

Constitution of “University of Toronto Veg Club”

1. Name

The official name of this recognized campus group is “University of Toronto Veg Club.”

2. Purpose and Objectives

The purpose of this group is to promote and increase the adoption of a plant-based diet (excluding all animal products) at the University of Toronto (U of T) and its broader community in Toronto. We are an advocacy group that uses inclusive and mindful measures to spread positive messages to our community. Our objectives are to:

- i) educate the U of T community about the benefits of a plant-based diet through educational workshops with invited guest nutritionists, forum discussions, film nights (showing popular documentaries such as “Forks Over Knives”), or workshops.
- ii) increase the availability and affordability of plant-based meals at eateries and other campus events, by talking to the campus Food Services personnel of different colleges, and Chefs at U of T.
- iii) encourage the adoption of a plant-based diet or reduced animal product consumption among the community, by providing free plant-based food giveaways (e.g. Meatless Monday food events), at events, and at meetings throughout the school year.
- iv) collaborate with other vegan advocacy (or other) groups to promote the lifestyle (e.g. James Aspey Speech event).
- v) explore and implement other creative means to share the benefits of a plant-based diet.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni) as well as non-university members who support the purpose and objectives of the group.

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. While the group is open to non-U of T members, 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 or free per year. Instituting any such fee requires a constitutional amendment. Any funds raised by the organization shall be employed in support of its programmes.

In the case of a fee being implemented in the future, any member of the club may apply for a refund within one (1) month of becoming a member. No refunds shall be 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 being 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 primary Executive committee shall be composed of six (6) elected officers. These include Co-Presidents, a Vice President, Secretary, and Co-Treasurers.

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 Executive meetings as well as general meetings
- Ensure transition of office to the future Executive members
- Attend 100% of meetings
- Attend 50% of events
- Check in with Executive weekly
- Attend 3 Clubs Training sessions
- Create and submit 21 Sussex Clubhouse Goals after collaboration with Executive
- Attend CCR training
- Manage recruiting of new executives
- Approve Funding application
- Develop an agenda for Executive meetings.
- Coordinate any actions that arise from discussion at the Executive meetings.
- Ensure that venues for club activities are booked well ahead of time
- Assist the treasurer in financial matters as described in the Finances section.
- Book office space for the upcoming year

The Co-Vice-Presidents shall:

- Assume aforementioned duties of the President in his/her absence
- Oversee the various committees
- Attend 80% of meetings
- Attend 50% of events
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

The Secretary shall:

- Make a list of all registered members
- Maintain and update the member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization
- Attend 80% of meetings
- Maintain Veg Club Calendar for executives
- Take meeting minutes and distribute to the Executive
- Make meeting minutes available to general public
- Communicate with members concerning their membership status and about events, meetings and news
- Monitor executive members attendance at meetings and events

The Treasurer shall:

- Record all financial transactions of the group
- Collect a budget plan from the secondary Executive committee
- Hold signing officer authority along with the President for financial purposes
- Co-chair a soft and hard budget meeting at the start of the term with the President
- Maintain a budget of revenues/income and expenses along with receipts, in the Google Drive
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Open, close and maintain a club bank account as required
- Attend 50% of meetings
- Receive and disburse funds by appropriate methods (cheque, Visa, etc.) in order to conduct club financial transactions
- Manage any other financial matters of the club that arise
- Complete any applications for financial help
- Monitor bank account and handle unnecessary purchases

The secondary Executive committee is composed of appointed Directors/Managers and/or Coordinators for various sub-committees such as social media, events, and so on. Such positions do not hold primary executive decision making authority. Specific positions that may be filled as needed are:

The Events Coordinator shall:

- Assist in coordinating externally-focused outreach events to promote plant-based diets or recruit new members
- Relay events to website manager to update events calendar on website
- Develop, coordinate, and execute event promotion strategies along with the Social Media Coordinator and other social media managers
- Plan monthly events with the help of external affairs and internal affairs when needed
- Manage budget for each event and submit receipts to Treasurer
- Attend/Watch recordings 50% of meetings
- Explore groups to collaborate with to enhance outreach of the club
- Recruit volunteers as needed for events
- Lead annual Gala planning
- Attend 80% of events
- MC or organize MC for events
- Handle distribution of recording into respective folder and to general public when needed
- Manage prizes and follow-up

