

**Constitution of Scleroderma United for
Students at University of Toronto
Scarborough (SUUTSC) 2024-2025**

Article I: Name of Organization

1.1 The official name of the organization will be Scleroderma United for Students at University of Toronto Scarborough.

1.2 The organization may be referred to by the acronym SUUTSC.

Article II: Purpose

2.1 The purpose of SUUTSC will be to promote awareness, fundraising, and education about the autoimmune disease scleroderma.

2.2 SUUTSC will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by organizing events, workshops, and campaigns focused on scleroderma.

2.3 SUUTSC fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.

2.4 SUUTSC operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

2.5 SUUTSC will operate with guidance from “Scleroderma United” a non-profit organisation.

Article III: Membership

3.1 Membership in SUUTSC is open to all students, staff, faculty, and alumni of the University of Toronto Scarborough.

3.2 The term of membership for SUUTSC will be from January 1– December 31 each year.

3.3 Each member shall be afforded the following rights through membership in SUUTSC:

- 3.3.1 The right to participate and vote in group elections and meetings;
 - 3.3.2 The right to communicate and to discuss and explore all ideas;
 - 3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;
 - 3.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
 - 3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
 - 3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful
- 3.4 Each member shall possess the following responsibilities relative to participation in SUUTSC:
- 3.4 Each member shall possess the following responsibilities relative to participation in :
- 3.4.1 Support the purpose of the organization;
 - 3.4.2 Uphold the values of the organization;
 - 3.4.3 Contribute constructively to the programs and activities offered by the organization;
 - 3.4.4 Attend general meetings;
 - 3.4.5 Abide by the constitution and subsequent official organizational documents;
 - 3.4.6 Respect the rights of peers and fellow members;
 - 3.4.7 Abide by University of Toronto policies, procedures, and guidelines;
 - 3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 SUUTSC will collect a mandatory membership fee from each member each year. This fee will be proposed as part of the operating budget presented to general members for approval at a valid general meeting. The fee will be "CA \$10" each year and 50% will be given to charity, while 50% will be given for the funding to maintain the club.
- 3.6 SUUTSC values and respects the personal information of its members. The secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 3.7 SUUTSC will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

3.8 All members of SUUTSC can attend every event for free or at a discounted price.

Article IV: Executive

4.1 The executives of SUUTSC shall include a President, Vice-President Events, Vice-President Community Engagement, Vice-President Research, Vice-President Finance, Vice-President Marketing and Media, Vice-President Public Relations.

4.2 The broad responsibilities of each executive position are as follows:

- President is the official spokesperson of SUUTSC and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies.
- Vice-President Research acts as an advocate and resource for the academic aspects of scleroderma awareness and education.
- Vice-President Public Relations acts as a liaison between SUUTSC and other student clubs, societies, organizations, and groups on and off campus, as well as with the non-profit organization Scleroderma United.
- Vice-President Events oversees events organized by the group for the benefit of members and the campus community, with a focus on scleroderma awareness.
- Vice-President Community Engagement is responsible for the betterment of student life, promoting a safe, accessible, equitable, and barrier-free campus environment for discussions and activities related to scleroderma.
- Vice-President Finance oversees the organization's finances and is in charge of developing and enhancing the delivery of member services, with a focus on fundraising activities for scleroderma research and support.
- Vice-President Marketing and Media oversees the social media accounts of SUUTSC such as managing the Instagram account , and is responsible for SUUTSC promotion strategies, branding and image.

4.3 Only student members of the organization may hold executive positions.

4.4 The executive positions collectively will form a committee that acts as the primary steward of SUUTSC.

4.5 This Committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

4.6 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

4.7 The term of each executive will last from May 1 following their election to April 30 of the following year.

4.8 Any committee member of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

4.9 Any vacancy of committee members shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

4.10 If the President resigns, a notice of such resignation must be submitted in writing and delivered to the Board of Management at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

4.11 Any vacancy of the President shall be filled by the Vice President until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article V: Removal of Members and Executives

5.1 The process for removing a member or executive from SUUTSC may be initiated under the following circumstances:

- Engagement in unlawful actions or activities;
- Violation of the constitution;
- Violation of University of Toronto policies, procedures, or guidelines;
- Violation of the rights of a fellow member;
- Failure to fulfil organizational responsibilities;
- Other criteria deemed appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

5.2 Removal can also be initiated via:

- A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the committee member.
- A motion for a removal vote is put forward by any member of the committee member and passed by a two-thirds majority vote of the committee members. The individual facing potential removal vote is entitled to vote on the motion if they are an

committee member or be allowed to explain themselves if they are a non-executive general member.

