

Constitution of “Students for Vaccine Equity”

1. Name

The official name of this recognized student group is “Students for Vaccine Equity.”

The acronym or abbreviation of this group is: SVE

2. Purpose and Objectives

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

We seek to raise awareness about stark inequalities in vaccine distribution and production during the COVID-19 pandemic, to create meaningful change by means of fundraising, advocacy, and education, and to offer valuable perspectives on vaccine equity as postsecondary students.

3. Membership

Executive members with voting privileges shall be currently registered students of the University of Toronto.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. 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.

There is no membership fee associated with the organization.

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 at least twelve (12) and no greater than twenty-four (24) elected officers. These include a President, Vice President, Treasurer, Director of

Research, Director of Research, Research Assistant, Director of External Affairs, Director of Marketing, Director of Events, Secretary, Graphic Designer, and Webmaster.

If two candidates are equally qualified for a given position, they may both hold the position, for instance, as Co-Directors of Research. The Research Assistant position is an exception; there may be up to four (4) candidates holding that position.

If no nomination forms are submitted for a position, an election may be held in the fall (September) in order to recruit individuals to fill that position.

If greater than twenty-four (24) nomination forms are submitted, additional candidates may be offered the role of General Member, whose duties are determined by the President and Vice President on a case-by-case basis.

The President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives
- Apply for ULife and CCR recognition
- Provide support and resources to executive members and any training as necessary

The Vice President shall:

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Generate creative event proposals
- Assist with ULife and CCR recognition

The Treasurer shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President 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
- Apply for funding opportunities on campus
- Handle reimbursements for any event costs

The Director of Research shall:

- Lead any and all research efforts of the groups, including but not limited to the creation of policy briefs and the collection of reliable vaccination-related statistics
- Conduct literature searches and collect robust data for use in the organization's advocacy efforts
- Keep up to date with the latest developments in vaccine inequity in the media both locally and internationally and report to the executive team on a regular basis

The Research Assistant shall:

Contribute to the research team's literature searches
Collaboratively prepare policy briefs and other materials
Attend project-specific meetings and respond to project-related email in a timely manner
Assist with any research-related task identified by the Director of Research

The Director of External Affairs shall:

Foster relationships with other organizations, NGOs, and corporations with a similar mission of promoting vaccine equity
Respond to external queries
Lead volunteer recruitment
Actively seek out new partnerships and initiate cross-organizational collaboration

The Director of Marketing shall:

Lead the organization's promotional efforts
Take full advantage of social media platforms to generate interest in the organization's events and mission
Post informational graphics on platforms such as Instagram on at least a weekly basis
Respond to queries on such platforms
Post promotional material for events, seminars, elections, or other activities in a timely manner
Collaborate closely with graphic designer and webmaster

The Director of Events shall:

Address logistical aspects of event execution
Attend all events and ensure that all operations are run smoothly
Communicate with the staff and event participants (eg. panelists) during the lead-up to all events
Create achievable event management plans to shared with the President prior to all events
Brainstorm innovative event ideas that advance the organization's mission to promote vaccine equity

The Secretary shall:

Make a list of all registered members
Maintain the member contact list
Record notes and motions for meetings
Keep records of all executive members' volunteer hours
Assist President and Vice-President with ULife and CCR recognition, and UTSU Clubs Fair preparations

The Graphic Designer shall:

Create engaging visual content to be used in the organization's marketing strategy
Collaborate with Director of Marketing to lead social media campaigns
Be well versed in various graphic design applications

The Webmaster shall:

Update the organization's website regularly to promote upcoming events

Collaborate with Graphic Designer to upload relevant graphics to increase visibility of events

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 his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives 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 non-biased 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 registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership before the beginning of March. 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 voting U of T registered student with a paper ballot on the voting dates and ask the student to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select a U of T registered student 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 students may not vote by proxy. Non-registered students may not nominate or vote in elections.

Only registered U of T students 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 to April 30th.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer 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, or 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 weekly 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 students 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.