The Social Media Coordinators (2) shall:

- Develop and maintain the club's online presence
- Maintain the Facebook group by advertising events and newsletters
- Maintain a social media calendar with weekly instagram posts
- Brainstorm and post weekly instagram content by communicating with Events Manager and Meatless Monday Coordinator for their promotional material while planning your own posts in the weeks in between
- Communicate with graphic designer for the creation of weekly posts

- Report any issues related to social media at Executive meetings
- Attend/Watch recordings 50% of meetings
- Manage Social Media Team including attending 100% of Social Media Team meetings, facilitating meetings, and providing support
- Explore new types of content, and continually re-evaluate how Veg Club is reaching its members
- Facilitate the easy transition for new executives (exchanging passwords, etc.)
- Attend social media workshops

The Engagement Specialist shall

- Monitor engagement through different socials (instagram, facebook)
- Design new strategies to maximize reach
- Attend 50% of meetings
- Attend 80% of events
- Attend club fair and engage with interested public
- Seek potential collaborations with other clubs
- Seek out student communities throughout campus and promote the club
- Attend stand promotions through campus
- Brainstorm advertising messaging and venues
- Check Veg Club email and instagram daily for new interactions and respond in a timely manner
- Relay email interactions when applicable to different executives

The Graphic Designer shall:

- Report to and coordinate with the Social Media Team regarding the website's status
- Attend 50% of meetings
- Attend social media workshops
- Design events and promotional banners for social media use
- Design graphics for weekly instagram posts
- Maintain a coordinated Instagram feed throughout the year

The Website manager

- Regularly update the Veg Club website with upcoming events
- Design website to meet the needs of the searcher
- Work with meatless monday coordinator to post monthly blogs on website
- Attend 50% of meetings
- Update website with pictures (events, meet the new execs)
- Work on website optimization and communicate costs with finance director
- Work on placing the new website higher on the search engine
- Update resources with useful links for adopting a veg friendly lifestyle
- Update the website information, in coordination with the Graphic Designer

The Meatless Monday Coordinator shall:

- Assist in identifying appropriate channels to share information about plant-based diets through letters, articles, etc.
- Assist in creating monthly blogs with website manager

- Attend or watch recordings 50% of meetings
- Plan and complete monthly event (e.g. Meatless Monday Giveaway)
- Communicate finance manager for applications
- Coordinate with social media coordinator and graphic designer for creation of promotional material
- Explore new types of events and event delivery
- Coordinate with Social Media Coordinator to promote events and page

The External Affairs Liaison shall:

- Reach out to business for sponsorship opportunities
- Communicate with the Toronto community for partnership opportunities
- Coordinate with potential booking venues outside of Uoft
- Attend 50% of meetings
- Research discount opportunities with veg-related/ sustainable businesses
- Refine sponsorship package
- Reach out to veg influencers for speaking opportunities
- Reaching out to other members of the veg community for workshop leading
- Liaise with engagement specialist on ideas to increase reach

The Internal Affairs Liaison shall:

- Reach out to clubs to coordinate collaborations
- Coordinate with potential booking venues within UofT for events
- Attend 50% of meetings
- Connect with members of the UofT community for events such as workshop leading
- Liaise with engagement specialist on ideas to increase reach

The Mentorship Program Manager:

- Devising a year-long mentorship plan
- Coordinating advertising on social media for the program and promoting the program throughout the club
- Communicating consistently with mentees and organizing pairing with mentors
- Organize monthly mentorship gatherings
- Attend 50% of meetings
- Conduct monthly updates on program efficiencies and assessments for potential improvement
- Providing an end of year summary of the experience and include suggestions for next year
- engage by recommending and citing useful information on diet transition to mentees

Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the group and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of immediate removal.

The member in question 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 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 voting via the primary and secondary executive, 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 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 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 at 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.

Voting membership must open to all registered students of the University of Toronto. Voting membership must open only to registered students of the University of Toronto. All voting members of the Executive Committee must be currently registered students of the University of Toronto. All voting positions on the Executive Committee shall be filled through an annual election. 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.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

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

A by-election may take place at the start of the new academic term, in September.

6. Finances

The Treasurer shall keep records of all revenue 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 any given 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 at least 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 bi-weekly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives, where the Co-President leads meetings.

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