

CULTURE AT UofT CONSTITUTION





CONSTITUTION

THIS DOCUMENT IS A PROTECTED INTELLECTUAL PROPERTY OF THE STATED CLUB. ANY DUPLICATION IN PART OR WHOLE OF THIS DOCUMENT IS NOT PERMITTED WITHOUT PERMISSION FROM THE APEX TEAM OF THE CLUB.

Article I: Name and Mission Statement

1.01 Name: The official name of the organization will be Culture at UofT at the University of Toronto Scarborough and will from here forth be referred to as “CULTURE”.

1.02 Mission Statement:

Building a place of belonging and inclusiveness that prioritizes diversity, firmly believes in a culture rooted in collaboration, growth, and mobility, defies all preexistent notions of seclusion, and focuses on spreading the greater message of optimism, hope, oneness, and brotherhood to exercise liberty, fraternity, and freedom in the truest sense.

1.03 Vision Statement:

Representing all ethnic societies of students from South-Asian and Middle-Eastern countries including but not limited to the Republic of India, Islamic Republic of Pakistan, Islamic Emirate of Afghanistan, Federal Democratic of Nepal, Democratic Socialist Republic of Sri Lanka, People’s Republic of Bangladesh, Republic of the Union of Myanmar, Kingdom of Bhutan, Islamic Republic of Iran, Republic of Azerbaijan, Republic of Uzbekistan, Republic of Armenia, United Arab Emirates, State of Kuwait, Kingdom of Saudi Arabia, within the University and allowing them an opportunity to voice their questions, concerns, and opinions, while educating, evolving, and learning to accept diverse cultures of the world.

Article II: Interpretation

2.01 “UofT” means the University of Toronto.

2.02 The “Apex Team” refers to the officers collectively occupying the roles of Chairperson and President (s).

2.03 “Executive Committee” refers to the voting officers of the CULTURE as described in Operating By-Law #1.

2.04 “Executive Officer” means any member of the Executive Committee.

2.05 “Senior Executive Team” refers to the officers collectively occupying the roles of Vice President (s) of Marketing, Vice President (s) of Finance, Vice President (s) of Events, Vice President (s) of Operations and Affairs, Vice President (s) of Student Engagement and Communications, and a General Council with at most seven (7)



members. This is subject to any new admission or removal of a stakeholder by the written consent of all the members of the Apex Team.

2.06 “Executive Team” refers to the officers collectively occupying the roles of Director (s) of Marketing, Director (s) of Finance, Director (s) of Events, Director (s) of Operations, Director (s) of Affairs, and Director (s) of Student Engagement and Communications. This is subject to any new admission or removal of a stakeholder by the written consent of all the members of the Apex Team.

2.07 “Member” means a person who is defined as a member in Article III.

2.08 “General Member” means a person who is defined as a general member in Article III.

2.09 “MGM” means the Monthly General Meeting of the CULTURE.

2.10 “AGM” means the Annual General Meeting of the CULTURE.

2.11 A “Proxy” means a written authorization to act in place of another. This is done during an Annual General Meeting whereby students can authorize Executive Officers of the CULTURE to vote on their behalf.

2.12 A “SS” means a semesterly survey that shall be conducted every semester’s last month in order to receive feedback on the club achievements from the executive member and general members to fulfill the evaluation motive.

Article III: Membership

3.01 All full-time and part-time undergraduate students enrolled in any programs at the University of Toronto are deemed members of the CULTURE.

3.02 An executive officer of the CULTURE is privileged and/or eligible to:

- a. Discuss all matters that come before the CULTURE at the MGM, held at least once per academic month.
- b. Vote at the MGM. One vote per executive officer is permitted.
- c. Partaking in any debate or discussion held under the jurisdiction of the CULTURE.
- d. To apply for a position on the Executive Committee provided that they meet all requirements stated in Operating By-Law #1.
- e. To provide the CULTURE with constructive comments and suggestions for improvement in the SS.

3.03 A general member of the CULTURE is privileged and/or eligible to:

- a. Discuss all matters that come before the CULTURE at the AGM, held at least once per academic year/through the head of the student engagement and communications department.
- b. Get discounted tickets and other free services at any CULTURE events for the package they have paid for.



