



**GLAM**  
**(Galleries, Libraries, Archives, Museums)**  
**Club Constitution**  
*2023-2024*

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## **Chapter I: Mission Statement**

*Equality. Opportunity. Growth.*

GLAM operates under Victoria College as a club striving to provide UofT students with an equal opportunity to grow and expand their experiences in cultural institutions, free of bias and discrimination.

GLAM began as a mission to provide equal access to gaining experience for all students who want to work in cultural institutions. The club was founded as a means to address the disparity in cultural institutions that target international students. This disparity prevents international students from accessing skill-building opportunities that serve as a foundation for a future career in the cultural industry. As a result, the cultural industry becomes an exclusive space rooted in the disparity prioritizing domestic workers in Canada. Hence, GLAM was created to become a space where all students can gain experience in various aspects of exhibition production and management of a cultural institution building their network and fostering a safe community together.

## **Chapter II: Objectives and Purpose**

- 1) GLAM aims to provide students with opportunities to gain valuable experience working in cultural institutions through researching, planning and hosting an annual exhibit at Victoria College.
- 2) GLAM works on initiatives to provide students with access to special exhibitions at museums through funding group visits.
- 3) GLAM functions as a space where like-minded students can connect through social events and educational outings centred around visits to cultural institutions.
- 4) GLAM hosts events focused on informing students about career and educational paths in related fields through talks given by industry professionals, simultaneously providing students with an opportunity to network.
- 5) GLAM works towards hosting events on a monthly basis to ensure consistent engagement with the general student body.
- 6) Events vary in theme, creating new and diverse experiences for all GLAM members. GLAM trips and events are free to attend.
  - a) The only requirement to attend events is a completed and submitted registration form while maintaining an alumni or student status at UofT.

- b) Registration forms brief executive members on the number of attendees and additional information that may vary depending on the event so arrangements can be made accordingly.

The following is a general list of events with brief summaries.

- 1) Museum and gallery trips
  - a) GLAM provides access to museum and gallery trips that students otherwise might not be able to attend through their own means.
- 2) Annual GLAM exhibition
  - a) Executive members arrange an exhibition with a changing theme of their choice as an end-of-year event.
    - i) Potential themes must first be discussed before being considered for selection.
    - ii) The theme must be within the capabilities of the teams resources and abilities
    - iii) The theme will be finalized after careful consideration between the President and co-chief curators.
    - iv) If the majority of the curatorial team is against the selected theme then potential themes must be discussed again before a consensus is reached.
  - b) The annual exhibition is open to all UofT students, staff, faculty, alumni and special guests.
  - c) The annual exhibition takes place on the UofT St. George campus or in nearby areas.

### **Chapter III: General Membership**

- 1) Students can gain general membership status by filling out an application on google forms available for access through a GLAM-operated link tree that is listed on GLAM-managed media accounts.
- 2) General membership is open year-round for all UofT students and recent alumni.
- 3) There is no time or personal commitment that is required of general members.
- 4) General members will be the first to know about volunteer opportunities provided by GLAM, monthly events and more as they will have access to and email updates.

- 5) General members are not required to attend events and trips hosted by GLAM, however, general members will have faster and more efficient access to last-minute updates and required registration forms.

#### **Chapter IV: Executive Membership**

- 1) GLAM executive members become part of a team that caters towards UofT students with either a general or professional interest in GLAM-related topics and events.
- 2) Executive members are able to gain experience that will be required of them in cultural institutions, effectively honing and sharpening their skills in preparation for their future career paths.
- 3) Executive members that are considered club heads (President, Vice President and Chief Curator) must be open to attending VUSAC-hosted meetings and events throughout the course of the school year, such as but not limited to...
  - a) Club head meetings
  - b) VUSAC meetings
  - c) Club fairs
    - i) Not all club heads must attend the above-listed meetings and events, only one club head in attendance is constitutionally required as per the Victoria University Students Administrative Council's (VUSAC) guidance.
- 4) Club heads are also able to attend bi-weekly VUSAC meetings, where they can voice any issues or concerns they have and also share any special announcements.
- 5) Club heads are responsible for creating a welcoming and inclusive environment for the diverse community at Victoria College and all UofT students and recent alumni.
- 6) As required to receive funding under the Victoria University Students Administrative Council, 70% of GLAM executive membership is composed of members from Victoria College Union (VCU), meaning they are registered Victoria College students or students in Victoria College residence.
- 7) All GLAM executive members are required to attend and complete equity training.
- 8) GLAM understands and recognizes that all of its executive members are students and may need to pull back from fulfilling their required duties and tasks from time to time.
  - a) If an executive member requires a lesser workload in relation to the club in order to properly fulfil and complete their school work, they should

