

**Friends of Médecins Sans Frontières (Doctors Without Borders)
- University of Toronto Student Chapter**

Constitution

1. Name

1. The club shall be known as “Friends of Médecins Sans Frontières (Doctors Without Borders) - University of Toronto Student Chapter” or “Friends of MSF U of T” or “FoMSF UofT”. “Friends of MSF U of T” shall be referred to hereafter as “Club”.

2. Purpose/Mandate

1. “Friends of MSF” clubs constitute student organizations officially recognized by “MSF Canada”, a charitable organization registered with the Canada Revenue Agency (Registration no.: 135275857RR0001). Hereafter “MSF” refers to the international body of organizations which “MSF Canada” is party to, while “MSF Canada” refers to the Canadian division of MSF.
2. As the University of Toronto student chapter of Friends of MSF, Club activities can only take place with recognition of the Club by MSF Canada.
3. Without recognition of the Club by MSF Canada, the Club must amend its name to make no reference to MSF and make clear that all its activities are not recognized by MSF Canada.
4. The objective of the Club will be to pursue the following goals:
 1. To draw attention to the value of international medical relief, humanitarian aid, and emergency care, specifically with reference to the current field projects of MSF.
 2. To increase education about international health issues, such as HIV/AIDS, Tuberculosis, and malnutrition, while simultaneously striving to engage students and the general public in the international response to such issues.
 3. To engage the student population in fundraising initiatives to support the work of MSF.

3. Membership

1. General Membership in the Club shall be open to all University of Toronto community members (including students, staff, faculty and alumni) who support the purpose of the Club.
2. It is the responsibility of the individual to ensure registration as a General Member via email sign-up. It is the responsibility of Club Staff to confirm registration of General Members.

3. A General Member of the Club is any individual who has been registered with the Club for the current academic year, excluding Honorary Members. Individuals who were General Members of the Club in a prior academic year will be sent an email from the new Club Staff to confirm their wish to re-register as a General Member. Anyone who does not reply will not be registered as a General Member but will be kept on the mailing list unless otherwise indicated.
4. Membership starts at registration and ends at the end of the academic year and/or whenever the new Club Staff enters administration, whichever comes later.
5. Voting membership is open to all registered students of the University of Toronto
6. General Members, excluding Honorary Members, are entitled to full voting rights in General Membership meetings, can nominate and run for titled positions, and can propose and vote on constitutional amendments.
7. All voting members of the Executive Committee must be currently registered students of the University of Toronto
8. Honorary Membership shall be granted to an interested party (non-U of T community members) upon approval by a quorum of the staff of the Club, or until such time as a vote can be held, on a temporary basis by the Chapter Coordinators.
9. Honorary Members may not nominate, run for, or hold titled positions, expend funds, have voting status at meetings, or propose or vote on constitutional amendments.
10. All Members are expected to support the activities of the Club through participating in Club functions throughout the year.
11. All voting positions on the Executive Committee shall be filled through an annual election taking place at the end of April of each academic year.

4. Club Staff

1. The administration of the Club is the responsibility of the Club Staff, hereafter also referred to as "Staff" and individually as "Staff Member".
2. The Staff is composed of Three elected Staff Members: Chapter Coordinators (also referred to as Co-Presidents) and the Director of Finance. The Club shall maintain a minimum and maximum staffing level of two (2) individuals for the Chapter Coordinator positions and one (1) individual for the Director of Finance position.
3. All other members of the Club Staff shall be selected by the elected Chapter Coordinators through an application process at their discretion, including but not limited to the VP Events, VP Outreach, VP Social Media & Marketing, and VP Internal Affairs.
4. New titled positions to improve the Club for the best of all of its members may be proposed by any General Member or Staff Member.

5. All proposed titled positions are approved and put into effect by the current Chapter Coordinators.
6. Appointments to all titled positions are made by the current Chapter Coordinators.

