

UTMSU Campus Group Constitution

Article I: Campus Group Name

Group Name: UTM Kpop + Synix

Article II: Purpose

We at UTM Kpop and UTM Synix aim to create an environment where all students may come together and engage in a community around the genre of K-pop. The goal and practice of the club will be to host a variety of events including, but not limited to, karaoke nights, social hours, dance practices, and showcases. We at UTM Kpop + Synix want to make a space that is welcome to all students to engage with others who share their interests and build a strong community.

Article III: Membership

Membership must be open to all UTMSU members (aka UTM undergraduate students). Membership is open to all UTM undergraduate students. Students from the other University of Toronto campuses and alumni may be offered associate membership.

1. Club membership is open to all students at the University of Toronto;
2. Students from the other campuses (St. George, Scarborough) will only be permitted associate membership;
3. Membership is valid for the duration of each academic year (September through April);
4. Membership will be free to all members;
5. Elections are exclusive to members registered under UTM K-pop + Synix.

Article IV: Executives

1. President (1) – Responsible for the overall organization of the club and final decision-making process; primary contact for the group. Implements strategies for growth and development.
2. Executive Coordinator (1) – Responsible for internal communications within the organization; processes and organizes all documentation and information from executive meetings; chief of human resources.

3. VP Finance (1) – Responsible for managing club finances including income and expenses, financial planning, and budgeting; works with executives to create budgets and ensure they are followed. Responsible for submitting bi-annual audits to the UTMSU.
4. VP Marketing (1) – Promotes the club and its activities through creating promotional materials, managing social media accounts, and implementing marketing strategies; responsible for attracting new members.
5. Performance Director (1) – Oversees all performance-related activities within the club (i.e. dance covers, workshops, and showcases).
6. Visual Director (1) – Responsible for managing visual aspects of the club. Works closely with the Performance Director to create performances and presentations. Responsible for overseeing the creation of promotional materials to maintain the brand identity of the club.
7. VP Events (1) – Organizes non-performance-related events (i.e. general meetings, social gatherings, and parties) to help foster community. Collaborates with other organizations.

Article V: Meetings

Executive meetings will be held every month to check in on the condition of the club and organize events. General meetings across both clubs will be held at least once a semester to check in with members and update them on the functions of the clubs. Financial reports will be included in the general meetings if requested by a club member. Outside of general meetings, the frequency of meetings will be held at the discretion of UTM K-pop and Synix. There will be a minimum of one event per semester.

Event and Meeting Attendance:

All executives and associates are expected to attend and support our events unless they are unavailable or ill. If unable to participate in events/meetings they must notify the Secretary in advance or as soon as possible.

Late Policy:

Executives and associates must inform the Secretary in advance with a valid reason (ex. Illness, family emergency, class conflicts, or external commitments) at least 24 hours before the event/meeting if they will be late.

Failure to meet outlined expectations will result in termination of employment. For the removal process refer to Article VII in the constitution.

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 open to all interested candidates who are UTMSU registered members of the group.

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 Groups'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

1. 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.
2. 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.
3. Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.
4. 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.
5. In the event of a tie the position will be expanded to allow for collaborative executives (i.e. Co-President, Co-VP Finance).
 - a. In the case of Co-Presidency the role of Vice President will be absolved.

Article VII: Removal from office

Removal from office 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

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

General Member Removal

- A written notice will be issued to members in question who are being considered for removal.
 - Warnings will be issued to individuals for misconduct prior to removal notice.
- Members have the right to vote on a member's removal from the club.
- The sanctioned member will have the opportunity to appeal their removal at the discretion of the UTMSU and Club Executives.
- There will be a final vote on the removal of a club member should the incident be appealed.

Executive Removal

- Executives will receive a written notice of removal if they fail to fulfill their duties, as laid out in the constitution, or miss three consecutive meetings without proper notice.
- Executive members will vote on removal if the issue is contained to the executive level, should the executive in question be affecting the larger community the removal vote will be held amongst the club as a whole.
- Executive members will have the opportunity to appeal the final decision at the discretion of the UTMSU and remaining Executive members.
- There will be a final vote after the appeal.
- Should an executive member be removed, a by-election will be held to fill the position.
 - Should by-election results be inconclusive, current executives will have the chance to appoint a new executive.

Article VIII: Amendments to the Constitution

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it. Only UTMSU members can make amendments to the constitution.

All amendments must be approved by the groups membership via their General Meetings.

All amendments must be approved by UTMSU before they are formalized.