

Constitution of 'University of Toronto's Outreach Student Association'

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Outreach Student Association”
- 1.2. The official acronym or abbreviation of the group is “TORS”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to create a meaningful impact in our community by raising awareness of a number of social issues through discussions amongst peers and community leaders, along with organizing various fundraisers and events to help ease the challenges individuals encounter. Throughout the year, our team aims to engage in a variety of impactful initiatives, including volunteering at local shelters, rehabilitation centers, and food banks. We will also focus on fundraising efforts to procure essential equipment and supplies, which will be donated to local charities or distributed to homeless individuals within our community. These activities reflect our ongoing commitment to fostering meaningful change and supporting those in need. Additionally, we aim to collaborate with other organizations to amplify our reach and deepen our community engagement.

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. There is no membership fee to be a part of the University of Toronto's Outreach Student Association

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 referenda.
- 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 six (6) 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 amount 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.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

5. Article Five - Executive Committee Composition and Duties

5.1. The Presidents shall:

The Presidents of the University of Toronto's Outreach Student Association are responsible for overseeing all operations and ensuring that the club adheres to its mission and objectives. Their role involves providing leadership to the Executive Committee and fostering collaboration among its members. The Presidents shall:

- Act as the primary representatives and spokespersons of the club in all official matters.
- Provide strategic direction and ensure that all activities align with the club's goals.
- Facilitate and preside over all meetings of the Executive Committee and general membership.
- Work closely with all Executive Committee members to coordinate events, fundraising activities, and outreach efforts.
- Serve as a liaison between the club, the University of Toronto administration, and external organizations.
- Ensure that the club meets all regulatory and administrative requirements set by the university.
- Oversee the election process and ensure fair and transparent elections for Executive Committee positions.

5.2. The Vice-President shall:

The Vice-President of the University of Toronto's Outreach Student Association supports the Presidents and takes on significant leadership responsibilities. They act as the second-in-command and step in during the absence of the Presidents. The Vice-President shall:

- Assist the Presidents in coordinating the overall activities and initiatives of the club.
- Assume the responsibilities of the Presidents in their absence, including presiding over meetings.
- Help manage and oversee the implementation of projects, events, and community outreach activities.
- Work with the Executive Committee to ensure smooth internal communication and collaboration among team members.
- Assist in recruiting and engaging members, ensuring they are actively involved in the club's mission.
- Collaborate with the Director of Communications and Outreach to promote the club's activities and ensure strong member participation.
- Support the Director of Finance in overseeing budgetary matters when necessary.

- Provide input and support in the development of strategic plans for the club's growth and sustainability.

5.3. The Director of Finance shall:

The Director of Finance for the UofT Outreach Student Association is responsible for a number of things regarding the team's financial operations. This position involves ensuring that all financial operations align with the club's objectives and university's guidelines. These responsibilities include:

- Overseeing financial planning
- Securing sponsorships
- Managing the club budget and preparing financial reports, including income statements, balance sheets, and expense summaries for board meetings and audits. Seeking funding from the University of Toronto and/or other affiliated organizations
- Attending both executive and general meetings
- Collaboration with other executive members to allocate resources efficiently

5.4. The Director of Communications and Outreach shall:

The Director of Communications and Outreach for the UofT Outreach Student Association is responsible for handling all aspects of marketing and communication. They manage social media, promote events, and ensure effective communication with all members. The ideal candidate for this position is someone who is committed to consistently managing our social media presence, dedicates time to creating engaging content, and is outgoing and personable in promoting the club's activities. They should be comfortable communicating with others to effectively spread the word about what's happening within the club. Some of the responsibilities for this position include:

- Managing the clubs social media platforms
- Content Development
 - Social media posts; event announcements, member highlights, achievements, collaborations with other clubs and spotlight posts to showcase individuals or groups making a difference in our community
 - Taking photographs of events and uploading them to social media
 - Posters and flyers for promoting upcoming events or campaigns
 - Infographics on various social issues we focus on
- Coordinate outreach efforts to recruit new members and foster relationships with other campus organizations
- Develop and execute communication strategies to promote the club's mission, events, and activities.

5.5. The Director of Events shall:

The Director of Events ensures that the club's events are successful, well attended, and aligned with the club's objectives. Responsibilities include overseeing the event ideas from all club members, and further coordinating and executing all events and activities hosted by the club.

- Brainstorm event ideas with all club members, and schedule events that align with the club's mission and goals.
- Handling all logistical aspects of events, such as venue, booking, equipment rental and catering if needed.
- Collaborating with other team members, sponsors, and vendors to ensure all aspects of the event run smoothly.

- Work with the communications director to promote events and ensure strong attendance.
- Recruiting and coordinating volunteers to assist with the event setup, execution, and breakdown.
- Evaluate the success of events through feedback and assessing what can be improved for future activities.

5.6. The Director of Equity shall:

The Director of Equity ensures that the club fosters an environment of respect, inclusion, and fairness for everyone involved, regardless of their background. They are responsible for promoting diversity, inclusivity, and fairness within the organization. Their role focuses on ensuring that all members feel welcome and that the club's practices reflect a commitment to equity.

- Creating and implementing policies that ensure equitable treatment of all members and attendants, regardless of background, identity, or circumstances.
- Organizing discussions to raise awareness about issues related to diversity, equity and inclusion (DEI).
- Reviewing club activities, events, and recruitment processes to ensure they are accessible and inclusive for all members.
- Encouraging diverse representation in leadership roles and club participation, ensuring all perspectives are valued.

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 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 positions(s) through a by-election and vote of simple majority (50% + 1)

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, 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.