## UTMSU Campus Group Constitution Template

**Article I: Campus Group Name**

State the full name of the campus group; this must include any affiliations and abbreviations. Campus Groups may NOT include the name University of Toronto, University of Toronto Mississauga in their names unless approved by the UTMSU and the Center for Student Engagement.

**Article II: Purpose**

Outline the purpose or goals of the campus group; this may include any community or objectives. Provide a brief, but powerful explanation which follows in accordance to equitable and inclusive beliefs. Your purpose statement must be an objective overview of the general goals and intentions of the group. Refrain from talking in the first person and using personal pronouns, as this is a document that should aim to be timeless.

**Article III: Membership**

Membership must be open to all UTMSU members (aka UTM undergraduate students). Community members and alumni may be offered associate membership (this is something that can be offered to those who are not current fee paying members for the campus group and are not UTM undergraduate students. Associate membership consists in the ability to participate in all matters of the group EXCEPT FOR voting in elections and general meetings, and/or becoming an executive. Thus, associate members do not have voting rights and candidacy rights).

Your group can choose to define a membership fee. If this is applicable, the details of the group’s membership fee structure must also be stated here.

You must also explicitly define the definition of a voting member here - typically voting members need to be registered with the group (be part of your membership list). If your group’s elections are open to all UTMSU students, then please specify that as well.

**Article IV: Executives**

List all the executive titles and outline the duties of each. This list must include at least three executives, including one position responsible for controlling the funds and cash flow.

The campus group outlines the executive positions and roles that comprise the group’s executive council. Every group must have these, or equivalent, roles:

1. President – responsible for overseeing the group’s practice and chief of decision making; primary contact for the group.
2. Secretary – responsible for internal communications in the group; taking minutes; emails/social media; chief of human resources.
3. VP Finance – responsible for handling financial resources and cash flow; keeping records of receipts, finances, and spending; design budgets in collaboration with the President and other executives; submit the bi-annual audit report to UTMSU.

What **NOT** to include:

- “The President must have at least one year of experience in the council.”

 This is not acceptable because it limits who would be able to run to only current members of the council.

**Article V: Meetings**

Indicate frequencies of executive meetings and general meetings open to all members of the group. Campus Groups must have one General Meeting per Fall and per Winter semesters for members where the mission, goals, and accomplishments of the group are shared with all group members in addition to a detailed report on the financial condition of the group if particularly requested by any member.

**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

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: Removal from office**

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimation (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.

Example of removal procedure:

* Removal after 1 written warning issued to the individual
* Removal after missed 2 consecutive meetings without proper warning and communication
* Removal after executive member fails to perform their duties as defined by the constitution

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”.

**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.

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

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