

## Constitution of “Bridge to Campus - University of Toronto Student Chapter”

### 1. Article One – Name

- 1.1. The official name of the recognized student group is “Bridge to Campus - University of Toronto Student Chapter”.
- 1.2. The official acronym or abbreviation of the group is “BTC – U of T”
- 1.3. This student group is one branch of a larger federally recognized nonprofit organization called **Bridge to Campus** (Corporation Number: 1622734-1).

### 2. Article Two – Purpose

- 2.1. The **purpose, objectives, mission and/or mandate of the organization** is to help all high school students, especially those living in rural communities (and those facing other socioeconomic barriers), build a seamless, fluid transition into university through the following initiatives:
  - 2.1.1. Coordinate an online mentorship program by pairing university mentors to high school students who share similar academic, extracurricular, and career interests.
  - 2.1.2. Host online workshops (“webinars”) that are free of charge to high school students. These workshops will be centered on topics surrounding post-secondary, including but not limited to: Canadian University Application processes, University Admissions Essay Writing, and Mentor Panel Q&A.
  - 2.1.3. Provide a university admissions/scholarships essay review service where university mentors can provide feedback for high school students.
  - 2.1.4. Provide informative videos, posts, and stories on social media platforms such as YouTube and Instagram to expand our impact nationally.
  - 2.1.5. Foster a community for U of T students who are passionate in mentoring high school students to facilitate an exchange of knowledge and insight among students.

### 3. Article Three – Membership and Membership Fee

- 3.1. Membership to the group is open to all registered students of the University of Toronto from all three campuses in accordance with the Student Affairs rules for club recognition.
- 3.2. A position on the Events Committee is open to any general member of BTC-UofT. The roles of the events committee include (a) attending events sub-committee meetings and (b) collaborating with the executive team to plan events.
- 3.3. All members are considered to have general membership but are entitled to become an executive member by (a) completing the executive membership application by the deadline, (b) completing a successful interview with the executive committee, and (c) running in elections according to the process listed in article six.
- 3.4. The group is open to non-voting members, such as University of Toronto staff, faculty, alumni, and to persons from outside the University who are not permitted to run,

nominate, and vote in elections and constitutional amendments. However, non-voting members can offer insight about our events, services, or programs.

- 3.5. Members must register by filling out our online mentor registration form, which will ask for personal information such as their name and email address.
- 3.6. Membership term is September 1st to April 31st of each academic year.
- 3.7. Each member must re-register to continue as a member of BTC–UofT each year.
- 3.8. The group shall maintain a list of group members.
- 3.9. Members are not required to pay a membership fee.
- 3.10. For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain a minimum of 15 members at all times, where a total of 75% of membership are UTSU members.

#### 4. **Article Four – Rights of Members**

- 4.1. All voting members have a right to run, nominate, and vote in elections and constitutional amendments.
- 4.2. All voting members have a right to receive advance notice regarding the time and location of BTC-UofT meetings.
- 4.3. All voting members have a right to attend BTC-UofT meetings and events.
- 4.4. All voting members have a right to speak openly and provide feedback at BTC-UofT meetings.
- 4.5. All voting members have a right to vote for and suggest events for BTC-UofT.
- 4.6. All voting members have a right to contribute to planning the events and activities of BTC-UofT.
- 4.7. All voting members have a right to be eligible to become a BTC-UofT executive.
- 4.8. All voting members have a right to contribute to contact any executive to set up a meeting in the case of a question or concern.
- 4.9. All voting members have a right to participate in the one-on-one mentorship program as a mentor.
- 4.10. All voting members have a right to contribute to attend and/or present in the webinars.

4.11. All voting members have a right to provide feedback for high school students as an essay reviewer (upon successful completion of the essay reviewer training).

4.12. The rights prescribed in Article Four are not awarded to non-voting members as described in Article Three.

## 5. **Article Five - Executive Committee**

5.1. The term for all positions on the Executive Committee shall be from September 1st to August 31st of the following year.

