

Constitution of “UTM Film Club”

Amended in July 2026

Article 1: Name

The club shall be known as the University of Toronto Mississauga Film Club (acronym UTM Film Club or UTMFC).

Article 2: Purpose

The UTM Film Club is a student-run undergraduate club at the University of Toronto’s Mississauga Campus. The aim of this group is to provide a safe environment for students to destress and unwind throughout the year by watching some of their favourite films with other fellow students.

The mandate of this group is to provide various opportunities for those interested in cinema to come together and celebrate the art by building a community. UTMFC will work to ensure an atmosphere that is comfortable and inclusive by keeping the students in mind with every screening event. This will not only provide another opportunity for students to socialize with one other, but will also allow the medium of film to be more accessible for the student body in general.

Any undergraduate student, graduate student, staff, or faculty member is welcome at any event. Any undergraduate student enrolled at the University of Toronto - Mississauga campus is eligible to participate in voting for the executive council for the following year. For more information about the UTMFC, please reach out via **email**: filmclub@utmsu.ca or **Instagram**: [@utmfilmclub](https://www.instagram.com/utmfilmclub)

Article 3: Membership

3.1. Any undergraduate student, graduate student, staff, or faculty member is welcome at any event.

3.2. There are no membership fees for general events.

3.3. Any individual interested in running or nominating for an executive position must be a U of T member.

3.4. Voting is open to U of T members.

3.5. Constitutional amendments must be approved by members of the U of T.

3.6. Non-U of T members may join as general members, but do not have voting rights or eligibility to run for executive positions.

Article 4: Executive Council

4.1. The Executive Council shall consist of two co-Presidents, one Secretary, one Financial Director, one Creative Director, one Social Media Coordinator, one Marketing Coordinator, one Events Coordinator, one External Associate, and two Graphic Designers. All executives must be members of the U of T.

4.2. The Executive Council must enroll full-time or part-time students who have paid their University of Toronto incidental fees for the year they serve on the committee.

4.3. All executives must attend eighty percent of meetings and fifty percent of events held by the UTMFC, and notify the President and/or the Vice President 24 hours beforehand if unable to attend.

4.4. The Co-Presidents shall:

4.4.1 Preside over all meetings of the club and champion projects and numerous decision making processes

4.4.2 Call all executive meetings and general meetings.

4.4.3 Handle the day-to-day operations of the club.

4.4.4 Ensure the club's adherence to U of T policies.

4.4.5 Act as a signing officer on all club documents.

4.4.6 Attend all U of T meetings and report information back to all executive members.

4.4.7 Check and respond to any emails within 48 hours.

4.5 The Financial Director shall:

4.5.1 Maintain all records using professional language.

4.5.2 Organize the purchase of UTMFC merchandise, food and drink available for purchase online and during events.

4.5.3 Organize and balance the funding requests and banking information.

4.5.4 Use finances strictly for the benefit of the club and its events.

4.5.5 Place all funds in a bank account (to be created after recognition) that only they and the Co-Presidents will have access to.

4.5.6 Keep a record of all deposits, withdrawals, budgets, receipts, etc.

4.5.7 Create a budget for all purchases by the club for each event.

4.5.8 Check the email every 48 hours

4.5.9 Be responsible for the biannual Audit

4.6 The Events Coordinator shall:

4.6.1 Organize events for UTMFC with support from the UTMFC executive and general membership.

4.6.2 Coordinate with the Co-Presidents on how many volunteers are needed for specific events and what their responsibilities will be.

4.6.3 Plan when each event will take place and when advertisements for these events shall begin.

4.6.4 Organize all relevant personnel for each event

4.6.5 Be responsible for booking rooms and organizing food with the Secretary and External Associate.

4.6.6 Purchase all items for events and will then be reimbursed by UTMFC through the Financial Director. Will follow the budget made by the Financial Director.

4.6.7 Be responsible for hosting, set-up, and clean-up of all events.

4.6.8 Pose possible purchases to the Executive Council and with the majority vote of the council will then purchase the approved item.

4.6.9 Check and respond to any event related emails within 24 hours.

4.7 The Secretary shall:

4.7.1 Keep the minutes of all official meetings and provide the minutes to the executive council within 48 hours of a meeting.

4.7.2 Keep the attendance at all meetings. Notify UTMFC Co-Presidents if any executive member fails to attend two consecutive meetings or three meetings in a semester.

4.7.3 Ensure that the UTM community is informed about UTMFC events and services, working closely with the Co-Presidents and the Social Media Coordinator.

4.7.4 Facilitate communication between U of T, student body and students through emails.

4.7.5 Be responsible for sending out the UTMFC monthly newsletters.

4.7.6 Maintain the email accounts, checking it two times daily, and answering all emails within 24 hours.

4.7.7 Summarize information received in emails and will then pose to the Executive Council.

4.8 The Social Media Coordinator shall:

4.8.1 Maintain the UTMFC Instagram account, Linktree, and Letterboxd account.

4.8.2 Post any announcements or upcoming events on these forums in a timely manner.

4.8.3 Moderate posts and delete those with unsuitable content.

4.8.4 Receive post details from the Graphic Designers and post the respective content to the UTMFC Instagram.

4.8.5 Curate story polls for engagement

4.8.6 Take photos, videos and organize the photography/videography at all events

4.8.7 Check and respond to relevant direct messages and inquiries from students, clubs and organizations

4.9 The Marketing Coordinator shall:

4.9.1 Maintain the UTMFC Instagram account, Linktree, and Letterboxd account alongside the Social Media Coordinator.

4.9.2 Create event recap videos and other promotional materials

4.9.3 Moderate posts and delete those with unsuitable content.

4.9.4 Take photos, videos and organize the photography/videography at all events

4.9.5 Work alongside the External Associate to advertise UTMFC to any collaborative and sponsorship opportunities

4.10 The Graphic Designers shall:

4.10.1 Create posters and advertisements for all events and posts.

4.10.2 Be responsible for designing the UTMFC newsletters.

4.10.3 Send these posters and advertisements to the Executive Team for unanimous approval by all members of the team.

4.10.4 Send the high-resolution files to the Social Media Coordinator to post to the UTMFC Instagram page

4.10.5 Collaborate with the Creative Director to establish the vision of the designs

4.11 The Creative Director shall:

4.11.1 Oversee and plan designs for purposes of posting to the UTMFC Instagram, working closely with the Graphic Designers and with the Co-Presidents

4.11.2 Allocate which graphic designer is responsible for which event

4.11.3 Have final say on which design gets chosen (if there is more than one option)

4.12 The External Associate shall:

4.12.1 Work alongside the Events Coordinator to plan all club events.

4.12.2 Work alongside the Events Coordinator to establish collaborations with other clubs/societies

4.12.3 Be responsible for contacting groups outside of UTM for events, sponsorships, and anything relating to UTM Film Club.

4.12.4 Purchase event decor as needed.

4.12.5 Check and respond to all event related emails within 24 hours.

Termination of Executives or 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.

The member up for removal shall have the right to defend his/her actions.

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

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

Article 5: Meetings

5.1 Annual General Meetings (AGMs)

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

5.2 Executive meetings

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

Article 6: 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 7: Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

Article 8: Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, etc) within two (2) weeks of its approval by general members.