons who are currently registered full time undergraduate students at the University of Toronto Mississauga who are members of UTMSU at no charge; these members can vote and run for executive positions and can propose and vote for amendments to the constitution.

Associate membership may be extended to interested faculty, part time students, graduate students and alumni, or persons from outside the University without restriction as outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination. These members may not participate or nominate candidates in executive elections, and cannot vote during executive elections or constitutional amendments.

Members must register with a designated executive by submitting their full name and valid University of Toronto email address.

Article IV: Executives

President:

The position that is the primary spokesperson and in essence, face of the club. The president is responsible for maintaining club activities as well as developing both short- and long-term plans and goals for the association as a whole. The president is expected to be the primary organizer

of all general meetings and executive meetings and ensure that all executives are performing their jobs at a competent level.

Responsibilities:

- **Strategic Leadership:** Providing overall leadership and setting the overall strategic direction for the club in alignment with its stated goals. This includes long-term plans to foster the growth and continuity of the club.
- **Representation:** As well as acting as the club's primary spokesperson, the President must also be the primary contact of the club with external groups, and the main liaison between the club and administration. This includes the maintaining of communication with UTMSU as necessary.
- **Presiding:** The President must preside over board meetings and general meetings, and assure that they are conducted in accordance with the club's rules and constitution. The President is responsible for organizing said meetings and presenting an itinerary of each topic to cover at the beginning of board meetings.
- **Executive decisions:** The President is the final executive decision maker for all club matters and holds signing authority to the club's bank account along with the VPF for financial purposes.
- **Conflict Resolution:** The President must act as a mediator between conflicting executives. The President addresses disputes and facilitates a constructive resolution , ensuring a harmonious and cohesive environment. In the event that both executive parties refuse to cooperate or communicate, a vote by the executive council will be held to impeach the conflicting executives.

Vice President External:

The second-in-command of the association, the VPE, is expected to work in conjunction with the Communications Coordinator to create and develop promotional content for the club and the Events Coordinator to plan and organize events. This position should be capable of performing any outstanding duties of the President in case of the latter's absence or incapacity.

Responsibilities:

- **Public Relations:** This includes managing the club's public image and handling matters related to public relations. It also includes overseeing the creation and distribution of promotional materials for the club and the consistent communication of the club's activities to its members and the wider public.
- **Organizing Events:** The VPE, along with the Events Coordinator, are responsible for organizing events throughout the year, this can include collaborative events with other clubs or organizations, the VPE may act as a host to an event should they have played a role in its organization, this includes choosing and booking the venue, planning activities, etc.
- **Partnership Liaison:** The VPE is expected to create and maintain relations with other clubs from the University of Toronto, or other Universities, and external organizations and aid in the organization of any collaborative events between UTM-SAN and another

organization. This also involves seeking and securing sponsorships to support club activities if necessary.

- **Administration:** Assists the President with administrative paperwork, room booking forms and other documents pertaining to the club.

Vice President Internal:

The other second-in-command of the association, the VPI is expected to foster member relationships and work in conjunction with the VPF and secretary to manage the internal functions and administration of the club to ensure its smooth operations. This position should be capable of performing any outstanding duties of the President in case of absence or incapacity of the latter.

Responsibilities:

- **Internal Operations Management:** Coordinates with the VPF and secretary to ensure the correct allocation of the club's resources and finances so that all club needs can be met.
- **Member feedback and engagement:** The VPI is expected to consistently survey and evaluate member wants and demands, and collect general feedback and criticism for the club. This can be done through a general feedback form that is maintained by the VPI on a monthly basis for executive meetings, the rest of the executive team including the VPI are expected to absorb member feedback and work together based on that information to satisfy member needs.
- **Maintaining Handover document:** During elections week, the VPI along with the rest of the executive team are expected to make a document containing lessons learned and advice moving forward for each of their roles to handover to the incoming executive team for a smooth transition of power and to help prepare the incoming executives on their roles.
- **Administration:** Assists the President with administrative paperwork, room booking forms and other documents pertaining to the club.

Vice President Finance:

The VPF manages the club's finances, ensuring transparency and accountability regarding the club's funds, calculating and budgeting for events as necessary and producing reports of the club's financial status for executives and administration.

Responsibilities:

- **Financial Management:** Overseeing and managing the club's finances and bank account, the VPF ensures that all club activities can be properly and adequately budgeted for and will report to the rest of the executive team if such a budget is not feasible. To this end, the VPF holds signing authority to the club's bank account along with the President.

- **Financial Reporting:** The VPF must prepare a bi-annual audit of the club's finances for the UTMSU, ensuring that all parties involved with the club are well informed on its financial health.
- **Budgeting:** The VPF should develop budgets for academic terms to help with planning for future events, this includes forecasting revenue and comparing it to planned expenses to ensure financial stability.