5.3 Removal will follow a three-tier procedure:

1) **First Tier:**

- a) the committee member or member will be warned both verbally and in writing that their behaviour constitutes grounds for removal from the organization and that it should cease effective immediately.

2) **Second Tier:**

- a) Initiated because the member or committee member has violated section 5.1 after receiving a first tier warning relative to a particular action or behaviour.
- b) The President will be responsible for contacting the committee member or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- c) The President must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
- d) The committee member or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the President's written response to demonstrate progress or correction of behaviour.

3) **Third Tier:**

- a) Initiated because the member or executive has violated section 5.1 after receiving a second tier warning relative to a particular action or behaviour.
- b) The removal vote must take place at a valid General Meeting of the membership. A representative supporting the motion for removal and the committee member or member facing removal (or an individual they designate), may speak for up to five minutes each.
- c) The removal of a committee member or member requires a 2/3 majority vote of all the members present at a valid general meeting (including committee members). The committee member or member facing removal is entitled to vote on the motion.

Article VI: Finances

6.1 Funds of SUUTSC shall be expended according to the operating budget approved by the general membership.

6.2 Unbudgeted expenditures above \$100.00 require approval at a valid general meeting.

6.3 The Vice-President Finance shall prepare budgets reflecting the organization's priorities, focusing on scleroderma awareness and support.

6.4 An operating budget for the next fiscal year will be presented by the Vice-President of Finance for approval at the final general meeting of the academic year.

6.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.

6.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

6.8 The President and the Vice-President finance, with oversight for special circumstances by the Executive Committee, shall be the signing authorities for the organization's banking transactions.

6.9 SUUTSC will maintain accurate financial records, ensuring transparency and accountability, especially in fundraising activities for scleroderma research and support.

6.10 SUUTSC will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VII: General Meetings

7.1 General Meetings serve as platforms for executives to report on SUUTSC's activities, engage in policy-making, propose amendments to the constitution, and report on financial status.

7.2 A Chairperson, selected from the executive committee, will facilitate these meetings, ensuring they are conducted efficiently and inclusively, and they are responsible for:

- Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
- Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
- Moderating the discussion at meetings according to the agenda;
- Suspending members from participating in meetings for constitutional or procedural violations.

7.3 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.

7.4 At least one general meeting will be held each month to ensure ongoing engagement and transparency within SUUTSC.

7.5 General meetings may be called to order by the President, through a petition by a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.

7.6 General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.

7.7 Quorum for general meetings requires a simple majority of executives and a greater number of non-executive general members than executives present at all times.

7.8 All executives are expected to make brief progress reports on their activities at every general meeting.

7.9 Minutes of all general meetings must be recorded and maintained for reference purposes.

7.10 Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.

7.11 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.

7.12 Any question at a valid general meeting shall be decided by a show of hands.

7.13 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

7.14 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.

7.15 The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

Article VIII: Executive Meetings

8.1 Executive Meetings provide a forum for day-to-day decision-making, focused on advancing SUUTSC's mission related to scleroderma awareness and support.

8.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:

8.2.1 Formulating and distributing an agenda for each meeting;

8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

8.2.3 Moderating the discussion at meetings according to the agenda;

8.3 There shall be a minimum of one (1) executive meeting held every month during the period Jan 1 to June 30. The date of each subsequent executive meeting will be confirmed at

the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.

8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.

8.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.

8.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.

8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.

8.8 Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.

8.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

8.10 Any question at an Executive Meeting shall be decided by a show of hands.

8.11 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

8.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

8.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article IX: Emergency Meetings

9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

9.2 These meetings must abide by the respective rules outlined in sections 7 and 8 depending on the nature of the meeting.