- communicate this need to the President so their tasks can be distributed among other members to ensure club operations are not delayed.
- b) Once the executive member feels they can resume their regular contributions to the club they should communicate this to a club head so tasks can be distributed accordingly.
  - c) GLAM does not encourage or support students neglecting and disregarding their academic studies in favour of club contributions.
- 9) Executive membership is in effect for one school year, unless specified otherwise during hiring.
- a) Executive members may not continue to occupy their position for more than one academic year.
  - b) Executive members that wish to continue to occupy their position must re-submit an application form for the following school year and may be selected to serve another term as an executive member after an interview has been conducted.
- 10) GLAM executive membership applications will be available for access no later than May of any given school year to ensure adequate time is given to form an executive team for the next school year.
- a) Executive membership applications must remain open for at least two weeks before closing and applicants are reviewed for consideration.
  - b) Club heads from the previous term are required to manage the application process and, when needed, aid the President in conducting interviews.
- 11) GLAM club heads are required to submit a transition report no later than August 1st of the year once they have finished their position.

### **Section A: Roles and Responsibilities**

GLAM executive membership can vary between 7 positions of which multiple spots may be occupied depending on the given year's demand.

The following is a list of GLAM roles and a brief description of their responsibilities.

- 1) President
  - a) GLAM President is responsible for overseeing all aspects of the club's operations, including but not limited to financial management, hiring, exhibition production, content creation, event planning, personnel management, internal and external communications.

- b) The President represents the club to external stakeholders.
- c) The President works closely with the Chief Curator and Vice President, as well as other club executive members, to ensure the club's mission and vision are achieved.
- d) The President must have excellent communication skills, an adequate understanding of equity, and great leadership.
- e) The President must support their team of executive members by listening and taking their opinions into consideration while also holding them accountable for their actions and tasks.
- f) The President is a creative leader and team member that is able to quickly delegate tasks, share their own creative vision, and organize the clubs internal and external functions.

## 2) Administrator

- a) The Administrator of the club assists the President in overseeing all aspects of the club's operations and provides leadership in the absence of the President.
- b) The Administrator should be prepared to assist the Vice President when needed.
- c) The Administrator is responsible for scheduling and coordinating meetings, of which they will be responsible for taking minutes during.
- d) The Administrator should prepare agendas and organize the club's google drive.
- e) The Administrator may also represent the club at public events, meetings and conferences, on behalf of the club heads efficiently serving as a liaison between the club and external partners.
- f) The Administrator is ready to support the Chief Curator and Vice President if and when needed.

## 3) Vice President

- a) The Vice President is responsible for collaborating with other club heads to support and guide the Marketing and Events Director, especially in regard to how the Event Coordination team can support the exhibition team with the technical aspects of the production process.
- b) The Vice President regularly discusses and evaluates club operations with the President.

- c) The Vice President is aware of all processes happening in the club and ensures the development of the club.
  - d) The Vice President is responsible for organizing the events team and ensuring the active involvement of the club in student life at Victoria College and subsequently UofT.
  - e) As a club head, the Vice President may also represent the club at internal and external meetings, and act as a liaison with other departments, partners and stakeholders.
- 4) Chief Curator
- a) The Chief Curator position may be fulfilled by two executives, making them Co-Chief Curators.
    - i) In the case of this event, the Co-Chief Curators must decide on the division of work ensuring no one individual is taking on a heavier or lighter work load relative to the other.
  - b) The Chief Curator is responsible for overseeing the club's annual exhibition production and curatorial processes.
  - c) The Chief Curator develops and implements the club's curatorial visions and plans by organizing the GLAM annual exhibition's theme development, research process, curatorial training and more.
  - d) The Chief Curator works closely with the Senior Curators while gathering recommendations from the President on the development of the annual exhibition to ensure a high standard of item collection care and exhibition quality is implemented.
  - e) Chief Curators will have the opportunity to propose creative personal projects within their curatorial work to the President for review and approval.
    - i) If personal creative projects are approved, the Chief Curator will be able to pursue their own project and request the support or guidance of the President and other interested executive members when needed.
    - ii) Personal creative projects may hold the power to ensue additional titles and management opportunities within the club (i.e exhibition catalogue creative director)
- 5) Marketing and Events Director
- a) The Marketing and Events Director is a role most often occupied by 2 or more individuals.

