

Constitution of “Coda UofT Student Chapter”

1. Article One – Name and Purpose

- 1.1. The official name of this recognized student group is “Coda UofT Student Chapter ”
- 1.2. The purpose, objectives, mission and/or mandate of the organization is to
 - 1.2.1. Partner with the Canadian Cancer Society in uniting students to raise funds and awareness for cancer,
 - 1.2.2. Serve as a branch of the Coda Foundation, hereafter to be referred to as the “Seed”, representing and empowering students across all three University of Toronto campuses
 - 1.2.3. Host bi-semesteral fundraising campaigns and build platforms in accordance with the Coda Foundation to provide direct support and services to cancer patients
 - 1.2.4. Organizing events aimed at de-stigmatizing the disease and promoting greater general knowledge on less well-known types of cancer.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members, hereafter referred to as the “Staff Slate”, by the Vice President of Internal Affairs
 - 2.1.1. There is a merit-based application and appointment process for all Coda UofT staff, including the Executive Board and General Staff
 - 2.1.2. The above parties must register officially with “Coda UofT” to be recognized as an active voting member,
- 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.
- 2.6. All members must strive to uphold a positive image of the Coda Network, and the University of Toronto, throughout their involvement with Coda UofT. In doing so, members agree to
 - 2.6.1. Attend all pertinent trainings and staff meetings

- 2.6.2. Act in accordance with the University of Toronto Student Code of Conduct, and the Coda UofT Staff Code of Conduct during their membership terms
- 2.6.3. Understand that Membership may be suspended or revoked if a member violates the image and vision of Coda UofT
- 2.6.4. Failure to comply with any of these regulations may result in the termination of a Staff Member.

3. Article Three – Rights and Responsibilities of Members

- 3.1. All voting members have a right to attend all general meetings of members.
 - 3.1.1. Coda UofT will host one (1) Annual General Meeting (AGM) each academic year
 - 3.1.1.1. The President shall be responsible for taking meeting minutes at the AGM and the dissemination of this document for later viewing
 - 3.1.1.2. The President shall be responsible for moderating the AGM
- 3.2. Voting members of this group are as follows:
 - 3.2.1. The Executive Board, consisting of seven (7) members:
 - 3.2.1.1. President
 - 3.2.1.2. Vice President, Finance
 - 3.2.1.3. Vice President, Internal Affairs
 - 3.2.1.4. Vice President, Outreach
 - 3.2.1.5. Vice President, Operations
 - 3.2.1.6. Vice President, Events
 - 3.2.1.7. Vice President, Graphics and Design
 - 3.2.1.8. Vice President, Communications
 - 3.2.2. General Staff, consisting of the following positions:
 - 3.2.2.1. Coordinator
 - 3.2.2.2. Intern
- 3.3. The Executive Board reserves the right to add, remove, or modify General Staff positions as is deemed necessary for the group,
 - 3.3.1. Staff position modifications that affect the overall structure of the organization must be passed as an amendment.
 - 3.3.2. The number of members occupying General Staff positions is subject to change every year, as deemed necessary for the group.
- 3.4. All voting members have a right to cast votes at all general meetings.
- 3.5. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.6. All voting members have a right to cast votes in all group elections and referenda.

- 3.7. All voting members have a right to propose and vote on amendments to this constitution.
- 3.8. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - The Executive Board

- 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 comprised of seven (7) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. No Executive Member 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.
- 4.5. Upon the conclusion of their role, all Executive Board members must submit a transition report to their successor.
 - 4.5.1. This report may be substituted with a transition meeting at the discretion of the current and next Executive Board member.

5. Article Five - Executive Committee Composition and Duties

- 5.1. The President is to be responsible for:
 - 5.1.1. Serving as the “primary signing authority” along with the Vice President of Finance
 - 5.1.2. Overseeing and leading all the Seed's activities to ensure successful achievement of the Coda Mission.
 - 5.1.3. Fostering cooperation and building team cohesion within the Seed.
 - 5.1.4. Serving as the primary liaison between the Seed and the Coda Foundation Board.
 - 5.1.5. Ensuring that all seed activities align with Coda's image and mission.
 - 5.1.6. Integrating feedback from the Board to continually improve team performance.
 - 5.1.7. Hosting Executive Board meetings, ensuring they are productive and focused on achieving the team's objectives.
- 5.2. The Vice President of Finance is to be responsible for:
 - 5.2.1. Overseeing all financial aspects of the Seed, keeping an up-to-date balance sheet of all debits and credits. This budget sheet must be available for viewing by the Executive Board upon request, at all times.
 - 5.2.2. Serves as the “secondary signing authority” along with the President

