

# **Constitution of The Citizens Foundation Student Chapter, University of Toronto**

## **1. Article One- Name and Purpose**

- 1.1 The official name of this recognized campus group is: The Citizens Foundation Student Chapter - University of Toronto
- 1.2 The acronym or abbreviation of this group is: TCF
- 1.3 The purpose, objectives, mission and/or mandate of organization is outlined here:
  - 1.3.1 Host social events for students, with the intention of raising funds to support education related projects and emergency crisis situations in Pakistan.
  - 1.3.2 Raise awareness and highlight current issues impacting Pakistan, through a series of engaging lectures and debates.
  - 1.3.3 Showcase documentary screenings and host seminars held by intellectual guest speakers to encourage dialogue on the development of education in Pakistan.
  - 1.3.4 Create a platform and community atmosphere for students concerned with the state of education in Pakistan.

## **2. Article Two – Membership and Membership Fee**

- 2.1. The group must maintain a list of all group members, including their name, email, and phone number.
  - 2.1.1 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 are UTSU members.
  - 2.1.2 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.
- 2.2 Voting membership is open to all registered students of the University of Toronto (students, staff, and faculty).
- 2.3 U of T members are permitted to run, nominate, and vote in elections and constitutional amendments.
- 2.4 Non-voting memberships are open to University of Toronto staff, faculty, alumni. However, 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.

## **3. Article Three – Rights of Members**

- 3.1 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
- 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 is to be comprised of four voting members

4.3 All voting members of the executive committee must be currently registered students of the University of Toronto.

#### **5. Article Five- Executive List and Duties**

The executive committee shall be comprised of four (4) elected officers. These include chief leader (President), an administrator/second leader (Vice-President), a financial officer (Treasurer) and, a communication officer (Secretary).

*The President (1) shall:*

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Finance Director for financial purposes
- Preside overboard meetings as well as general meetings
- Ensure transition of office to the future Executives

*The Vice-President (1) shall:*

- Assume duties of the President in their absence
- Assisting all other members in their daily tasks
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Organizing meetings and taking minutes to update all members of the club
- Working alongside the President in maintaining an utmost reputation of the club across campus

*The Director of Finance (1) shall:*

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events.

*The Director of Corporate Relations (1) shall:*

- Make and updating a list of all registered members
- Foster and maintaining relations with clubs within the university and supporters external to the university
- Handle all PR related roles, including approaching appropriate clubs and organizations for events

- Reach out to sponsors to gain sponsorship for our events, including maintaining communication before, during, and after the event.
- Play a crucial role in advertising events and promoting the club across campus.

*The Director of Marketing (1) shall*

- Run of all social media platforms for the group
- Advertise the club and its events across campus
- Keep all social media pages updated and active
- Alongside the Corporate Relations team, handle all PR related issues, including approaching clubs and organizations for events
- Design posters, flyers and other methods of advertising for all events. It is advised that the ideal candidate for this role be equip at using Photoshop and/or other design software.

*The Director of Events (1) shall:*

- Be responsible for planning, organizing and executing a variety of events in support of the strategic goals of TCF
- Be responsible for delegating tasks to event associates and managing them
- Work in collaboration with the other Directors for executing events
- Generating ideas and planning events for the year
- Organizing events and managing event logistics such as securing locations, gathering resources etc.
- Working with the Director of Finance for budget allocation
- Creating and presenting event proposals
- Being present and ensuring successful execution and clean up of events

*The Corporate Relations Associate (2) shall:*

- Assist the Director of Finance with managing list of all registered members
- Help foster and maintain relations with clubs within the university and supporters external to the university
- Assist with managing PR related roles, including approaching appropriate clubs and organizations for events
- Help play a crucial role in advertising events, and promoting the club across campus.

