

Constitution of CAUSE Tutoring

1. Name

The official name of this recognized campus group is “CAUSE Tutoring Toronto Chapter ”

The acronym or abbreviation of this group is: CTTC

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

Our mission is to provide high-quality tutoring services to students residing in shelters across the GTA by connecting them with qualified, dependable, and trained volunteer tutors.

Led by volunteers, CAUSE Tutoring is a registered Canadian charity that strives to provide free, customized tutoring for students of low socioeconomic background across Canada. Through increasing the accessibility of education, CAUSE Tutoring hopes to contribute to the community’s well-being in a sustainable manner. For individuals, education is the key to innovation, social mobility, and a better quality of life.

The Toronto Chapter’s current community partners include Christie Ossington Neighborhood Centre and North York Community House. For the past two years, our U of T volunteers have provided weekly 1-on-1 tutoring and professional development services to underprivileged students and families. We have expanded our outreach to more than 50 students, and with the continued support from and partnership with the University of Toronto, we hope to give more students the opportunity to give back to their local community. Recent initiatives include our COVID-19 Online Tutoring Program (a collaboration with the University of Toronto and Science Teachers Association of Ontario).

The success of our programs is evaluated by the satisfaction and number of our clients, as well as the fulfillment and engagement of our tutors. The CAUSE Tutoring Executive Team engages in constant open dialogue with our tutors and community partners to ensure continuous improvement in the delivery of our programs.

3. Membership and Rights of Members

Membership in to CAUSE tutoring is open to all registered student members (students, staff, faculty and alumni) of the University without restriction on the grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination.

Only registered U of T students are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$ **0.00** per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be comprised of **five (5)** elected officers. These include an Executive Director, Assistant Director, Director of Operations, Director of Human Resources, Director of Finance, and Director of Communications.

The Executive Director shall:

- Establish and maintain partnerships with local shelters and community partners
- Be the spokesperson and primary contact for the group
- Hold signing officer authority along with the Director of Finance for financial purposes
- Preside over board meetings as well as general meetings
- Ensure smooth transition of office for future Executives
- Communicate with the Ottawa Chapter of CAUSE Tutoring to ensure streamlined and consistent operations, goals, and missions

Additional responsibilities may include:

- Covering the responsibilities of other executive members in case of illness or other circumstances that render them unable to complete some/all of their duties

The Director of Operations shall:

- Assume some/all of the duties of the Executive Director in their absence
- Establish and maintain partnerships with local shelters and community partners

- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Organize and plan general/executive meetings
- Prepare CAUSE Tutoring's calendar of events
- Record notes and motions at executive meetings
- Create and enact contingency plans in case of online operations due to COVID-19 or other similar unforeseen circumstances

The Director of Human Resources shall:

- Assume some/all of the duties of the Executive Director in their absence
- Coordinate recruitment, orientation, and training efforts with new and existing tutors
- Act as the primary contact for tutors/volunteers
- Send monthly updates to tutors regarding upcoming events, policies changes, and general meetings
- Notify all members of meetings
- Keep track of a database of all volunteers to ensure compliance with the regulations and policies of the University of Toronto

The Director of Finance shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the Executive Director for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

The Director of Communications shall:

- Maintain the website to ensure that it is up-to-date and functional
- Create advertisements to assist the Director of Human Resources for outreach efforts
- Maintain and post relevant updates on social media platforms
- Ensure that all advertisements and social media posts comply with the regulations and policies of the University of Toronto, and the mission and values of CAUSE Tutoring

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

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 their 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.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in **March**. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning 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 **end of February 2021**. 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 CRO 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 CRO and Scrutinizers 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 the event of an online election due to guidelines/restrictions for COVID-19, the CRO will contact and work alongside the appropriate representative from ULife to ensure transparency and accountability for the elections.**

In preparation for a tie, the CRO 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 CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers 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 - April 30th.

The CRO will enforce all social-distancing and safety guidelines mandated by the University of Toronto and Public Health Ontario, including but not limited to maximum attendees, masks/necessary PPE, and symptom screening prior to entering the place of election. This may include extending the election times across several hours to ensure that everyone may submit a ballot while adhering to any possible guidelines.

6. Finances

The Director of Finance shall keep records of all income and expenses. The Director of Finance 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, 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.

7. Meetings

A) 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.

B) 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.

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. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.