- c. All members shall be eligible to apply for a position on the Executive Committee provided that they meet all requirements stated in Operating By-Law #1.
- d. All members shall be eligible to provide the CULTURE with constructive comments and suggestions for improvement in the SS.

Article IV: Monthly General Meeting

4.01 There will be at least one Monthly General Meeting for all executive members each month.

4.02 The MGM shall be held no later than the last week of every month. The date of MGM must be published to the members no later than three (3) business days prior to the date of the Meeting.

4.03 At the MGM, every executive officer is entitled to one (1) vote.

4.04 Items eligible for voting exclusively include:

- a. Changes to the Constitution of the CULTURE
- b. Items brought forth by the Apex Team, Senior Executive Team, and Executive Team
- c. Items brought forth by members of the CULTURE

4.05 Items brought forth by members of the CULTURE for voting must be submitted in writing to the Apex Team at least three (3) days Prior to the date of MGM. Items brought forth by members of the CULTURE for voting must be submitted in writing to the Senior Executive Team at least five (5) days prior to the date of the MGM. All items require a minimum of seven (7) members of the CULTURE in writing via email to the Apex Team who may be called upon to present their opinions.

4.06 All items will not automatically be eligible for voting unless the Senior Executive Team decided otherwise. In the event that an item is turned down, the Senior Executive Team is required to provide a detailed explanation of the reasons to the member who requested the item, while communicating the same to the Apex Team. If the resolution process is still of concern to the affected member, the affected member can request that the issue be taken to the Apex Team (see Operating By-Laws #1).

4.07 Implementation of any changes to the Constitution or Operating By-Laws #1 approved at the MGM will occur at the first earliest possible convenience. Implementation must occur within twenty-eight (28) days of the MGM.

4.08 Each Executive Officer, barring the Apex Team, of the CULTURE is allotted a maximum of two (2) proxies during an MGM, which they must collect within 24 hours of the MGM.

4.09 Students who proxy their vote to an Executive Member of the CULTURE shall be considered to have voted and shall not be allowed to vote in person at the MGM.

4.10 Students may only proxy their vote to one (1) Executive Member of the CULTURE



4.11 Only Executive Officers of the CULTURE shall be authorized to collect proxy votes.

4.12 Quorum of seven (7) executive members and at least one member of the Apex Team of the CULTURE must be present for an MGM to take place. The CULTURE is required to hold a subsequent MGM within 45 days if this quorum is not met.

4.13 Members of the CULTURE may request an MGM if the support of at least six (6) members of the senior executive team and executive team is obtained in writing.

Article V: Annual General Meeting

5.01 There will be at least one Annual General Meeting for all general members each year.

5.02 The AGM shall be held no later than December 1st. The date of the AGM must be published to the general members no later than three (3) business days prior to the date of the Meeting.

5.03 At the AGM, every general member is entitled to get priority to become a part of the executive team, subject to the conditions laid out by Apex at the time.

Article VI: Operations

6.01 The operations of the CULTURE shall be pursuant to Operating By-Law #1.

Article VII: Remuneration

7.01 All Executive Members and any other positions are deemed volunteer positions and therefore shall receive no remuneration.

Article VIII: Amendments to the Constitution

8.01 Any senior executive/executive officers of the CULTURE may put forward a motion to make, amend or appeal any articles related to the Constitution at least five (5) business days prior to the MGM and in accordance with the guidelines as outlined in 4.05.

8.02 Notice - Notice of the full text of the proposed article or amendment of the motion shall be presented to the membership at least five (5) business days prior to the date of the meeting called to consider the same. Due diligence must be demonstrated when presenting information to the membership, to ensure comprehension and awareness.

8.03 Members Approval - Any amendment to the CULTURE's Constitution must be approved by a two-thirds (2/3) majority vote of the Apex Team, Senior Executive teams, and Executive teams. A minimum of seven (7) officers must be physically present and have exercised their right to vote, including at least one (1) member of the Apex Team.

Article IX: Authority



9.01 This Constitution, in its entirety, shall become the sole source origin for the mission, powers, and responsibilities of all officers of the CULTURE at the University of Toronto.



