

Constitution of “Newman Catholic Students’ Club”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Newman Catholic Students’ Club”
- 1.2. The official acronym or abbreviation of the group is “NCSC”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to a group of students who seek to be witnesses on campus to the awesome love of Jesus Christ. We wish to help other students see God’s love for them. We aim to provide fellowship, formation, and support for Catholics, other Christians, and any member of the U of T community who is interested in the Catholic Faith or in finding community on campus.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. There will be no membership fee.

3. Article Three – Rights of Members

- 3.1. All members may revoke their membership at any point with no cost; no refund is required as there is no membership fee.
- 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.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of ten 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 amount 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.

5. Article Five - 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 Administrative Coordinator,
- 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-President 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 Administrative Coordinator 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. Responsible for maintaining contact with the members of the group through email and social networking websites
- 5.3.4. Record all financial transactions of the group,
- 5.3.5. Hold signing and financial authority along with the President,
- 5.3.6. Maintain a budget of income and expenses,
- 5.3.7. Advise members on financial position of the group,
- 5.3.8. Prepare an annual budget for the group.

5.4. The Public Relations Coordinator shall:

- 5.4.1. Design promotional materials and promoting the events of the group,
- 5.4.2. Responsible for approving the posters for events organized by the group,
- 5.4.3. Responsible for maintaining contact with the members of the group through email and social networking websites,
- 5.4.4. Advertise through all of the group's social media, as well as through other means such as the bulletin board and weekly parish bulletins,
- 5.4.5. Set goals to maintain regular outreach/ministry to the University of Toronto and group community through means of social media.

5.5. The Spiritual Affairs Coordinator shall:

- 5.5.1. Regular facilitation of spiritual activities within the group such as promotion of student attendance at Mass, devotional activities such as the rosary, and faith discussions,
- 5.5.2. Responsible for initiating and continuing a multi-faith dialogue in and around the University of Toronto with the help of the MultiFaith Centre on campus,
- 5.5.3. Work closely with the Newman Centre's Pastor/Executive Director for activities.

5.6. The Social Justice & Community Service Coordinator shall:

- 5.6.1. Promote awareness and encourage individuals to connect with their faith through the service of others, in response to Jesus' call to see Him in all people and to Catholic Social Teaching,
- 5.6.2. Organization of volunteering within the greater Toronto community (e.g., monthly Street Patrols, including purchasing food and winter clothing, requesting donations, planning routes, and leading discussions,
- 5.6.3. Demonstrate the values to assist those in need, according to the Christian understanding of "corporal works of mercy" (e.g., feed the hungry, give drink to the thirsty, clothe the naked, shelter the homeless, care for the sick, visit those imprisoned, and bury the dead) in their led activities.

5.7. The Sports and Social Coordinator shall:

- 5.7.1. Organization of sports, outings, and social events that can build up fellowship within the group, as well as attract new members to the club,
- 5.7.2. Assist in recruiting returning students to help with tabling activities, follow-up calls, and meetings to introduce new students to the Newman community.
- 5.7.3. Try to form a team to participate in a chosen intramural league.
- 5.7.4. Seek opportunities to coordinate with other Chaplaincies for events

5.8. The Music Coordinator shall:

- 5.8.1. Build a culture of praise and worship within the Chaplaincy.
- 5.8.2. Work towards showing the Newman Community of how powerful the gift of music can be in personal prayer and proclaiming the Gospel of Jesus Christ,
- 5.8.3. Actively seek opportunities to engage other students in sharing their musical talents and abilities in the Newman community,
- 5.8.4. Ensure that music is provided for events such as: Pray and Play, Adoration Nights, Way of the Cross, Retreats, and more,
- 5.8.5. Oversee a team of musicians and will be in charge of scheduling rehearsals and song line-ups for different events.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

- 7.1. The Administrative Coordinator 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.

8. Article Eight – 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.

9. Article Nine - 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.

10. Article Ten – 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.