

Constitution of “ Big Spoon Lil Spoon University of Toronto Student Chapter”

1. Name

The official name of this recognized campus group is “Big Spoon Lil Spoon University of Toronto Student Chapter”

The acronym or abbreviation of this group is: BLSLUOFT

2. Purpose and Objectives

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

To build relationships between university students and their community members with disabilities. The project involves cooking workshops for children with disabilities, who will each be partnered with a student. This will help raise awareness for children with disabilities, providing them with an opportunity to further develop social, motor and cooking skills, and to have fun. This project fosters one of a kind mentorships and friendships.

3. Membership

Membership to the group is open to all registered students of the University of Toronto.

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

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 20 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 eleven (11) elected officers. These include Co-presidents, Operations Chair, Promotional Chairs, Sponsorship and Fundraising Chairs, Outreach Chairs, and Volunteer Coordinators.

The Co-Presidents shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group

- Communicate with Queen's University Chairs and the Chairs of sister chapters
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

The Operations Chair shall:

- Hold signing officer authority for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Manage grants and funding
- Attend majority of cooking workshops
- Take Big Spoon attendance at workshops
- Promote smooth running of workshops by coordinating with Chef and workshop venue

The Promotional Chairs shall:

- Design of promotional material for the club
- Promote membership and participation in the club
- Manage social media accounts

The Outreach Chairs shall:

- Coordinate organizational recruitment efforts
- Liaise between club members and club beneficiaries
- Manage the club email
- Coordinate external publicity efforts

The Sponsorship and Fundraising Chairs shall:

- Hold signing officer authority for financial purposes
- Seek donations for club events
- Organise fundraising events for the club
- Create a sponsorship package or strategy

The Volunteer Coordinators shall:

- Coordinate general member recruitment
- Conduct interviews to select general members
- Manage volunteer schedules and keep track of class attendance

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 his/her 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 (2) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold annual 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 Officers shall accept nominations only from group members that are also registered U of T students. For candidacy of executive positions from the general membership before the beginning of March. Candidates have to be registered U of T students in good standing and be part of the group for at least one month prior to the nomination period. 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.

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 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 students may not vote by proxy. Non-voting members may not nominate or vote in elections.

All registered U of T students are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

6. Finances

The Operations Chair shall keep records of all income and expenses. The Operations Chair 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 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.