OPERATING BY-LAWS #1

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Article I: Executive Officers

1.01 Executive Officers of the CULTURE shall be:

The Apex Team

Chairperson

President (s)

Senior Executive Team

Vice President(s) of Marketing

Vice President(s) of Finance

Vice President(s) of Operations and Affairs

Vice President(s) of Events

Vice President(s) of Student Engagement and Communication

Executive Council Member (s)

Executive Team

Director (s) of Marketing

Director (s) of Finance

Director (s) of Affairs

Director (s) of Operations

Director (s) of Events

Director (s) of Student Engagement and Communication

1.02 All executive officers of the CULTURE must be full-time or part-time undergraduate students at the University of Toronto Scarborough

1.03 The Apex Team shall be in either 2nd or later years of study and must have previously served one full term on the senior executive team. The Chairperson must not be on a co-op work term. The President must not be on co-op work term for more than eight months of the academic year while they are serving unless approved by a majority vote of the Senior Executive Team.



1.04 The Vice Presidents must not be on a co-op work term for more than four months of the academic year without approval from the Apex and Senior Executive Team through a majority vote.

1.05 Generally, all positions will be filled with the number of executives as outlined in 2.06. However, due to coop work term sequencing, some of the numbers may vary from year-to-year.

1.06 The Executive Team consists of the aforementioned positions; the line of authority constitutes the Chairperson as head of the Club, followed by the President (s) and subsequently, the Vice Presidents. All other voting executive members are considered of equal powers. Upon need for effective lines of communication, a team-lead role may be assigned for positions shared by 2 or more executives.

1.07 The Senior Executive Team of the CULTURE can be affiliated with other clubs and organizations at the University of Toronto Scarborough.

Article II: Powers and Duties of Executives

2.01 All executive officers shall, at the end of their term in office, deliver to their successor (or incoming Senior Executive team); all books, documents, and other items in their possession, which belong to or relate to the CULTURE, and, such successor shall henceforth be responsible for the custody and upkeep of the aforementioned items.

2.02 All executive officers shall keep in confidence all personal and other information pertaining to members, faculty, staff, and corporate sponsors. A violation of this confidentiality clause could be grounds for impeachment.

2.03 The end of the term in office shall coincide with the fiscal year end of the CULTURE for all executive members unless the position is terminated prior to the fiscal year-end. The fiscal year end shall be April 30th.

2.04 Executive Voting

- a. One half plus one member of the Executive Team shall constitute a quorum for voting and the transaction of business at an authorized meeting.
- b. When a vote is required, all apex executives and senior executives shall have one (1) vote each.
- c. All voting by the Executive Team shall be done democratically and the results of the votes are recorded for future reference.
- d. Any member of the executive team can request for the vote to be done in confidence, via a secret ballot.
- e. A major vote requires a two-thirds (2/3) majority in order to pass. Major votes are required for the following:
 - i. Proposed changes to the Constitution.



- ii. Changes to Operating By-Law #1.
 - iii. The addition of an executive officer to the current Executive Team.
 - iv. The impeachment of a senior executive officer or executive officer.
- f. A standard vote requires a simple majority (one-half plus one) in order to pass. Standard votes are required for the start-up of new major CULTURE initiatives (any event with a budget greater than \$1,000) and any other decisions as the Executive Team sees fit.
- g. The Executive Team must be notified at least one week prior to a major or standard vote that a vote will take place. Any materials necessary to make an informed decision must also be sent out one week prior to the vote.
- h. In the event that the Senior Executive Team wishes to seek guidance or approval from the Executive Team on matters that are in the exclusive power of the Senior Executive Team, they can ask for a vote to be taken by the Executive Team.

2.05 Powers and Duties of the Senior Executive Team

- a. The Senior Executive Team shall discuss all matters pertaining to the future of the CULTURE and relationship management within and outside of UTSC, as well as keep the Executive Team up to date on what each executive member has been working on.
- b. The Senior Executive Team is entitled to make all operating decisions regarding the CULTURE except the following:
 - i. Proposed changes to the Constitution.
 - ii. The addition of an executive officer to the current Senior Executive and Executive Committee.
 - lii. The impeachment of an officer.
 - iv. The start-up of new major CULTURE initiatives.
- c. All decisions made by the Senior Executive Team must be communicated to the executive team in a timely manner and can be appealed directly to the Senior Executive Team.
- d. In the event that the Apex Team member is unable to fulfill their duties for the duration of their term, the Senior Executive Team shall determine if they are able to share the duties of the executive officer. In the event that the Senior Executive Team determines that they would like to replace the executive officer that has left, a two-thirds (2/3) majority vote must be taken by the entire Executive Team.
- e. In the event that there is a Senior Executive Team member returning for the following academic year, he or she may return as an Executive Advisor at the discretion of the incoming Senior Executive Team. The Executive Advisor will serve as an independent source of support, reporting to whichever executive officer(s) he or she is working with at the time. The Executive Advisor's