*The Finance Associate (2) shall:*

- Assist the Director of Finance with recording all financial transactions of the group
- Help maintain the budget of income and expenses along with receipts
- Advise members on financial position of the group when the Director of Finance is not available
- Help assist in preparing an annual budget for the group as well as budgets for specific events.
- Must be trustworthy and handle confidentiality well as they may have responsibilities including currency.

*The Marketing Associate (2) shall:*

- Assist the Director of Events in executing marketing-related tasks
- Assist with promotion and marketing of events on campus

- Assist with social media management and promotion

*The Graphic Designer (1) shall:*

- Aiding the Director of Marketing in creating marketing content
- Keeping all social media pages updated and active
- Advertising the club and its events across campus
- Design posters, flyers and other methods of advertising for all events. It is advised that the ideal candidate for this role be equipped at using Photoshop, Illustrator and/or other design software such as Canva.

*The Events Associate (2) shall:*

- Assist the Director of Events in executing event-related tasks
- Help during the events to ensure the event runs smoothly
- Assisting in brainstorming and planning events for the year
- Creating and presenting event proposals
- Booking locations for events and handling event logistics
- Being present and ensuring successful execution and clean up of events

Any additional executive positions must be added after consultation with TCF YouthCan and amendment of the Constitution.

The group will appoint Directors for various committees such as events directors, marketing directors, and so on; however, such positions do not hold executive decision making authority.

The board of Directors will have a maximum of eight (8) members.

## **6. Article Seven – Elections**

7.1. All voting positions on the Executive Committee shall be filled through an annual election such where each voting position must be open to all student members.

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

7.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

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

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

7.6 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.

7.7 The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

- 7.8 In the case of the current President and/or Vice-President is to resign, graduate, or by other means incapable of retaining their position, by-election of the incoming President and Vice-President is to be decided by holding an election under the advisement of TCF YouthCan;
- 7.8.1 Applicants must fill out an application form and go through elections such where each voting position must be open to all student members.
- 7.8.2 This to be decided by March 31st before the end of each school year, unless the President and/or Vice-President is alleviated of their position before this date;
- 7.8.3 If the President and/or Vice-President are alleviated of their position during the school year, a new President and/or Vice-President is to be elected by general voting members.
- 7.8.4 These positions to be open to all registered students at the University of Toronto

## **7. Article Eight - Finances**

- 8.1 The Finance Director shall keep records of all income and expenses.
- 8.2 The Finance Director shall present the group's financial health at the annual general meetings.
- 8.3 The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.
- 8.4 The group may not engage in activities that are essentially commercial in nature. Each activity should tie back to the purpose of the organization. Money raised from the events, shall be used towards funding the organization and its purpose.
- 8.5 The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.6 The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group. Profits raised from each event shall be donated towards the organization's cause. Any reimbursements will be covered.
- 8.7 The group will not pay salaries to any of its executive or general members.

## **8. Article Nine - Meetings**

- 9.1 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.
- 8.1.1 Although during event planning, executive committee will meet once every week to track progress of events. This meeting will take place an hour before the general meetings.
- 9.2 The group shall hold general meetings at least twice per year, i.e. once per academic term.
- 9.2.1 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.
- 9.2.2 General meetings will be held by executive directors within each sector to discuss details of any upcoming events. A full general meeting will be held at the end to track progress.
- 9.2.3 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.

## **9. Article Ten - Termination of Executives or General Members:**

10.1. 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.

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

10.3. A two-thirds majority vote of the current executive members present in favor of removal is required.

10.4. The member up for removal shall have the right to defend their actions. The member must have the right to an appeal before the general membership.

10.5 In case of an appeal, the majority vote of the general membership will have the final say on the matter.

10.6 Following 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.

10.7 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.

## **10. Article Eleven - Amendments**

11.1 Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

11.2 Any registered U of T members may propose and vote on amendments to this constitution.

11.3 The Executive Committee will administer the process of having amendments discussed at general meetings. 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.

11.4 Once amendments of the constitution have been revised and approved by respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc), it shall take effect immediately.