5.2. All current executive members are permitted to run for re-election in their current positions, granted that they meet the membership requirements. There are no service term limits for any positions of the Executive Committee.

5.2.1. However, all current members of the Executive Committee must follow the same election procedures as any other members wishing to run for an executive position.

5.3. The Executive Committee shall be composed of two (2) Co-Directors, a Vice President of Promotions and a Vice President of Finance serving the organization.

5.4. The role of the **Co-Directors** is to:

5.4.1. Be eligible to cast votes at meetings of the Executive Committee,

5.4.2. Oversee the operations, management, and success of the group,

5.4.3. Serve as spokesperson for the group,

5.4.4. Maintain the member contact list,

5.4.5. Preside over meetings of the Executive Committee and/or members,

5.4.6. Ensure activities of the club comply with policies of the University of Toronto,

5.4.7. Coordinate organizational recruitment efforts,

5.4.8. Notify all members of general meetings,

5.4.9. Ensure a smooth transition of office from one year to the next.

5.5. The role of the **Vice President of Promotions** is to:

5.5.1. Be eligible to cast votes at meetings of the Executive Committee,

5.5.2. Create a preliminary year plan of social media uploads and a more specific monthly plan for social media,

5.5.3. Organize and manage Instagram Takeovers, as well as communicating consistently with the mentors to ensure it goes smoothly,

5.5.4. Film, edit and upload short videos (Instagram reels, YouTube shorts, TikTok),

5.5.5. Create and upload posts on Bridge To Campus - UofT's Instagram regarding important deadlines and events, as well as updates about our services and our organization,

5.5.6. Work closely with Bridge to Campus - McGill's VP Promotions to maintain consistent themes on our social media platforms,

5.5.7. Work closely with Co-Directors to ensure all events and deadlines are accurately communicated,

5.5.8. Be present at executive meetings,

5.5.9. Maintain effective communication with Co-Directors,

**5.6. The role of the Vice President of Finance is to:**

5.6.1. Be eligible to cast votes at meetings of the Executive Committee,

5.6.2. Prepare an annual budget for the group with coordination alongside the greater Bridge to Campus group,

5.6.3. Manage monthly and yearly budget for Bridge to Campus - UofT,

5.6.4. Collect invoices and physical receipts for reimbursement,

5.6.5. Work closely with the Bridge to Campus - McGill VP Finance to apply for grants, sponsorship, and funding,

5.6.6. Apply for UTSU and other UofT or non-UofT student grants and funding for Bridge to Campus events throughout the year,

5.6.7. Co-sign all financial transactions with UofT Co-Directors,

5.6.8. Work closely with the UofT Co-Directors to ensure the financial feasibility of events,

5.6.9. Be present at the weekly executive meetings,

5.6.10. Maintain effective communication with other executive members.

**5.7.** Transitions of executive positions shall begin once new executives are appointed.

**5.8.** For two weeks, the outgoing executive is responsible for training their successor about their executive responsibilities and the current measures in place.

**5.9.** All execs stepping down from their position will compile a document with obstacles they faced and how they overcame them, things they learned while keeping up with their role, and any other advice they have to give to the next exec who will be taking over the role.

**5.10.** The outgoing executive will leave a form of contact where they are comfortable with receiving questions from the new, incoming executive. Over time, Bridge to Campus will have a document where all of the contact info (email, instagram, etc.) of past execs are compiled.

**5.11.** The outgoing executives are responsible for completing all end of year responsibilities to the UTSU.

**6. Article Six – Executive Committee Selection via Elections**

**6.1.** All voting positions on the Executive Committee shall be filled through an annual election.

**6.2.** If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee, these results will be subject to petition by a member and reelection will be held under the supervision of the UTSU Clubs Coordinator.

- 6.3.** Any voting member is able to nominate themselves for the election process through the completion of the executive application for the position they are running for.