responsibilities will mainly involve support for ad-hoc projects initiated by either himself or herself or by the Senior Executive Team. For those projects initiated by the Executive Team, the Executive Advisor's participation will begin upon a formal requisition from the initiator(s), and acceptance thereof. Consultation for advice or brief inquiries may take place informally by email or phone at any time.

2.06 Powers and Duties of the Executive Committee

- a. If any one position is left unfilled, the Executive Team may appoint a member by a two-thirds (2/3) majority vote or opt to leave the seat vacant and share the duties amongst themselves.
- b. In the event where a general member proposes a special event/project/idea for CULTURE to coordinate, he or she shall participate and be given an appropriate title deemed appropriate by the Executive Committee, by a two-thirds (2/3) majority vote.
- c. In the event, where impeachment is necessary, the Senior Executive Committee must vote on the impeachment upon the recommendation of the Apex Team to do so. A vote on impeachment is a major vote and requires a two-thirds (2/3) majority in order to pass. The executive officer in question must be present during the impeachment and must be given the opportunity to defend themselves. If the indicted executive officer wishes to appeal the decision of impeachment, he or she must submit a written request to the Apex Team within 72 hours after the impeachment. An appeal can only be written if there is some new information that, if known during the time of the vote, could have changed the outcome. The Senior Executive Team will review the request and may choose to revisit the issue with the Executive Committee.

2.07 Powers and Duties of Each Executive Officer

All executive officers shall do everything within their power to further the interests of the CULTURE, as well as dutifully maintain the integrity and spirit of the Constitution.

- a. Each Executive Officer shall agree to attend as many CULTURE events as possible.
- b. Each Executive Officer shall agree to act in a manner reflective of the CULTURE's values and the responsibilities it holds to its members.
- c. Each Executive Officer shall agree to report regularly to their assigned Vice-President.
- d. The responsibilities of each Team and specific roles of each Executive Officer are as follows:

1.0 Apex Team

Refer to Article 2.05 for the powers and duties of the Apex Team.



a. Chairperson

Regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members. Must coordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management of the organization. May from time to time be called upon to represent the organization and sometimes be its spokesperson at, for example, functions or meetings.

b. President(s)

Responsible for setting and monitoring the goals of the club, running club meetings, appointing committee chairs, delegating tasks as necessary, recruiting, training, retaining members, and maintaining regular communication with the Vice Presidents. Must make the most of all his/her committee members, building and leading the team.

2.0 Senior Executive Team

Refer to Article 2.06 for the powers and duties of the Senior Executive officers.

a. Vice President of Finance

Oversees a term budget by the end of the month and maintains the budget throughout the term in conjunction with the Apex Team. Provides guidance in creating an annual budget to be approved by the Apex Team. Responsible for keeping a track of petty cash, floats, and cash flow. Act as the corporate treasurer and secretary and be responsible for the financial functioning. Must ensure all individuals and bodies are operating in accordance with the By-laws. Responsible for providing extensive transition documents. Coordinate with clubs concerning funding presentations to Apex. Overlooks departments with the preparation of financial reports.

b. Vice President of Operations and Affairs

Booking rooms and meeting times when needed, evaluating and implementing strategies for office maintenance and security. Collaborating with on- and off-campus partners to source products, book spaces, and resources, and develop positive working relationships. Maintains a list of events and statistics throughout the year in the online club annual report form. Responsible for maintaining strategic business partnerships with



other clubs, professional associations, and sponsors. Collaborates with other divisions and departments to carry out the organization's goals and objectives. Implements new processes, technologies, and systems to improve and streamline organizational processes and use of resources and materials. Identifies training needs and ensures proper training is developed and provided. Performs other related duties as assigned.

c. Vice President of Marketing

Responsible for overall marketing results of the club. Planning and overseeing the marketing strategies and efforts in order to strengthen the club's position and achieve the desired goals and aims. Developing and implementing cohesive marketing plans to increase club awareness and build the image. Lead, review and report the development of the marketing plans and strategies and their implementation. Publicizes club activities through email, social media, and the club website.

