

# **Constitution of Undergraduate Student Ministry of InterVarsity Christian Fellowship at UofT**

## **Article I: Name and Purpose**

1.1. The official name of this recognized campus group is “Undergraduate Student Ministry of InterVarsity Christian Fellowship at UofT,” or “USM.” We are affiliated with the “InterVarsity Christian Fellowship of Canada,” also known as “IVCF.”

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

1.2.1. To welcome and to minister to undergraduate students at the University of Toronto St. George Campus through our various programs – including bible studies, prayer groups, outreach initiatives, mentoring/discipleship opportunities, scheduled events, etc.

1.2.2. To be a safe and welcoming place where undergraduate students can grow in and explore their faith, ask questions, and know God more fully. We welcome and encourage students of all nations, cultures, or religions to be a part of our community.

1.2.3. To be a group that demonstrates the unconditional love of Jesus Christ through our hospitality, our acts of service, and our friendship.

1.2.4. To support, encourage, mentor, and disciple undergraduate students who are followers of Jesus in their faith, and to provide them with opportunities to build their skills in leadership and the sharing of their faith with others.

1.2.5 To represent the University of Toronto St. George campus in the greater IVCF community.

## **Article II: Membership and Membership Fees**

2.1. Members shall be those students who choose to join the club during the school year.

2.2. Membership shall be renewed through a student confirming that they wish to continue as a member for the next school year.

2.3. USM welcomes as members any person interested in joining in the USM community and/or investigating the Bible and the Christian faith. This means that membership is not limited based on one’s current religious or spiritual identity. People of any ethnicity, nationality, gender, sexual orientation, class, or age are welcome to be a part of the community.

2.4. All registered UofT Undergraduate students shall be welcome to become members of the club.

2.5. While students at other post-secondary institutions in Toronto, U of T alumni, etc. may become members of the USM community, a minimum of two thirds of the membership shall be University of Toronto undergraduate students and all other members will hold a non-voting membership.

2.6. There will be no membership fees

## **Article III: Rights of Members**

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

#### **Article IV: Executive Committee**

- 4.1 The term for all positions on the Executive Committee shall last from May 1st to April 30th.
- 4.2 The Executive Committee shall be comprised of five (5) voting members.
- 4.3 All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4 Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5 The maximum number of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6 Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7 No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

#### **Article V: Executive Committee Composition and Duties**

##### **5.1 The President Shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

##### **5.2. The Vice-Presidents shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts.

##### **5.3. The Secretary shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,

- 5.3.3. Maintain the group website and member contact list,
- 5.3.4. Record notes and motions for meetings,
- 5.3.5. Notify all members of general meetings.

**5.4. The Treasurer shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Prepare an annual budget for the group.

**Article VI: Elections**

6.1 All voting positions on the Executive committee shall be filled through an annual election.

6.2 Only voting members shall be eligible to seek nomination and to cast a ballot for each voting position.

6.3 All voting members shall be eligible to seek nomination and to cast a ballot for each voting position.

6.4 The process for seeking nomination for a voting position on the executive committee will be as follows:

6.4.1. Voting members who wish to seek nomination will submit an application outlining their interest in a voting position on the executive committee.

6.4.2. Each student who has requested nomination will meet with the current executive team to learn more about the position to which they wish to be elected.

6.4.3. If the student wishes to continue with their nomination after their meeting with the executive team, they will be included on the ballot in the annual election.

6.5 Non-voting group members shall not be eligible to cast a ballot for any elected position

6.6 The nominee winning the plurality of votes in the election for each position shall be deemed the winner.

6.7 On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

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**Article VII: Finances**

7.1. The Treasurer shall keep an active record of income and expenses.

7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.

7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee. 7.4. The group may not engage in activities that are essentially commercial in nature.

7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7.7. The group will not pay salaries to any of its officers.

### **Article VIII: Meetings**

8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.

8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

### **Article IX: Termination of Membership**

9.1. The Executive Committee may revoke the membership of 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.

9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

9.7. Executive Committee members are subject to the same termination of membership process as general members.

### **Article X: Amendments**

10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

10.2. All voting members may propose and vote on amendments to the constitution.

10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.

10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.