5. Portfolios

1. The Chapter Coordinators shall:

1. Be the spokespersons for the Chapter.
2. Coordinate and oversee all of the activities of the organization.
3. Maintain the Chapter's recognition status with MSF Canada, UTSU, and ULife.
4. Be responsible for securing funding for the Chapter in coordination with the Director of Finance, and co-sign all financial transactions with the Director of Finance.
5. Maintain the Chapter's office at the 21 Sussex Ave Clubhouse.
6. Maintain communications with MSF Canada including, but not limited to, per-semester reports outlining Chapter fundraising and education outreach initiatives.
7. Maintain consistent communication with any external parties that the Club interacts with.
8. Liaise with other campus organizations.
9. Become advisors for the Chapter for one academic year following their term.
10. Be responsible for overseeing annual elections.
11. Be responsible for both current and archival Chapter records. These include, but are not limited to, membership information, minutes of all proceedings at Staff Meetings and General Meetings, the Chapter Constitution, Chapter reports to MSF Canada, Chapter annual budgets, and Chapter rules and guidelines.

2. The Finance Director shall:

1. Maintain accurate and up-to-date financial records for the Chapter.
2. Report to the Staff Members at Staff Meetings on the status of the Club's finances.
3. Be responsible for securing funding for the Chapter with the Chapter Coordinators, and co-sign all financial transactions with at least one of the Chapter Coordinators.
4. Deposit all funds received by the Chapter into the Chapter's bank account.
5. Supervise the collection and disbursement of the funds of the Chapter.
6. Submit, in collaboration with the Chapter Coordinators, an annual budget to the Friends of MSF liaison at MSF Canada.
7. Create a fundraising programming plan for the Chapter which encompasses the Chapter's mandate to raise funds to support MSF Canada's programs and field projects.

8. Work with Staff Members to ensure that all funds are accounted for during Chapter fundraising events.

6. Elections

1. Elections are open to all General Members who hold one equal vote in each election.
2. Elections will be held annually in February or March for the three (3) elected Staff Members: two (2) Co-Presidents/Chapter Coordinators and one (1) Director of Finance.
3. Staff Members may run to retain their position for the following year to a maximum of two-years in the same titled position.
4. Staff Members may run for the following year for a titled position other than the one they currently hold.
5. All General Members, excluding Honorary Members, are entitled to run for titled positions without restrictions.

7. Impeachments and/or Termination of Membership

1. Any General Member can propose the impeachment of any member and/or the termination of any member's privileges. The proposal must be presented to the Chapter Coordinators, the Club Staff, and the member in question.
2. Proposed impeachments and/or terminations must be approved by a majority vote by the General Membership and must be based on charges against the member of a substantial nature.
3. Approved impeachments and/or terminations will move to trial where the charges against the member will be made clear and the member in question will be allowed to offer a defense.
4. Final impeachments and/or terminations will be decided by a majority vote of the General Membership immediately following trial.
5. The General Membership has the right and power to make the final decision regarding any termination of membership.

8. Amendments

1. Amendments to the Constitution may be proposed by any General Member for consideration by the General Membership on at least an annual basis.
2. Voting on amendments is open to all General Members who all hold one equal vote.
3. Passage of an amendment to the Constitution requires two-thirds (2/3) majority vote in favor.

9. Meetings

1. There will be a minimum of eight (8) Staff Meetings held each calendar year, and additional meetings may be proposed by any Staff Member.
2. The Internal Communications Officer, or in their absence the Chapter Coordinators, will be provided at least two (2) days' notice of Staff Meetings.
3. There will be a minimum of two (2) General Membership meetings each year.
4. All General Members will be provided at least one (1) weeks' notice of General Membership meetings.
5. A Special Meeting may be requested by any General Member. The General Member must provide at least one (1) weeks' notice of the meeting. The Internal Communications Officer, or in their absence the Chapter Coordinators, must provide notice of the Special Meeting to the General Membership within two (2) days' of receiving the request.