Secretary:

The Secretary manages the internal records of UTM-SAN, working in conjunction with the VPI to ensure that the club's activities and feedback are properly recorded for the benefit of future executive teams.

Responsibilities:

- **Record Keeping:** The Secretary should keep track of minutes and take attendance during club meetings and events, as well as working with the VPI to maintain and record post activity survey results for later review.
- **HR Assistant:** Acting as an assistant to the club's HR, the secretary should address membership inquiries and work with the exec team to resolve any member-related issues.

Communications Coordinator:

The Communications Coordinator is in charge of handling the club's promotions and advertising, as well as making sure that details about the club's activities and events are available and communicated to all club members.

Responsibilities:

- **Social Media Management:** Managing the club's social media accounts and maintaining an active presence, this involves frequently posting updates and engaging with potential members on any platforms the club is on.
- **Member Communication:** Facilitating communication within the club by managing email lists, sending out regular updates, and ensuring all members are informed about upcoming events and important announcements.

Events Coordinator:

The Events Coordinator handles the club's events, ensuring that they are booked properly, have a communicated schedule, and the contents of which are planned accordingly. The Events Coordinator is also to take feedback from members into consideration when planning future events.

Responsibilities:

- **Event Planning:** Taking an important part in the planning process for events, this includes securing venues and managing the logistical side of the event, arranging for equipment and coordinating transportation if necessary.

- **Post-Event Evaluation:** Conducting evaluations after each event to assess its success and gather feedback. This involves analyzing attendee feedback, reviewing logistical performance, and making recommendations for future events to improve their quality and member satisfaction.

Art Director:

The Art Director is responsible for the creation of promotional materials and other artistic assets, creating materials that will be used in the club's marketing, as well as recruiting other artists to create further marketing assets.

Responsibilities:

- **Promotional Material:** Creating and designing promotional materials and other assets to promote the club, which will be posted on campus and on our social media accounts. These materials can also take the form of physical goods such as merchandise.
- **Artist Recruitment:** Seeking and communicating with other artists to assist with the production of further promotional material and partnerships, and directing these artists to ensure quality and consistency in the material.

Article V: Meetings

General Meetings:

General meetings, open to all members and associate members of the club, are to be held at least twice per academic year (once per academic session), with additional general meetings to be organized by the executive council if necessary. These meetings will summarize the events from the previous period from the last general meeting and share the club's goals, current plans and overall status for the following period to all members. Notice of general meetings and emergency general meetings will be sent to all members at least 1 week in advance through the club's social media and communication platforms.

Executive Meetings:

Executive meetings shall be held once per month during the academic term and be open for attendance to only current term club executives. Executive meetings will summarize the actions and club status of the closing month and discuss future plans regarding events and other activities for the month ahead

Article VI: Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must be open to all interested candidates who are UTMSU registered members of the group.
- In the event of a tie, the winner will be decided by coinflip.

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Group's membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

Election Policies

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

Article VII: Removals

By UTMSU

Removal from office or from the club can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

By the Executive Team

Removal from office or from the club can occur at any time from the campus group's Executive Committee vote, requiring a vote of half plus one at an executive meeting to initiate the process.

However, before triggering such a clause, the executive committee must in due regard determine that ample reasonable warning was given to the offender and that all other options were exhausted.

Procedure

Once initiated by the executive committee vote, a member or executive being removed by this process will receive a written notice of removal and have the option to request an appeal in private.

Should the member request an appeal, they will be invited to the next executive meeting where they will be granted an opportunity to speak their case, after which a final executive committee vote will be held on their appeal, requiring a half plus one majority to reverse their removal.

Grounds for removal from office by the Executive team

- If an executive member fails to fulfill the duties of their position as deemed by the current members of the Executive team
- If an executive member has exploited their position in a way that threatens the security of the club's members
- If an executive member has exploited the club's resources without the consent or knowledge by the Executive team
- If an executive or general member deliberately acts in a way that tarnished the reputation of the club
- If an executive or general member violates any section of the University's Ground for Expulsion

By-Elections

Should an executive member be impeached, a by-election will be held in accordance with the procedures outlined in Article VI to appoint a new executive. The executive team may decide to withhold the by-election for whatever reason, such a near-approaching end of term, as long as a majority vote was reached at an executive meeting, in which case the impeached member's responsibilities will be assumed by the President or a VP.

Article VIII: Amendments to the Constitution

Procedure:

Amendments to the Constitution can be proposed by any member of UTM-SAN and must be approved by club members with voting rights at the next General Meeting by a 2/3rds majority. If approved, the Executive team shall submit the revised constitution for evaluation at UTMSU within 2 weeks after its approval.