

# **University of Toronto Mississauga Association of Graduate Students**

## **UTMAGS**

### **Constitution**

#### **May 2009**

The University of Toronto Mississauga Association of Graduate Students (hereafter referred to as UTMAGS) will represent all graduate students affiliated with the Mississauga campus (hereafter referred to as UTM graduate students).

### 1. Objectives

The objectives of UTMAGS shall be:

- a. To represent UTM graduate students in the various academic and administrative organizations in the University.
- b. To promote social, cultural and athletic events for UTM graduate students.

### 2. Membership

- a. All UTM graduate students who elect to affiliate with UTMAGS on the School of Graduate Studies Campus Affiliation Form are members of UTMAGS.
- b. Additional application or membership fees are not required.

### 3. Government

#### a. Executive Committee

- i. In April of each year, the membership of UTMAGS shall elect by contest or by acclamation a President, two Vice-Presidents, a Treasurer, a Secretary, a Social Director, an Assistant-Social Director, a Communications Director and Representative(s) to the GSU council<sup>1</sup>, who shall be the executive officers of UTMAGS and shall be members of the executive committee.
- ii. In May of each year, up to three (3) additional voting members of the executive committee may serve as departmental representatives. These members shall be elected or acclaimed by their respective departments or the UTMAGS executive.
- iii. If needed the new executive officers may seek the help of up to two (2) members-at-large. These positions should be advertised and the members chosen should be elected or acclaimed.
- iv. All members of the executive committee must be members of UTMAGS.
- v. The executive committee is hereby vested with all executive powers including the right to enter into financial or other agreements on behalf of UTMAGS and to negotiate the terms thereof.
- vi. The term of office for executive officers shall commence May 1<sup>st</sup> and the term of office for all members of the executive committee shall terminate April 30<sup>th</sup> the following year.
- vii. An executive may run for re-election unless she / he served three consecutive terms in one position or 4 consecutive terms as a UTMAGS officer.
- viii. Any member of the executive committee may be recalled by majority vote of the executive committee should s/he fail to attend three consecutive general meetings. Vacant positions for executive officers shall be filled via by-election at the earliest possible opportunity.

---

<sup>1</sup> The number of representatives to the GSU council depends on the number of members of UTMAGS. Currently we have 2 GSU reps, if unsure please check with the GSU office.

- ix. The executive committee may, by a resolution approved by 75% of the committee, call a referendum to impeach a member of the executive committee. Prior to the referendum the member shall be given an opportunity to defend himself or herself. Should 75% of the members voting in the referendum approve the impeachment, the member shall be impeached.

b. Powers and Duties

- i. The President is the chief executive of UTMAGS and chairs all UTMAGS meetings. The President (or his/her designate) shall represent UTM graduate students in university and external committees and shall report the proceedings of these committees to the executive committee and/or the UTM graduate students.
- ii. The two Vice-Presidents shall serve as Acting Presidents in the absence of the President.
- iii. The Treasurer shall, within the first two months of his/her term, prepare an annual budget for approval by the executive committee. The Treasurer shall also present an update on UTMAGS finances to the executive committee at least once each academic term and is responsible for preparing the GSU “head grant” form.
- iv. The Treasurer and the President have joint signing authority for the bank account(s) of UTMAGS.
- v. The Secretary shall create and maintain agendas and minutes for all UTMAGS meetings.
- vi. The Social Director shall plan, promote, and run social events for graduate students.
- vii. The Assistant-Social Director shall help plan, promote, and run social events for graduate students together with the social director.
- viii. The Communications Director shall be responsible for maintaining the UTMAGS online community on blackboard/portal including adding and removing members, organizing and distributing electronic communications, and manage the UTMAGS official website ([www.utm.utoronto.ca/utmags](http://www.utm.utoronto.ca/utmags)) including updating important information such as upcoming social events and other information pertinent for UTM graduate students
- ix. The GSU representative(s) shall attend all GSU Council meetings, communicate the opinions of UTM graduate students, and report on the proceedings of GSU Council to the executive committee.
- x. The current UTMAGS President must, within 4 weeks of taking office, designate two graduate students living on the UTM campus to be the graduate student representatives on the Student Housing Advisory Committee (it is preferred, if possible, that one representative be a resident in the MaGrath Valley and the other in the Schreiberwood residences); this advisory committee functions to advise the department on student concerns and to provide a means of consultation regarding the UTM Student Housing & Residence Life department’s budget

#### 4. Meetings

- a. The executive committee shall meet a minimum of three times each academic term.
- b. Quorum for meetings of the executive committee shall consist of four (4) executive officers.
- c. Meetings of the executive committee shall be open to all UTMAGS members unless the committee chooses (by two-thirds vote) to enter into a closed session.
- d. Members of UTMAGS are encouraged to attend meetings of the executive committee to express their concerns and ideas.
- e. During the spring academic term UTMAGS shall hold an annual general meeting (AGM). The executive committee may, at its discretion, call a special general meeting of the membership.
- f. Quorum for general meetings of UTMAGS shall consist of 25% of the membership or 30 members (whichever is less).

#### 5. Referendum:

- a. The executive committee may, by two-thirds vote, order a referendum. Relevant information and the referendum question shall be distributed to the membership at least two weeks prior to the referendum.
- b. Voting may be by either paper or electronic ballot, providing the following conditions are met:
  - i. only members of UTMAGS may vote,
  - ii. they may cast only one ballot,
  - iii. no voter identification appears on the ballot (e.g. no e-mail voting), and
  - iv. the voting process is supervised by at least two UTMAGS officers.
- c. For the result of a referendum to be considered valid, at least 25% of the membership must have cast a ballot in the referendum.

#### 6. Amendments

- a. Amendments to this constitution require the approval of two-thirds of the members present at a general meeting or voting in a referendum.

#### 7. Implementation

- a. This constitution, when in force, precedes all previous constitutions, written or implied.