  - 6.3.1.** Any voting member wishing to nominate themselves as a candidate for the Executive Committee election must have been a voting member of BTC - UofT for **30 calendar days** prior to the start of the nomination period.
- 6.4.** Advertising for elections is mandatory and is to take place over a period of a minimum of one week.
- 6.5.** During campaign week, a clear platform with the nominee's central pillars is to be presented to the general members by the nominee, as well as sent to all general members by email.
- 6.6.** All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be non-biased and must be approved by the club executive and the Clubs coordinator.
- 6.7.** The CRO will announce the election date before March 30th and voting will continue for a minimum of three days. In the case of a by-election, BTC-UofT must still follow the above regulations.
- 6.8.** If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. The former executives must present reasons for their appointment of the candidate to all general voting members and a by-election and vote of simple majority (50% + 1) will deem the candidate the winner of the executive position. The update of the executive list sent to the UTSU will serve as approval.
- 6.9.** All voting group members shall be eligible to seek nomination to and cast a ballot for each executive committee position.
- 6.10.** This will be a democratic process with each member holding one vote.
- 6.11.** Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.12.** The nominee winning the most votes cast in the election for each position shall be deemed the winner and be chosen for the executive position.
- 6.13.** 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.

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

**6.15.** Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Clubs Coordinator in a written format within 72 hours of the end of the election. The Clubs Committee withholds the right to nullify any club election results if evidence of gross misconduct has been found in the operation of the election.

**6.16.** Non occurrence of elections will result in immediate effect of cancellation of club status.

**6.17.** Non-submission of election results will result in later loss of club status through the Clubs Committee.

## **7. Article Seven – Finances**

**7.1.** The Vice President of Finance shall keep an active record of income and expenses.

**7.2.** The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.

**7.3.** The group may not engage in activities that are essentially commercial in nature.

**7.4.** The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

**7.5.** The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

**7.6.** The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

**8.1.** The BTC-UofT Executive Committee shall meet weekly, chaired by the Co-Directors, to coordinate events, manage club affairs, and discuss progress on individual tasks and responsibilities.

**8.2.** A regular executive committee meeting time for each semester shall be coordinated by the co-directors using an online poll system such as When2Meet. The time slot where all executive members are available will be chosen.

**8.3.** Quorum for executive committee meetings shall be the presence of at least three-fourths of the executive members.

- 8.4. Executive meetings are not open to general voting members or the public but are open to events or sub-committee members in certain instances. Meeting minutes shall be shared with all those present at the executive meetings.
- 8.5. Once a month, the BTC- UofT executive members will meet in conjunction with the greater Bridge to Campus organization, where executives from all branches will be present.
- 8.6. BTC- UofT shall hold a general meeting at least once per term to provide the general members an opportunity to review their roles and commitments for the mentorship program, vote to amend the constitution, review the club's progress over the year, plan events and financial statements, and discuss future plans of the club.
- 8.7. The Executive Committee must announce the date, time, and place of a general meeting to the general members at least **one (1) week prior to the date of the meeting.**
- 8.8. General meetings are open to the public and meeting minutes will be shared to all members and the public in advance.

9. **Article Nine - Termination of Membership**

- 9.1. The Executive Committee may revoke the membership of any member of the club at any time of the year under the following circumstances:
  - 9.1.1. if the member fails to abide by the constitution
  - 9.1.2. if the member demonstrates disrespect to anyone tied to the organization, including other members, executives and students and faculty participating in the club's events
  - 9.1.3. if the member takes on responsibilities to organize club events and fails on multiple occasions to fulfill these responsibilities
  - 9.1.4. if the member is consistently disruptive during meetings and club events
  - 9.1.5. if the member is involved in an ongoing conflict of interest, or conflict with another member that is not able to be resolved and is hindering the productivity of the organization
  - 9.1.6. if the member engages in other inappropriate or offensive behaviors or causes anyone in the organization any danger of any form.
- 9.2. A request to revoke membership must be submitted to the Co-Directors and be signed by at least 30% of the Club membership or two-thirds of the club executive membership and specify the reasons behind the request.
- 9.3. A vote to revoke membership must be held at a meeting of the Executive Committee. 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.
- 9.8. In case of an executive member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under Article Six.

**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.