- b) Marketing and Events Directors are responsible for planning, organizing and executing various events and programs, including but not limited to workshops, receptions, networking events, museum trips and more.
  - c) Marketing and Events Directors collaborate with club executive members, external partners, and vendors to ensure events go smoothly through handling certain logistics such as scheduling, budgeting, marketing and coordination of resources.
  - d) Marketing and Events Directors create graphics for the events and promote them on social media with the help of the Administrator and Vice President.
  - e) Marketing and Events Directors will create new and unique forms of media, i.e themed reels relevant to GLAM, as a form of social media outreach.
  - f) Marketing and Events Directors will aid in the development of the graphics regarding the website.
  - g) Marketing and Events Directors should have unique student-oriented ideas on initiatives at GLAM that effectively engage students in GLAM related events and trips.
  - h) Marketing and Events Directors will have the opportunity to propose creative personal projects within their work to the President for review and approval.
    - i) If personal creative projects are approved, the Marketing and Events Directors will be able to pursue their own project and request the support or guidance of the President, Vice President and other interested executive members when needed.
    - ii) Personal creative projects may hold the power to ensue additional titles and management opportunities within the club (i.e exhibition catalogue creative director)
- 6) Senior Curator
- a) The Senior Curator position is most often occupied by 2 or more individuals.
  - b) Each Senior Curator will be assigned one or more curators who will regularly communicate updates and research findings that the Senior Curator will track and report to the Chief Curator.
    - i) Senior Curators will be expected to communicate and ensure the success of their assigned curator.
    - ii) The Senior Curator operates under the guidance of the Chief Curator to effectively manage their assigned curators.



- c) The Senior Curators operate under the guidance of the Chief Curator to effectively perform their own independent work which may include researching, interpreting, designing, creating, and exhibiting the club's collections in the annual GLAM exhibition.
- d) Senior Curators will have the opportunity to propose creative personal projects within their curatorial work to the President for review and approval.
  - i) If personal creative projects are approved, Senior Curators will work under the guidance and support of the Chief Curator and President to ensure success.
  - ii) Personal creative projects may hold the power to ensue additional titles and management opportunities within the club (i.e exhibition catalogue creative director)

#### 7) Curator

- a) The Curator position is most often occupied by 4 or more individuals.
- b) The Curator position is an entry level position, often fulfilled by first and second years.
- c) Curators operate under the guidance of a Senior Curator to effectively perform their own independent work which may include researching, interpreting, designing, creating, and exhibiting the club's collections in the annual GLAM exhibition.
  - i) Curators will be trained and guided through their tasks by an assigned Senior Curator to ensure efficiency.
  - ii) Curators should communicate the progress of their work to their assigned Senior Curator.
- d) Curators may be required to communicate with the public and relevant archives to properly fulfil their tasks.
- e) Curators are responsible for helping in the process of writing collected objects' descriptions in preparation for the annual GLAM exhibit.

#### 8) Finance Director

- a) The Finance Director oversees all expenditure and funding relevant to GLAM as they develop the club's financial operations.
- b) The Finance Director is responsible for collaborating with the President and Chief Curator to create the budget for each semester after careful consideration

on what requires funding and ensuring that club expenditure is within the budget.

- c) The Finance Director must keep all receipts and financial records from GLAM related transactions.
  - d) Finance Directors are required to submit reimbursements when necessary and regularly inform executive members on current financial availability to ensure executive members plan accordingly.
  - e) The Financial Director must be the one to execute purchases and conduct research on future purchases in order to properly manage finances and support the team.
  - f) The Finance Director collaborates with other club executive members to develop and implement strategic plans, manage financial resources, coordinate fundraising efforts, and engage with the club's stakeholders.
- 9) Creative Director
- a) Creative personal projects may be proposed and fulfilled by any executive member who has provided a proposal and proven they are capable of seeing their project through to completion.
  - b) Any executive member has the opportunity to hold the position of Creative Director with changes to the position title being dependent on the theme of their project.
    - i) Creative projects may provide an executive with an additional title that reflects their efforts.
  - c) Creative projects from previous years may be reinstated by a proposing executive member who then holds the power to take the project in a new creative direction.
    - i) Potential repeating projects have been detailed below.
      - (1) GLAM Podcast Host and Creative Director
        - (a) The title of the podcast is subject to change and can be dependent on the new direction and theme taken each year.
        - (b) The Podcast host and Creative Director is responsible for all podcast operations, including, but not limited to, securing podcast guests, preparing discussion points and

questions for each episode, editing and posting each month.