d. Vice President of Events

Planning, organizing, and implementing all social events for the members. Providing an event report following every event. Establishes, implements, and communicates the strategic direction of the organization's operations division. Collaborates with executive leadership to develop and meet company goals while supplying expertise and guidance on projects. Oversees the processes, technologies, and systems to improve and streamline organizational processes and use of resources and materials. Reviews and approves cost-control reports, cost estimates, and staffing requirements for projects.

e. Vice President of Student Engagement and Communications

Support the planning and implementation of off-campus events at local and regional businesses. Promote, coordinate and implement social, recreational, and educational programming. Posting all services, upcoming events, and activity announcements on the club website, in collaboration with all of the clubs. Publicizes club activities through email, social media, and the club website. Provide opportunities for students at the University of Toronto, Scarborough for guidance, both socially as well as professionally. Determine action and operating plans, short-term and long-term goals, and adhere to the values of the club in related activities.



f. Executive Council - Minimum of five (5) and a maximum of seven (7) members

Responsible for making sure that each meeting is planned effectively, conducted according to the constitution, and that matters are dealt with in an orderly, efficient manner. Performing the President's duties in the absence of said President. To maintain internal communication with the team, and act as a liaison between them with regard to non-academic concerns. Maintaining an up-to-date copy of the constitution in the office and on the webpage. Responsible for being part of important decision-making within the team and carrying out the events hosted by the club effectively and efficiently.

3.0 Executive Team

Refer to Article 2.06 for the powers and duties of the Senior Executive officers.

a. Director of Finance

Assist in creating an annual budget to be approved by the Apex. To keep track of petty cash, floats, and cash flow. Responsible for providing extensive transition documents. Act as the corporate treasurer and secretary and be responsible for the financial functioning. Must ensure all individuals and bodies are operating in accordance with the By-laws. Coordinate with clubs concerning funding presentations to the Apex. Assist departments with the preparation of financial reports. Performs other related duties as assigned.

b. Director of Operations

Booking rooms and meeting times when needed, evaluating and implementing strategies for office maintenance and security. Maintains a list of events and statistics throughout the year in the online club annual report form. Implements new processes, technologies, and systems to improve and streamline organizational processes and use of resources and materials. Performs other related duties as assigned.

c. Director of Affairs

Collaborating with on- and off-campus partners to source products. Responsible for maintaining strategic business partnerships with other clubs, professional associations, and sponsors. Collaborates with other divisions and departments to carry out the organization's goals and



objectives. Identifies training needs and ensures proper training is developed and provided.

d. Director of Marketing

Responsible for overall marketing results of the club. Planning and overseeing the marketing strategies and efforts in order to strengthen the club's position and achieve the desired goals and aims. Developing and implementing cohesive marketing plans to increase club awareness and build the image. Lead, review and report the development of the marketing plans and strategies and their implementation. Publicizes club activities through email, social media, and the club website. Performs other related duties as assigned.

e. Director of Events

Planning, organizing, and implementing all social events for the members. Providing an event report following every event. To work closely with the marketing team to ensure events are promoted as well as possible. Establishes, implements, and communicates the strategic direction of the organization's operations division. Collaborates with executive leadership to develop and meet company goals while supplying expertise and guidance on projects. Identifies and recommends new processes, technologies, and systems to improve and streamline organizational processes and use of resources and materials. Reviews and approves cost-control reports, cost estimates, and staffing requirements for projects. Performs other related duties as assigned.

f. Director of Student Engagement and Communications

Support the planning and implementation of off-campus events at local and regional businesses. Promote, coordinate and implement social, recreational, and educational programming. Posting all services, upcoming events, and activity announcements on the club website, in collaboration with all of the clubs. Publicizes club activities through email, social media, and the club website. Follow directions set forth by the Apex and report to the Vice President of Student Engagement and communication. Performs other related duties as assigned.

Article III: Determination of Officers



3.01 At the end of the fiscal year (April 30) all Executive Committee positions become open and therefore prior to that date all Executive positions appointed/selected for the new academic year shall be filled using the following process.