- 5.2.3. Ensuring adherence to Coda's financial procedures before, during, and after events and activities.
- 5.2.4. Upholding transparent and comprehensive financial reporting.
- 5.3. The Vice President of Internal Affairs is to be responsible for:
 - 5.3.1. Keeping a record and updating the Staff Slate
 - 5.3.2. Overseeing the hiring and training of all General Staff
 - 5.3.3. Assigning tasks to General Staff members to best support all events of the Seed.
 - 5.3.4. Developing and maintaining internal communication channels to ensure all internal communication between different portfolios is efficient and effective.
 - 5.3.5. Handling any internal disputes or conflicts among staff members to maintain and uphold an equitable and inclusive working environment.
- 5.4. The Vice President of Outreach is to be responsible for:
 - 5.4.1. Creating sponsorship packages to send to potential partners, sponsors and stakeholders to assess the feasibility of event options
 - 5.4.1.1. Researching and identifying potential new partners that align with the organization's mission and goals,
 - 5.4.1.2. Ensuring ongoing communication and collaboration with current partners, to secure long-term support.
 - 5.4.2. Representing the Seed during all communication with external members of the community
 - 5.4.3. Negotiating deals and establishing the necessary connections to execute events
- 5.5. The Vice President of Operations is to be responsible for:
 - 5.5.1. Finalizing all contracts with external vendors and partners
 - 5.5.2. Managing all logistical aspects of the Seed's activities: including room and venue bookings, transportation, event floor layouts and accessibility
 - 5.5.3. Ensuring that all activities and events abide by Ontario and Canadian laws and Toronto by-laws, as well as rules and regulations specific to the University of Toronto.
 - 5.5.4. Maintaining clear and detailed records of all bookings and contracts that will be available upon request by any member of the Executive Board, at all times
 - 5.5.5. Collaborating with the Vice President of Finance to ensure all operational expenses are aligned with the Seed's Budget and the Coda Foundation's financial policies.
- 5.6. The Vice President of Events is to be responsible for:

- 5.6.1. Brainstorming and developing at least two original fundraisers and awareness events per academic semester to contribute to the Seed's fundraising goal
- 5.6.2. Drafting and presenting event proposals to the Executive Board for approval
- 5.6.3. Managing and incorporating feedback received from event attendees and participants into future events
- 5.6.4. Ensuring meticulous organization and coordination with the other portfolios to guarantee the events' success.
- 5.7. The Vice President of Graphic Design is to be responsible for:
 - 5.7.1. Leading the creation and maintenance of a cohesive visual brand identity that reflects the Seed's mission and values across all platforms
 - 5.7.2. Creating all promotional visuals using online graphic design tools
 - 5.7.3. Ensuring that all visual content adheres to established brand guidelines, maintaining consistency across all touchpoints and reinforcing the Seed's brand identity.
 - 5.7.4. Curating visual assets including event photos and behind-the-scenes to enhance the Seed's visibility and engagement
- 5.8. The Vice President of Communication is to be responsible for:
 - 5.8.1. Overseeing the visual identity of the Seed.
 - 5.8.2. Managing all social media accounts
 - 5.8.2.1. Posting updates and promotional material created by the Vice President of Graphic Design
 - 5.8.2.2. Creating interactive content using online platforms such as polls and features
 - 5.8.3. Writing and distributing press releases and mass mailchips to promote the Seed's events, achievements, and key missions.
 - 5.8.4. Planning, executing and tracking the effectiveness of promotion campaigns through social media metrics and feedback, and adjusting tactics to improve and enhance the Seed's visibility and engagement.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Board 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 a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the position(s) through a by-election and vote of simple majority (50% + 1)

7. Article Seven – Group Finances

- 7.1. The Vice President of Finance shall keep an active record of income and expenses.
- 7.2. The Vice President of Finance shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Board must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Board.
- 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 Board 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.
- 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 Board 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 Board.
- 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 Board members are subject to the same termination of membership process as general members.

10. Article Ten – Constitutional 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.