- (c) The Host should aim to produce one podcast episode each month.
- (d) The President and other executive members may offer their resources and time to aid in the podcast's success.
- (e) The Host will communicate updates to the President when necessary.
- (f) The Host operates under the support of the President and any other interested executives when required.

(2) Exhibition Catalogue Creative Director

- (a) The Exhibition Catalogue is supplementary material to the annual exhibition held at the end of the academic year. Its title and content are subject to change depending on new directions and themes.
- (b) The Creative Director is responsible for designing the layout and editing the content of the Exhibition Catalogue.
- (c) The Creative Director will communicate with publisher(s) and keep the President updated when necessary.
- (d) The President and other executive members may offer their resources to aid the catalogue's competition and success.
- (e) The Creative Director operates under the support of the President and other interested executives when required.

**Section B: Hiring Process**

- 1) In order to become an executive member, individuals must first fill out an application form that asks all relevant questions to become an executive member, such as their student college status, year of study, relevant experiences and more.
- 2) Each completed application is to be analyzed and considered by the President and, if needed, the Vice President.

- 3) Applicants that are deemed to be fit for executive membership will be reached out via UofT email or other primary email by the President to arrange an interview.
  - a) The interview is set to range between 15-20 minutes and provides the applicant with an opportunity to learn more about GLAM and express why they would like to be part of the team.
  - b) The President and any other club head interviewers must take notes and provide equal opportunity to interviewees to properly express and communicate their interest and skills relevant to the club.
  - c) After all interviews have been conducted the President will be responsible for making the final decision on who to hire and will subsequently send out offers to chosen applicants.
    - i) The president may choose to delegate applicants with club heads during the decision-making process.
- 4) Bias or discrimination is prohibited and will not be tolerated when hiring executive members. All students under the Victoria College Union have equal opportunity in becoming an executive member and all other UofT students applications will be carefully considered in order to ensure GLAM benefits the community it serves.

### **Section C: Meetings**

- 1) GLAM club heads are required to plan and execute weekly meetings that all executive members are required to attend to remain informed and up-to-date with club matters.
  - a) If executive members are unable to attend a meeting they should notify the President as soon as possible to ensure they are later communicated relevant updates.
  - b) Some meetings will not require the attendance of all executive members, however, they will be open to any and all executive members if they choose to attend.
- 2) The purpose of the meeting should be communicated to all executive members when informing them of the date, time, and meeting place in a timely manner before the set meeting date.
- 3) At least one member, often the Administrator, is required to take minutes during every meeting.

- 4) Meetings may take place without the President's attendance, however, the President should be informed of all meetings before they take place and should be kept up to date with notes and minutes recorded during said meeting.
- 5) A brief summary of meetings should be communicated to all executive members no later than two days after a meeting has taken place, to ensure all members are aware of any new tasks or important decisions that have been made

#### **Section D: Decision Making**

- 1) Decisions relevant to the club are discussed during meetings to ensure all executive members are able to voice their opinion.
- 2) The President is responsible for making any final decisions in a manner that is considerate of all executive members recommendations and best caters to the Victoria College community.
- 3) Executive members may collectively decide to put a decision to a vote in which the majority rules, however, the final decision must be observed and approved by the President to ensure it is an appropriate decision free of bias and discrimination that can be properly followed through.

#### **Chapter V: Financial Responsibility**

- 1) Financial responsibility is heavily dependent on the Financial Director as they are required to keep track of all financial matters relating to the club.
  - a) This includes but is not always limited to the budget, transactions, receipts, reimbursements, and relaying information to team members.
- 2) Additional financial responsibility is placed on club heads that help oversee the creation of the budget and purchases to ensure it meets the club's requirements and expected expenditure.
- 3) The Financial Director is also responsible for ensuring that funds are not transferred between budget lines in the club budget and no alteration or adjustments are made after the budget has been approved.
- 4) The finalization of the budget and any expenses should be discussed and decided with the club heads and financial director.