3.02 Senior Executive Positions

- a. The Vice President (Finance, Marketing, Student Engagement and Communications, Events, Operations, and Affairs) roles will be open for application within the month of September and will be followed by interviews by the retiring Senior Executives. Candidates will be voted upon by the outgoing Executive Committee. In the event of a tie, the most senior (in terms of years as an executive in the CULTURE) graduating executive will make the final decision.
- b. Only those who previously served on any Executive Committee as either a director, vice-president, or president of University of Toronto Clubs and will be full-time or part-time students in the year they will be serving are eligible to be nominated onto the Senior Executive Team, subject to the requirements as stated above in Article I.
- c. Only those who previously served on the Senior Executive Team and will be full-time or part-time students in the year they will be serving are eligible to be appointed by the Senior Executive Team to the position of Executive Advisor.
- d. The position of Chairperson and President (s) may only be filled by (an) individual (s) by the nomination, written consent, and signature of the existing and the outgoing Chairperson and President (s) at any given point.
- e. Potential nominees for the aforementioned positions must be students (including co-op students) for the period in which they are to hold their respective titles. The newly formed leadership team will then be responsible for screening, interviewing, and appointing the rest of the Executive Committee in a manner that is fair and impartial.

3.03 Executive Positions

- a. A call for applications will be made by the newly appointed Senior Executive Team no later than the 10th of October.
- b. The positions will be filled on the basis of applications, followed by interviews. The highest standards of screening and selection will be applied, to ensure the continued integrity of the CULTURE.
- c. The incoming Executive Committee must be ratified by the Senior Executive Team no later than the 1st of November. Dates may be subject to change owing to conditions.
- d. If an applicant wishes to appeal a hiring decision, he/she may make a case to the Senior Executive Team. All appeals must be made within one (1) week of the applicant is informed of the decisions. If the applicant is not satisfied with the



resolution process, the applicant can request to take the issue to Apex (see Article IV).

Article IV: The Apex Committee

4.01 The CULTURE shall be counseled, governed, and directly overseen by the members of the Apex Team.

4.02 The Apex may convene meetings at any time with a minimum of three (3) day notice and may convene an emergency meeting without a binding period of notice, to be exercised in extreme conditions, if the Apex deems it appropriate to do so.

4.03 The Apex shall consist of the following individuals :

- a. The Chairperson
- b. The President (s)

4.04 Chairperson. In such a case where the Chairperson is unable to attend the meeting of the Board, another member of the Apex, namely the President shall be appointed as the Chairperson.

4.05 Role of the Apex. The Apex shall act in an advisory position and be responsible for observing all affairs and settling any items or appeals as outlined in 4.14.

4.06 Roles of each Member. They shall act with due diligence, honesty, and integrity and at all times in the best interests of members of the CULTURE.

4.07 Voting. All Members of the Apex shall have one vote at each meeting of the Board on any one question, motion, or sub-motion. In the event of a tie, the Chairperson will make the final decision.

4.08 Term. Each term of the Apex shall begin at the start of the semester and will continue till they graduate, unless under circumstances such as impeachment or resignation.

4.09 Remuneration. All positions on the Apex are volunteer positions and therefore shall receive no remuneration.

4.10 Hiring. The position of Chairperson and President (s) may only be filled by (an) individual(s) by the nomination, written consent, and signature of the existing and the outgoing Chairperson and President(s) at any given point.

4.12 In the event that a position is left unfilled, the Chairperson will decide on how to proceed. The addition of any members of the Board will have to be voted upon and passed with a two-thirds (2/3) majority.

4.13 The Apex must meet a minimum of once each academic year.

4.14 Items to be discussed at meetings will be based on current concerns or any other issues brought forth by the Senior Executive Officers (on behalf of affected members of the Association as outlined in 5.05 of the Constitution) and the Executive Officers of the Association.



Article V: Executive Committee Meetings

Executive Committee Meetings

5.01 There will be at least one Monthly General Meeting for all executive members each month. The MGM shall be held no later than the last week of every month. The date of MGM must be published to the members no later than three (3) business days prior to the date of the Meeting.

5.02 All general members are entitled to attend a portion of each of the CULTURE's team meetings, at minimum one from the fall semester and one from the winter semester. The portion open to general members shall include an overview of the CULTURE's past month as well as an open forum section allowing general members to voice any comments and concerns to the Executive Committee.