9.3 Notice of these meetings must be provided with a minimum of 24 hours in advance through email or messages.

9.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of three (3) committee members.

Article X: Elections

10.1 Executive elections will be held prior to March 31 each year.

10.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.

10.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.

10.4 All screening of candidates will be conducted by a committee comprised of majority number of non-executive general members and minority number of executives who will assess each candidate's qualifications against pre-established criteria for holding the positions.

10.5 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.

10.6 All application periods must commence a minimum of fourteen (14) calendar days prior to the general meeting at which the election will be held. The application period must end a minimum of seven (7) days prior to the general meeting at which the election will be held.

10.7 Successful candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.

10.8 Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the candidate selection committee described in section 10.4.

10.9 This committee will be comprised of two (2) non-executive general members and one (1) executive.

10.10 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.

10.11 Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.

10.12 If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.

10.13 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

Article XI: Amendments

11.1 Amendments to the constitution can be made to reflect evolving needs and goals of SUUTSC, especially as they pertain to enhancing scleroderma awareness and support.

11.2 Notice of a meeting called to consider such a resolution shall be given as follows:

11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;

11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.

11.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).

11.4 The general membership must have the final say on amendments to the constitution.

Article XII: Transition

12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article XIII: Emergency Powers

13.1 In extenuating circumstances, the executive committee has the authority to act independently to ensure the continuity of SUUTSC's mission.

13.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

13.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

Article XIV: Food Handling on Campus

14.1 SUUTSC will comply with health regulations for events involving food, especially when organizing fundraisers or awareness events related to scleroderma.

Article XV: Precedence of University Policies

15.1 SUUTSC will adhere to all University of Toronto policies, ensuring that its efforts to raise awareness and support for scleroderma align with university standards.

Article XVI: Legal Liability

16.1 The University of Toronto Scarborough does not assume legal liability for SUUTSC's activities, emphasizing the importance of responsible management and organization.

Article XVII: Banking

17.1 SUUTSC commits to transparency in its financial dealings, providing necessary banking information to the Department of Student Life at the University of Toronto Scarborough.

Appendix A: General Meeting Rules of Order

I. Call to Order

1.1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. A quorum must exist for the meeting to be qualified to conduct business. Proxy or mail ballots are not permitted for general members.

1.2. Meetings must be open to all eligible general members of SUUTSC, with notice provided in accordance with the constitution.

II. Review of the Agenda

2.1. The Chairperson prepares the initial draft of the agenda before the meeting. Agenda items typically follow the sequence outlined in these rules of order.

2.2. The agenda is a collective property of all general members and may be altered only by a majority vote, utilized sparingly to ensure effective meeting and organizational operations.

2.3. General members have the right to add, delete, or reorder agenda items during this review phase.

2.4. Ideally, adjustments to the agenda are made through consensus. Formal voting is reserved for instances of disagreement as determined by the Chairperson.

III. Approval of Previous Minutes

3.1. Minutes are recorded without the need for reading aloud but are formally entered into the organization's official record following general membership approval.

3.2. Any member can propose amendments to the minutes before their adoption, which are then confirmed or rejected by the general membership.

3.3. The minutes must accurately reflect the motions deliberated, the vote outcomes, and any member requests for their comments to be recorded.

3.4. Approval and modifications to the minutes ideally proceed by consensus, with formal voting occurring only in cases of evident contention.

IV. Executive Reports

4.1 Executives may report their findings or recommendations to the general membership at this point of the agenda.

4.2 The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.

4.3 This time should also be used for any presentations to be made to the general membership.

V. Open Forum

5.1. An open forum encourages general members to voice concerns or pose questions directly to executives, fostering an inclusive and responsive organizational culture.

5.2. The Chairperson enforces strict time limits to ensure orderly and respectful discourse, with the opportunity for all voices to be heard.

VI. Old and New Business

6.1 All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.

6.2 The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.

6.3 Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.

6.4 All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

7.1 When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.

7.2 No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.

7.3 The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.

7.4 The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.

7.5 No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.

7.6 When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

VIII. Voting

8.1 There are 3 basic motions for each item of business:

- A motion to adopt a specific action by the board.
- A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
- A motion to remove an item from consideration

8.2 The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.

8.3 After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.

8.4 The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.