#### **Section A: Creating a Budget**

The process of creating a budget is listed below.

- 1) Discuss with club members what events/activities are planned for the upcoming year.
- 2) Determine everything that would cost money that goes into these activities such as food, tickets, materials, any external hiring, etc...
- 3) List all of the expected expenditures individually in a spreadsheet and their expected associated costs
- 4) Review and remove any unnecessary items or any expenses that could be cut down
- 5) Submit to VUSAC for review before the set deadline.
- 6) If a budget is approved, great! You may now proceed to follow said budget for the following semester. If an aspect of the budget is not approved then either adjustments or an appeal must be made. Adjustments that are made must adhere to VUSAC's suggestions. If the club feels that adjustments should not be made then a resubmission, possibly with amendments, for appeal must be made.

### **Section B: Submitting a Reimbursement**

- 1) Reimbursements require the Financial Director to submit the receipt that provides proof of a purchase, along with the reimbursement form provided by VUSAC, to VUSAC that details which budget line the purchase was for.
- 2) Reimbursements must be submitted before the deadline set by VUSAC.

### **Section C: Accessing Funds Outside of VUSAC**

- 1) Additional funds (if needed) can be accessed through raising funds.
  - a) The Financial Director can apply for the Victoria Performing Arts Fund for an event that contributes to the Victoria College community, such as the annual GLAM exhibit, and wait to potentially receive funding.
  - b) Other funding may be accessed through applying and being selected for certain scholarships that are open to funding clubs and vary year from year.

### **Chapter VI: Amendments and Suspensions**

- 1) Amendments to the constitution are recognized as either technical amendments or amendments in principle.
  - a) Technical amendments are those regarding instances of incorrect grammar, lack of clarity in meaning, or wrongful explanations.
  - b) Amendments in principle are those regarding the principle illustrated in the constitution.
- 2) All amendments to the constitution...

- a) Must be brought up individually to a club head, before being discussed as a group during a meeting.
- b) Following the meeting must be put to a vote among executive members.
  - i) The vote results must be in favour of the amendment being approved by at least 70% of executive members in order for the amendment to be made.
  - c) Will be recognized and in effect the following day of which it was passed.
- 3) Suspension of certain policies or clauses must be brought up as a proposal and must go through the same process as amendments to the constitution. Meaning that any suspensions of policies or clauses must...
  - a) Be brought up individually to a club head, before being discussed as a group during a meeting.
  - b) Be put to a vote among executive members.
  - c) Have the results of the votes be in favour of the suspension by at least 70% of the executive members in order to be approved.
  - d) Be recognized and in effect the following day of which it was passed.

### **Chapter VII: Removal and Resignation from Executive Membership**

- 1) Executive members are expected to adhere to and fulfil certain expectations and requirements. This includes but is not limited to...
  - a) A contribution of time and commitment to GLAM operations and tasks.
  - b) Regular attendance in weekly meetings.
  - c) Regular engagement in GLAM related events and trips.
  - d) Respect and consideration in words and actions directed toward all GLAM members.
  - e) An understanding that no discrimination or hate motivated actions, statements and paraphernalia will be tolerated towards GLAM members or others.
- 2) An executive member that does not fulfil expectations and requirements will first be contacted by the President to ensure communication has been made in an attempt to remedy and better understand the situation. This attempt at communication may vary from case to case.
- 3) Grounds for removal include but may not always be limited to...
  - a) Absenteeism

- i) An executive member may be subject to removal from their status when they do not respond or form proper communications with the club.
  - ii) In cases of absenteeism the club President will reach out to the member in multiple digital formats to understand their situation and reasoning for a total of 3 attempts.
  - iii) If attempts at contact are not reciprocated the member will be subject to removal from their executive member position.
- b) Lack of engagement or task fulfilment
  - i) If an executive member is found to be lacking in regular engagement with club events, meetings or trips and is not fulfilling their required tasks they will first be contacted, providing the member with an opportunity to communicate a need for a break in aiding club operations.
  - ii) If the member does not request a break from club operations and continues to disregard and neglect their club expectations they may be subject to removal from executive membership.
- c) Hate and/or discrimination
  - i) If an executive member is found to be engaging in hate motivated acts or discriminating against others they may be subject to removal from executive membership.