5.03 In order for a full team meeting to be considered valid, sufficient notice of at least 3 days must be given.

5.04 If an Executive Officer misses 3 Executive Committee meetings during the year, it will be assumed that the Executive Officer has resigned from his or her position. The committee member shall then have the opportunity to meet with the Apex Team and may be reinstated to the Executive Committee at the discretion of the Apex Team.

Senior Executive Team Meetings

5.05 The Senior Executive Team shall have at least two meetings each month.

5.06 At each meeting of the Senior Executive Team, members of the Executive Committee are entitled to attend a portion to voice their comments and concerns. The portion open to the Executive Committee will be at the discretion of the Senior Executive, allowing for confidentiality and time issues.

Article VI: Finances

6.01 At the commencement of each academic year, a budget shall be prepared pursuant to Operating By-Law #1, based on the information provided by the Executive Committee.

6.02 The Budget Proposal shall be submitted to the Vice President of Finance from the Vice Presidents of other departments by July 31st.

6.03 Funds shall only be expended in accordance with the budget and guidelines approved by the Senior Executive Committee. In the case of a sudden and unforeseen expenditure of an amount more than five percent (10%) of reserves, approval of the Apex Team is required. Such expenditures must be reported to the Apex Committee at the next meeting.

6.04 The outgoing Senior Executive Committee shall be held responsible for the accuracy of the financial statements of the CULTURE.



6.05 Financial Reserves. All budgets must ensure that the greater of fifteen percent (15%) of the current Academic Year's cash inflows is available in the Association's Bank Account on April 30th for the incoming Executive Committee.

6.06 Financial Statements.

- a. Preparation. The outgoing Vice President and Director of Finance shall prepare a Balance Sheet, Income Statement and Cash Flow Statement due within one (1) month of the fiscal year-end. When an audit is required, Audited Financial Statements must be prepared within six (6) months of the fiscal year-end.
- b. Fiscal Year. The fiscal year shall be from May 1st to April 30th.
- c. Availability of Information. Financial statements must be forwarded to the Office of Student Affairs as outlined in the "Office of Student Affairs Handbook for Student Societies in the University of Toronto".
- d. Submission of Financial Statements. All Financial Statements must be submitted to the Office of Student Affairs no later than December 31st.

6.07 The banking of the Association shall be transacted with anybody that the Senior Executive Team may designate.

6.08 Signing Authority. The Chairperson, the President (s), and the Vice President of Finance shall sign contracts, cheques, obligations, and any other documents requiring the signatures of the CULTURE. All signatures are required for a cheque to be considered valid.

Article VII: Handling of Food Items

7.01 The CULTURE will conform to Provincial and Municipal Health Regulations when events held at the University of Toronto Scarborough Campus include the sale and/or service of food items.

Article VIII: Special/Non-Permanent Clauses

8.01 In some instances, groups serving within arm's length of CULTURE, but not part of the Executive Committee, shall still be fully accountable to CULTURE. All major decisions shall be considered and validated with the approval of the Senior Executive Team and the Executive Committee if required.

Article IX: Authority

9.01 Constitution, By-Laws, and Operational Policies. The Constitution and By-Laws of the Association in its entirety shall become the primary source for the formation and powers of the CULTURE and the responsibilities and duties of Executives, Associates, Volunteers, and members and henceforth from the date of ratification by the members shall invalidate all previous documents pertaining thereto.



9.02 CULTURE will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of CULTURE, the University's policies, procedures, and guidelines will take precedence.

9.03 Associates and Volunteers constitute those individuals formally regarded by the CULTURE as holding greater responsibility by the virtue of any particular position or role those individuals have agreed to fill for the CULTURE. Associates and Volunteers report directly to an Executive Officer of the CULTURE.

Article X: Legal Liability

10.01 The University of Toronto Scarborough does not endorse CULTURE's beliefs or philosophy, nor does it assume legal liability for the group's activities on or off campus.

Article XI: Amendments

11.01 Any amendment to Operating By-Law #1 must be approved by a two-thirds (2/3) majority vote of the Apex and Senior Executive Committee and if so desired by the Executive Committee, a majority vote of the membership may be required.

11.02 Amendments to Operating By-Law #1 will be allowed with the approval of only the Apex Team when the rest of the Executive Committee has not yet been hired. The Operating By-Law #1 shall be approved by the Senior Executive Committee at the next available opportunity after they have been hired.