

# **Constitution of “United Nations International Children’s Emergency Fund: University of Toronto Student Chapter”**

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

- 1.1. The official name of the recognized student group is “United Nations International Children’s Emergency Fund: University of Toronto Student Chapter”
- 1.2. The official acronym or abbreviation of the group is “UNICEF: U of T Student Chapter”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to work towards creating a safe, supportive, and educational community to enhance the learning for students about children’s rights and education around the world to spread awareness and better involve students in the Greater Toronto area and beyond.

## **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. The membership fee will be \$0 per year.

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

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 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 referendums.
- 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 composed of at least 20 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 number 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 Co-Presidents shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Communicate with UNICEF Canada
- 5.1.3. Call and lead all executive and general meetings
- 5.1.4. Set up plans and goals for the year
- 5.1.5. Ensure the efficient functioning of the program by communicating with all executive members
- 5.1.6. Direct group to facilitate the running of programs, events, etc
- 5.1.7. Direct group expansion to new schools
- 5.1.8. Conduct post-event evaluation
- 5.1.9. Act as signing officers for the group
- 5.1.10. Assist the Director of Finance in proposing budget requirements for UNICEF group to effectively function
- 5.1.11. Assist the Director of Finance in the pursuit of funding from various bodies

### **5.2. The Secretary shall:**

- 5.2.1. This role is contingent on the needs of the Co-presidents
- 5.2.2. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.3. Secures booth for Clubs day and/or other recruiting events
- 5.2.4. Records and distributes meeting minutes to the whole group
- 5.2.5. Communicates information to the group by means of email, social media, newsletters, etc
- 5.2.6. Book lobby and meeting spaces as required
- 5.2.7. Builds template for, but not limited to, certificates, badges, waiver forms, etc
- 5.2.8. Gives answer to general enquiries OR refers questions to the appropriate executive(s) to give an answer
- 5.2.9. Have access to financial records

### **5.3. The Directors of Finance shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,,
- 5.3.2. Record all financial transactions of the group,
- 5.3.3. Hold signing and financial authority along with the President,
- 5.3.4. Maintain a budget for income and expenses,
- 5.3.5. Advise members on the financial position of the group,
- 5.3.6. Prepare an annual budget for the group.

**5.4. The Directors of Outreach shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Organize awareness events
- 5.4.3. Execute, or assist volunteers to execute events
- 5.4.4. Responsible for leading Outreach associates to host workshops according to UNICEF Canada monthly topics/themes

**5.5. The Directors of Fundraising shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Organize fundraising events
- 5.5.3. Execute, or assist volunteers to execute events
- 5.5.4. Responsible for leading Fundraising associates to host fundraising events for UNICEF Canada

**5.6. The Directors of Youth Engagement shall:**

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Organize/Update the curriculum for the primary and intermediate educational program
- 5.6.3. Coordinate with the Global Classroom Programme
- 5.6.4. Organize and partake in Teaching Workshops.
- 5.6.5. Be in charge of the distribution of material, teacher feedback forms etc...
- 5.6.6. Be in charge of designing the program curriculum for the year
- 5.6.7. Be in charge of the screening and training of volunteers
- 5.6.8. Ensure that volunteers comply with classroom guidelines
- 5.6.9. Communicate with partnered community centres and schools
- 5.6.10. Be in charge of classroom scheduling of volunteers
- 5.6.11. Conduct in-depth research on UNICEF topics
- 5.6.12. Organize group learning sessions and gives presentations on relevant topics
- 5.6.13. Strongly suggested to have at least one year of UNICEF experience, unless otherwise advised.

**5.7. The Directors of Marketing shall:**

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Be in charge of advertising (posters, articles, etc.)
- 5.7.3. Submit articles in the university newspapers
- 5.7.4. Organize volunteers for advertising
- 5.7.5. Create and maintain the U of T UNICEF website
- 5.7.6. Make graphical designs for posters, tickets, internet sites, etc.
- 5.7.7. Be in charge of other computer-related tasks

**5.8. The Outreach Committee Associate shall:**

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.8.2. Organize awareness events
- 5.8.3. Execute, or assist volunteers to execute events
- 5.8.4. Liaise with campus organizations, institutions, professors, and students to increase U of T UNICEF presence on campus and to maintain a positive relationship with U of T campus.

5.8.5. Host workshops according to UNICEF Canada themes

**5.9. The Fundraising Committee Associate shall:**

- 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.9.2. Organize fundraising events
- 5.9.3. Execute, or assist volunteers to execute events
- 5.9.4. Host fundraising events for UNICEF Canada monthly topics/themes

**5.10. The Youth Engagement Associate shall:**

- 5.10.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.10.2. Assist the Directors in the running of the Youth Engagement program
- 5.10.3. Contribute ideas and suggestions to facilitate the running of the program
- 5.10.4. Maintain UNICEF Canada standards and goals when implementing the Youth Engagement Program, and ensures that these standards and goals are being met by outside volunteers as well

**5.11. The Marketing Associate shall:**

- 5.11.1. Be eligible to cast votes at meeting of the Executive Committee;
- 5.11.2. Assist the Directors with advertising (posters, articles, etc.)
- 5.11.3. Make graphical designs for posters, tickets, internet sites, etc.
- 5.11.4. Assist the Directors with other computer- or media-related tasks

**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 an unbiased manner. No individual who is seeking an election may participate in planning or administering the election.

**7. Article Seven – Finances**

- 7.1. The Director of Finance shall keep an active record of income and expenses.
- 7.2. The Director of Finance 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, and 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.