

## **Constitution of Capes for Kids Club**

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

- 1.1. The official name of the recognized student group is Capes for Kids Club.
- 1.2. The official acronym or abbreviation of the group is CKC.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to end the stigmas surrounding youth with disabilities, learning about this issue together, and raise funds for Holland Bloorview's 2024 fundraiser.

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

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open only to registered students of the University of Toronto.
- 2.3. 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.
- 2.4. The membership fee will be \$5 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 members have a right to attend all general meetings of members.
- 3.3. All members have a right to cast votes at all general meetings of members and group elections.
- 3.4. All members have a right to propose amendments to this constitution.

### **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. All voting members of the Executive Committee must be currently registered students of the University of Toronto.

### **5. Article Five - Executive Committee Composition and Duties**

#### **5.1. The President shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

#### **5.2. The Vice President shall:**

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

- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts.
- 5.2.5. Maintain a working list of club members.

**5.3. The Events Directors shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Plan and organize events for both general members and University of Toronto students,
- 5.3.3. Research information and find resources regarding events,
- 5.3.4. Optimize outreach and fundraising for events by working with Executive members.

**5.4. The Treasurer shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Prepare an annual budget for the group.

**5.5. The Outreach Director shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Reach out to student organizations to collaborate and form partnerships,
- 5.5.3. Reach out to local communities to build partnership or sponsorship relationships,
- 5.5.4. Seek additional funding opportunities,
- 5.5.5. Contact potential guest-speakers for panelling events and workshops,
- 5.5.6. Maintain relationships amongst organizations via social media platforms.

**5.6. The Social Media Director shall:**

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Maintain, manage, and update the Capes for Kids social media platforms,
- 5.6.3. Create, design, and upload social media content aligning with the themes and values of Holland Bloorview and the University of Toronto,
- 5.6.4. Photograph events for upload onto social media.

**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. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.4. 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. Article Seven – Finances**

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer 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.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 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 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, financial health, and propose or vote on constitutional amendments.

## **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. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.4. 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.
- 9.5. 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.